



CENTRAL UNIVERSITY OF RAJASTHAN

Bandarsindri, NH-8, Tehsil-Kishangarh 305817, Ajmer (Raj.)

Name: - _____

Designation: - _____

Department: - _____

Date: - ____/____/____

To,

The Registrar,

Central University of Rajasthan

Bandarsindri (Kishangarh)

Subject: - On Duty / Duty Leave

Sir,

I have been deputed

For _____

_____, Hence, I may be considered to be On Duty /

Duty Leave from _____ to _____.

Sr. No.	No. of days on Duty /Duty leave availed during Academics Year _____	No. of days Duty Leave applied for	Journey period and date of Journey
			To -
			From -

A copy of office order / approval is enclosed herewith for kind reference.

Thanking You,

Yours faithfully,

Encl.; as above

Forwarded through the Dean and Head of the Department