

Name of the Faculty Member: \_\_\_\_\_

Name of the School: \_\_\_\_\_

S.No	Period of vacation during the year 2019 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: