

# G. VENKATASWAMY NAIDU COLLEGE, KOVILPATTI - 628 502.

(Re-Accredited by NAAC with 'A' Grade)

## ON OTHER DUTY APPLICATION

From

G. Venkataswamy Naidu College  
Kovilpatti - 628 502.

To

The Principal  
G. Venkataswamy Naidu College  
Kovilpatti - 628 502.

Through : The HOD / The Office Superintendent

1. Period of O.D. : From To

2. Reason for O.D. :

3. Ref.No. & Date :

4. Address during O.D. Period :

5. Details of alternative  
arrangements made if any

Date:

Signature

6. Remarks :

Date:

Superintendent / H.O.D.

Principal

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Principal