

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

APPLICATION FOR DUTY LEAVE/SPECIAL CASUAL LEAVE/OTHER DUTY

1. Name & Designation :
2. Department & Office :
3. Pay and Scale of Pay :
4. Nature of Duty (DL/SCL/OD)
5. No. of days and dates of Duty : From To
6. Place of Duty :
7. Purpose of Duty :
8. Total number of Duty Leave/Special Casual Leave already availed during the year :
9. Documents enclosed : 1) Copy of Invitation Letter
2) Duty Certificate

Place:

Date:

Signature :

Name & designation of the Applicant:

Certificate regarding alternate arrangements
(by the HOD/CD)

Remarks and / or recommendations of the
HOD/CD

Signature (with date) and Designation of
HOD/CD

Note:- It may please be ensured that the documents vide item 9 above are enclosed with and also the proforma is completely filled in and duly certified and recommended by the authority