



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad

Application for Leave on Duty (OD)

1	Name of the Applicant		:			
2	Employee ID		:			
3	Designation		:			
4	Department		:			
5	Type of leave		:	ON DUTY (OD)		
6	No. of Days Required		:			
9	Period		:	From		To
10	Assigned Office Work		:			
11	Place to Visit		:			
12	Work Assigned by		:			
13	Class Work Adjustment:					
Date	Period Number	Class, Branch and Section	Alternative Arrangement		Signature	Date of Compensation
			Emp. ID	Name		
Date:						
						Signature of the Applicant
Forwarding Remarks						
Permitted / Not permitted						
Comments if any:						
						Signature of HOD
Approved / Not Approved						
Comments if any:						
						PRINCIPAL