

Application for approval of On-duty / Tour / Holiday Work

From Date	To Date	Total Days	Purpose of duty / work to be carried out	Consider for Exchange Leave (Y/N)

This is to submitted that,
 is scheduled as per above and this office has given the directives to attend the same.
 It is requested to give the permission to attend and consider this duration as a working days.

Date:

Place : (Name :)

College Incharge

KVS Incharge

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