

INTER OFFICE NOTE
DIRECTOR'S SECRETARIAT

OFFICIAL DUTY LEAVE /OUT PASS
DURING DUTY HOURS

1. On checking of AIT Main Gate in/out register it is noticed that some staff members are going out during duty hrs without proper permission/authority. To streamline the procedure, a form for official duty leave/out pass during duty hrs is enclosed herewith for your information and further necessary action please.
2. Henceforth, if HOD/Branch Head is required to send any staff member of their respective Dept/Branch for official work, the aforementioned form is required to be filled up and deposited with the security staff at main gate while going out. In the absence of above mentioned form, absence during duty hrs will be treated as unauthorized absence and regularized accordingly.
3. For information and strict compliance of all.

W

(VB Shrikhande)
Colonel
Joint Director
For Director

Encls: As stated

Distribution:-

- | | |
|--|--|
| ✓ Director Principal } For info please | |
| ✓ HOD- Mech | |
| ✓ HOD - E & TC | |
| ✓ HOD - ASGE | |
| ✓ HOD- Comp | |
| ✓ HOD- IT | |
| ✓ Wksp Supdt | |
| ✓ Registrar | |
| ✓ Project Office | |
| ✓ Placement Cell | |
| ✓ Central Stores | |
| ✓ Accounts Section | |
| ✓ Library | |
| ✓ MT Section | |
| ✓ Maint Section | |
| ✓ Exch | |
| ✓ Rector | |
| ✓ Warden NBH -I | |
| ✓ Warden NBH-II | |
| ✓ Warden GH | |
| ✓ Security Supvr | |
| Office Copy | |

OFFICIAL DUTY LEAVE/OUT PASS
DURING DUTY HOURS

1. Mr/Mrs/Miss _____ Designation _____
Emp No _____ Dept _____ is hereby permitted to go to
_____ for (purpose) _____

on (date) _____ from _____ hrs to _____ hrs.

2. It is certified that the above named individual of my Dept is going out of AIT for official work during duty hrs. Record of the same is also maintained in the dept and will be submitted to Main Office at the end of the month.

(Signature of Individual)

(Signature of HOD/Branch Head)

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(Signature of Individual)

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