

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	:	
Duration 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 this project	:	
Any other requirements	:	
(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)

- I. MPS/M.Phil Coordinator
- II. DPS Coordinator
- III. Head of the Department