



ACADEMIC OFFICE
NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

On Duty (OD) Requests / as groups / Participated in technical events

Programme	:	B. Tech. / B. Arch. / B. Sc. B. Ed. / M. Tech. / M. Arch. / M.Sc. / MCA / MBA / MA
Department	:	
Specialization (for PG)	:	
Semester	:	
Session	:	July / January _____

Sir / Madam,

Kindly allow us to avail on-duty leave from _____ to _____
for _____ days as: (i) We have participated in technical events like IEEE, ASCE, or
ASME conferences, or similar activities held at _____ for
paper / poster presentation / technical events (The proof of acceptance of paper / poster
attached).

Sl. No.	Roll Number	Name	Department	Year	Section
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Order: Department: AR, CL, CE, CS, EE, EC, IC, ME, MT, PR; Year: I, II, III, IV; Section: A, B

Signature of the Faculty

For Office use (Approval)

Chairperson (Class Committee)

Head of the Department