



APPLICATION FORM FOR ON DUTY / TEMPORARY MOVE

1.	Name of the faculty / staff	:	
2.	Designation	:	
3.	Department	:	
4.	Date of leaving & Time	:	
5.	Date & Time of Departure from Temporary Duty Station and duration of halt at Temporary Duty Station	:	
6.	Purpose of Move	:	
7.	Reference of any letter of authority leading to move / note sheet (copy to be attached)	:	
8.	Mode of Travel	:	

I hereby certify that I have not been detailed for any other duty during the above mentioned period of On Duty / Temporary Move.

Date of application:

Signature of the Applicant

Recommendation of Section Head / Reporting Officer:

Signature with designation

OFFICE USE

May be permitted / Not Permitted.

Asst Reg (Admin)

Consultant (Admin)

Registrar