



Duty Sanction Form

(ITM/0301(Staff)/2013/.....)

1. Name : _____
2. Dept : _____
3. Nature of duty : _____
4. Purpose of Duty : _____
5. Duration of Duty : _____
6. Mode of Travel : _____
7. Departure Time : _____
8. Arrival Time : _____
9. Specific Instructions if any _____
- 10 Date : From _____ To _____

Initiated By

Recommended By

Signature of Individual

Name & Signature

HOD

Dean/Principal

For use of office of Dean-Administration

Recommended by

Sanctioned by

Dean – Administration

M.D. Sir

Note : Staff members are requested to fill up form at least one week before proceeding on duty with in / outside vadodara to facilitate obtaining sanction of competent authority and hand over to the office of Dean-Administration after completing the above process and obtain the receipt No. of local inward register.