

NIRMALAGIRI COLLEGE, NIRMALAGIRI

APPLICATION FOR DUTY LEAVE

1. Name of Applicant :

2. Department :

3. No. & Dates of Duty leave
Required with journey time. if any :

4. Name & Place of institution
where duty is assigned }

5. No. and Date of Appointment
order With details of authority }

6. Nature of the Duty/ event
(i.e. course. Seminar. examination.
valuation. subject expert etc. }

7. Duty Leave already availed this year :

8. Total No. of duty leave
including The present one }

Dated signature of Applicant.

9. Substitute arrangement required/ made :

10. Remarks of the department Head :

Dated signature of Dept. Head.

11. Order of the Principal

Nirmalagiri,

Date:

DATED SIGNATURE OF PRINCIPAL