



# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Export Promotions Industrial Park (EPIP), Industrial Area, Hajipur

Dist: Vaishali, State: Bihar, India, PIN: 844102 Website: [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in)

## Duty order on non-working day(s)

(For Faculty/Staff)

(Employee Copy)

1. Name : .....
2. Designation : .....
3. Date(s) on which duty attended : .....
4. Numbers of Day(s) : .....
5. In time and out time : .....
6. Purpose : .....

**Signature of applicant**

Signature and Designation of the duty Assigning Officer

*Note: This leave must be availed within one month or beyond that with specific recommendation by HoD/Section Head in exceptional cases.*

## Duty order on non-working day(s)

(For Faculty/Staff)

(Office Copy)

1. Name : .....
2. Designation : .....
3. Date(s) on which duty attended : .....
4. Numbers of Day(s) : .....
5. In time and out time : .....
6. Purpose : .....

**Signature of applicant**

Signature and Designation of the duty Assigning Officer

(For Office Use Only)

**Compensatory Off Granted/Not-Granted for:**

**Registrar**

**Director**

*Note: This leave must be availed within one month or beyond that with specific recommendation by HoD/Section Head in exceptional cases.*