



Requisition for On Duty

From

To
The Principal
Sir C R Reddy (A) college
E L U R U – 534 006

Sir,

Sub: - Requisition for the sanction of on duty – regarding.

Kindly permit me to go On Duty for _____ day/days, from _____
to _____ for the following reason..

Reason:

_____.

Thanking you, sir,

Yours faithfully,

Date:
E L U R U

