

M.A.M.O. COLLEGE, MUKKAM

APPLICATION FOR DUTY LEAVE

1. Name of the applicant :
2. Designation :
3. Appointing Authority of Duty Assignment :
4. Purpose of Duty Leave :
5. Order/Letter No. and Date of the competent authority
Self attested copy of the order to be enclosed :
6. Date on which duty is assigned :
7. Date on which the applicant is intending to
attend duty if sanction is accorded :
8. Journey period if any :
9. Date on which the applicant could
rejoin duty after duty leave :
10. No. of days of OD taken during the academic year :
Name :

N B:- leave shall be availed of only after obtaining duty sanction.

Signature of the applicant

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11. Recommendation of the Head of the Department : Duty leave may/may not be granted

Signature:

Head of the Dept. of.....

DUTY LEAVE SANCTION ORDER

No.

Date.....

Sanctioned is hereby accorded to Sri/Smt.....
Department of.....for availing Duty Leave for.....Days
w.e.f To.....to.....for attending.....as per
appointment order No.dated.....
of the.....

He/She shall rejoin duty on.....

PRINCIPAL