

**FORM TO BE FILLED IN BY STAFF WHO WISH TO PROSECUTE HIGHER
STUDIES DURING THE COURSE OF THEIR SERVICE**

I, _____ working as _____ in _____ wish to prosecute my studies in _____ (course) and I am undertaking training of the _____ during evening classes before / after duty hours of the month / year _____.

I therefore request administration permission for the same on the following conditions :-

1. I shall attend my duties punctually without exception.
2. All works connected with my official duties will be performed by and without any hitch and I shall be liable for disciplinary action in case my work is not up to the mark or falls into arrears.
3. I shall not ask for specific leave for preparation and agree to be granted leave for the purpose of examination only.
4. I shall attend to my duties as per roster and no change of duties will be resorted to without in any way making the administration liable for any loss, I agree to any loss which I may have to sustain on account of duties being in force with.
5. I shall carry out the transfer that may be ordered by the administration even at the expense of my duties.
6. I shall carry out the transfer that may be ordered by the administration even at the expense of my duties.
7. In the event of administration ordering me to discontinue my studies without assigning any reason, I shall abide by the directive.
8. I am aware that the permission granted to be is liable to be cancelled or withdrawn without assigning any reason or by giving any notice.

Hence, I request you sir, administration approval may please be communicated early.

Station :

Date :

Signature :

Name :

Designation:

Office /Station:

No.

Date :

Forwarded to _____ for necessary action.

Controlling officer