



**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	