



P. S. R. COLLEGE OF EDUCATION
(ACCREDITED WITH 'B' BY NAAC)
APPAYANAICKENPATTI, SEVALPATTI (POST), SIVAKASI -
626140.
Virudhunagar District. Tamilnadu.

On-duty Leave Application Form

Annexure: DPP-21

Clause-12.3

To

The Dean (Academic)

Sir,

Kindly allow me to avail On-duty leave from..... to.....for.....
days as:

- (i) I have to attend the (event name) to be held at
..... for
.....

.....(The proof for attending the event must be
attached).

I have attended.....no. of activities in current academic year and overall I have attended no. of
activities till date.

- (ii) I want to carry out Data collection/ field survey/ experimental studies at
.....
..... which would be needed to carry
out the thesis work smoothly.

I have availed a total of on-duty leaves for Data collection/ field survey/ experimental studies, till date.

Further, I certify that I have already completed my PhD Course Work successfully.

Yours sincerely

(Signature) Name:

Registration No.:

Date:

For Official use

Recommended by:

Supervisor

Forwarded by:

Convener, DDPC

HoD/HoC

Approved by:

Dean(Academic)