

NEHRU ARTS AND SCIENCE COLLEGE KANHANGAD

Application for On Other Duty (OD)/ Duty Leave (DL)

Date of Application.....

1	Name of the applicant	
2	Designation	
3	Department	
4	Type of Leave (OD/DL)	
5	Total number of OD/DL availed during the year	
6	No of days of OD/DL required	
7	Date(s) of OD/DL applied for	
8	Event for which the leave is applied for	
9	Name of the Institution/organisation	
10	Role of the applicant.	
11	Details of communication/ letter from the authority	

Signature of the applicant :

Recommended /Noted by :

Sanction order/Remarks of the Principal :