

PAZHASSI RAJA NSS COLLEGE, MATTANUR
APPLICATION FOR DUTY LEAVE

1. Name of Applicant	
2. Department/Section	
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 Department Head
11. Order of the Principal	Permitted/Not permitted
12. Mattanur	
	Dated Signature of Principal