



Official Duty Form

(Placement/Admission/Administration/Other)

From:

To: CAO

Date:

I have been assigned Official Duty related to Placement/Admission/Administration/Other (Please Mention)..... and would be out of station during office working days. Relevant details are given below:

Name & Location of Organization /Institution			
Purpose			
Programme Date(s)			
Time			
Away from H.Q Institute)	From		To
Honorarium (if not known, please inform this office in writing, on your return, the amount of honorarium received).			
Transport/Travel Arrangement			
(1) Self			
(2) By Sponsoring Organization/Institute			
It is confirmed that due to this assignment no PGDM/PGDHRM/FPM/PGEXP classes or any other academic assignments have been rescheduled.			
Are there other teaching/institutional commitments on those days	Yes/No		
If yes, what alternative arrangements/adjustments made			
Any other details			

(Signature of the Official)

Approved/Not approved

CAO