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NARMADA COLLEGE OF COMPUTER APPLICATION

1st Floor, Narmada Education Campus, Shuklatirth Road, P.O.Zadeshwar, Bharuch, Gujarat India-392 011
Affiliated to Gujarat Technological University (GTU), Ahmedabad [GTU College Code : 523] & Approved by
AICTE, New Delhi & Run by Narmada Education & Scientific Research Society, Regd. F/133 & Guj/143

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NCCA/4403

Date :

REQUEST FOR OUTSIDE DUTY

- (1) Name of the applicant :
- (2) Designation :
- (3) Purpose of outside duty :
- (4) Duration of outside duty :
- (5) Destination :
- (6) Date of commencement of Journey :
- (7) Likely date of return from outside duty :
- (8) Arrangements made for my own College duty / Classes / Practicals / Tutorials / Other work etc.
- (9) Are any keys to be handed over by me ?
- (10) Can some other work at the outstation be combined with my work ?

(Signature)

Approved / Not Approved

Director