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FORM TO BE FILLED IN BY STAFF TO WISH TO PROCEEDUTE
HIGHER STUDIES DURING THE COURSE OF HEIR SERVICE.

I, _____ (Name working as a)
_____ (design.) _____ (Station) wish
to pursue by studies. _____

I, therefore, request permission for the name of the following conditions: -

1. I shall attend office punctually without exception.
2. All the work connected with my official duty will be performed by me with out any hitch and I shall be liable for disciplinary action in case my work is not up to the mark or fall into arrears.
3. I shall not ask for any specific leave for preparation, and agree to be granted leave for a period of examination only.
4. I shall attend my duties as per duty roster and no change of duty will be restored without previous for sanction of your office.
5. In the event of the Administration requiring my service even at the expenses of my duties without in any way making the administration liable for any loss which I may have to sustain on account of my studies being interfered with.
6. I shall carryout the transfer that may be ordered by the Administration even at the expenses of my studies.
7. In the event of the administration or bring me to discontinue my study without assigning any reasons, I shell advice by such direction.
8. I am aware that the permission granted to me is liable to be cancelled or withdrawn with out assignment any or giving any notice.

Dated: _____

Place: _____
Signature. _____
Design. _____
Office/Depot _____