

From

Date

.....
..... Professor of
Sree Narayana College, Kollam

To

The Principal
Sree Narayana College
Kollam-691001

Sir/Madam,

Sub: Request for- **Permission to attend other duties**-reg:-

Ref: Letter No..... dtd from

As per the letter read, I have to attend
.....from.....to.....
in connection with

Hence I request you to grant me permission for attending the same and my absence on the above dates may be treated as other duty. Duty certificate will be produced on reporting for duty at college.

Thanking You

Yours faithfully,

Recommendation of H.O.D

.....
..... Professor of

ORDER OF THE PRINCIPAL

.....

Kollam

Date:

Signature with seal

FOR OFFICE USE

Duty Certificate submitted on.....

Remarks of Principal

Signature with office Seal