**RELIEVING ORDER**

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

Sub: Computer on Office Automation (COA) – February 2023 – Appointment of Additional Chief Superintendent Order issued Reg.

Ref: The Director of Technical Education & Chairman, Board of Examinations Chennai Proceedings No.<ReleivingOrderNo> dated <ReleivingOrderIssuedOn>.

<FacultyName>, <Designation>/<DepartmentName> is relieved from her/his duty on <FromDate> (AN) to enable her/his to act as **<DutyAs>** for the Theory and Practical Examinations of Computer on Office Automation (COA) February -2023 at Centre Code <CollegeCode&Name> to be commenced from <ReleivingOrderIssuedOn> onwards.

PRINCIPAL

Copy to:

1. The Principals’ concerned

2. The Individual Faculty concerned

3. Information to the respective HODs

4. File