



# MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)  
(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

## Application for Leave on Duty (OD)

1	Name of the Applicant	:				
2	Employee ID	:				
3	Designation	:				
4	Department	:				
5	Type of leave	:	<b>ON DUTY (OD)</b>			
6	No. of Days Required	:				
9	Period	:	From		To	
10	Assigned Office Work	:				
11	Place to Visit	:				
12	Work Assigned by	:				
<b>Class Work Adjustment:</b>						
Date	Period Number	Class, Branch and Section	Alternative Arrangement		Signature	Date of Compensation
			Emp. ID	Name		
Date:						
						<b>Signature of the Applicant</b>
<b>Forwarding Remarks</b>						
Permitted / Not permitted						
Comments if any:						
						<b>Signature of HOD</b>
Approved / Not Approved						
Comments if any:						
						<b>Director</b>