**RELIEVING ORDER**

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

Sub: Appointment of **<DutyAs>** for Board Exams/Activities April 2023- Relieving order issued –Reg.

Ref: DOTE’s Website Notification for Board Exams/Activities April 2023.

<FacultyName> (<DOTEStaffId>), <Designation>/<DepartmentName> is relieved from her/his duty on <FromDate> (FN) to enable her/his to act as **<DutyAs>** for the Board Exams/Activities April 2023 at <CollegeCode&Name>, <CollegeAddress> to be commenced from <ToDate> (AN) onwards.

PRINCIPAL

Copy to:

1. The Principals’ concerned

2. The Individual Faculty concerned

3. Information to the respective HODs

4. File