

**APPLICATION FOR SEEKING PERMISSION TO STUDY/ APPEAR FOR
UNIVERSITY EXAMINATION/ OTHER COURSES**

1. Name of the Applicant :
2. Designation :
3. Office in which working at present :
4. Date of appointment in the post :
5. Name of the course for which permission is sought for :
6. Duration of the course (Starting and ending month/ year should be indicated) :
7. Name of the University where the course is to be undergone :
8. Nature of study (whether Regular/ correspondence/ Evening College/ Private/ Part Time) :
9. In case of courses other than correspondence, mention the class timings, nature of course whether it interferes with the regular official work at any point of time :
10. Month/Year of Examination :

CERTIFICATE

I, hereby, certify that the above course of study and preparation for the examination will in no way be detrimental to my normal official duties.

Signature of Applicant

Place:

Date:

REMARKS / RECOMMENDATIONS OF HEAD OF OFFICE

Signature of Head of Office

Place:

Date: