

**Abhinav Education Society's**  
**INSTITUTE OF TECHNOLOGY & ENGINEERING (POLYTECHNIC)**  
Wadwadi, Tal. Khandala, Dist. Satara.

The Principal,

Respected Sir/Madam,

**Subject : Request for ON DUTY / DUTY LEAVE.**

I

Designation requested to proceed ON DUTY / DUTY LEAVE  
for day/s from to for the reason mentioned below.  
place of work & time  
reason

Movement Register - No. :

Thanking you,

Your faithfully,

Date : ( )

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**FOR OFFICE USE**

The ON DUTY / DUTY LEAVE demanded as above is / not sanctioned.

DATE :

PRINCIPAL

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**FOR OFFICE USE**

The ON DUTY / DUTY LEAVE is noted in the muster.

DATE :

CLERK