



## Dean (SR,IC&CE) Office

### APPLICATION FOR ON DUTY: PROJECT STAFF

1. Name of the Project Staff : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Project Name : \_\_\_\_\_
4. No. of working Days required : \_\_\_\_\_ days  
: From \_\_\_\_\_ To \_\_\_\_\_
5. Purpose of On Duty : \_\_\_\_\_
6. Name & Address of organization / Institute : \_\_\_\_\_  
/ Company visiting
7. TA / DA required (as per actuals) : \_\_\_\_\_

Date :

Signature of the Project Staff

Recommendations of Principal Investigator

Signature of Principal Investigator

**(FOR USE IN SR,IC&CE OFFICE)**

Noted for attendance purpose

Date :

Signature of Dealing Staff

**APPROVED / NOT APPROVED**

Date:

Signature Dean (SR)