

Name of the Faculty member:

Name of the School:

S. No	Period of vacation during the year 2018 not availed by the Faculty member		Details of the official duties performed during the said period.	Duty authorized by
	From	To		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Signature of Head/ Head I/c.

Forwarded by Concerned Dean

Dated: