



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान

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

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.