



ASSAM VETERINARY AND FISHERY UNIVERSITY

G.S. Road, Khanapara, Guwahati-22.

FORMAT FOR DUTY LEAVE

1. Name:
2. Designation:
3. Address for communication (Including valid mobile number and e-mail id)
4. Purpose of taking duty leave
 - Summer School/ Winer school/CAFT training
 - Seminar/Symposium/Workshop/Conference
 - Presentation of paper
 - Defending project
 - Attending meeting
 - Conducting examination or viva voce
 - Any other
5. Period of leave requested (excluding days of travel)
6. Duty leave already availed during the current calendar year

Signature of Applicant

Recommendation of Head/In-charge

Comments of Controlling Officer

Seal & Sign