**Permission to Attend FDP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No: | <RefNo> |  | Date: | <FormDate> |

Submitted to the Principal

|  |  |  |
| --- | --- | --- |
| Name of the Department | : | <DepartmentName> |
| Title of the Programme | : | <TitleOfTheProgramme> |
| Duration and Dates | : | <NoOfDaysAttended> |
| Conducted By | : | <ConductedBy> |
| Venue | : | <venue> |
| Type Of Programme | : | <TypeOfProgramme> |
| Level | : | <level> |
| Head of Account | : | <HeadName> |

<Table>

*Note: Programme details/brochure/pamphlet to be enclosure*.

*Certified that necessary alternate arrangements have been made in lieu of the above faculty(s) to attend the academic and other activities of the institution.*

|  |  |  |
| --- | --- | --- |
| Staff-in-Charge: <Maker>  [<MakerDate>] | | HOD: <Checker1>  [<Checker1Date>] |
| For approval please,  //Approved//  PRINCIPAL  <Checker4Date> | | | | |
| [For office use only]  Issue the RELEIVING ORDER to the faculty/staff | | | |
| To: Establishment Section | //By Order//  PRINCIPAL  <Checker4Date> | | |

**FEEDBACK**

|  |  |  |  |
| --- | --- | --- | --- |
| Whether submitted the Relieving order |  | : | <SubmittedReleivingOrder> |
| Whether submitted the copy of certificate |  | : | <SubmittedCopyOfCertificate> |
| Whether TA/DA borne by |  | : | <TaDaBroneBy> |