

RUNGTA COLLEGE OF PHARMACEUTICAL SCIENCES & RESEARCH, BHILAI

Application form for "On Duty" / Crediting C-off

(Please submit this form preferably on the working day of completion of work)

Name : E.I.D.

Designation & Deptt. :

No. of Days of extra work done / No. From To

On duty leave availed :

Purpose for which the above :

work done :

Was Previous sanction obtained :

for the above (give details) :

Were your classes smoothly :

engaged during your above absence. :

Date :

Signature of
HOD

Signature
Staff Member

Date :

DIRECTOR
Sanctioning Authority