



**UNIVERSITY OF JAFFNA, SRI LANKA**  
**NON-ACADEMIC ESTABLISHMENTS**

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**Application for Duty Leave**

- 01) Name : .....
- 02) Designation : .....
- 03) Department/Division : .....
- 04) Purpose of Duty Leave : .....  
 ( Related documents should be annexed)  
 .....
- 04) Place to visit : .....
- 05) Period of Duty Leave : .....
- 06) State the request with : 

	(✓ / X)
	(✓ / X)
- Travelling
- Subsistence
- 07) Reimbursement of Registration fee / course fee : Rs. ....  
 ( Related documents should be annexed)

.....  
 Date Signature of the Employee

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I recommend / do not recommend the duty leave to the above mentioned officer / employee.

.....  
 Date Head of the Department  
 (official seal to be affixed)

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I recommend / do not recommend the duty leave to the above mentioned officer / employee.

.....  
 Date Dean of the Faculty  
 (official seal to be affixed)

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I approve / not approve for the above.

.....  
 Date Registrar

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*For office use :*