

Punjab Institute of Technology

GTB Garh (Moga)

(A Constituent College of Maharaja Ranjit Singh Punjab Technical University, Bathinda)

Tour/Duty Leave

Name: _____ Designation: _____

Duty From: _____ to _____ No. of Days _____

Station Leave: _____ to _____

Purpose of Duty: _____ (Attach the Copy)

Address: _____

Date: _____

Lecture Adjustment

S. no	Dated	Semester	Period	Room No.	Name of Substitute	Signature

(Signature of Applicant)

Departmental In-charge

Director