APPLICATION TO ATTEND PROJECT DUTY

(to be given at least 3 days in advance)

Name of the Faculty/staff Designation : Department/Project : Task that was completed in the Last visit (if visiting for same project Place of visit : Is there any teaching assignment during this period Address during leave period & Contact no. Recommendation of the Project Head No. of days spent in the field on : Contact no. : Contact			
Department/Project : : : : : : : : : : : : : : : : : : :	Name of the Faculty/staff	:	
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Recommendation of the Project Head :			
Recommendation of the Project : Head		•	
Head			
Head			
Head	Recommendation of the Project	:	
No. of days spent in the field on :			
No. of days spent in the field on :			
	No. of days spent in the field on	:	
this project	this project		
Any other requirements :	Any other requirements	:	
(please specify)	(please specify)		

SIGNATURE OF APPLICANT WITH DATE

TO BE PROVIDED BY ADMN. SECTION					
NO. OF DAYS SPENT FOR PROJECT'S WORK					
Current year		Previous year			

SECTION OFFICER

REGISTRAR

DIRECTOR & SR. PROFESSOR

INFORMATION TO: (if yes to teaching assignment)

. MPS/M.Phil Coordinator

II. DPS Coordinator

III. Head of the Department