



## Indian Sign Language Research and Training Centre (ISLRTC)

Department of Empowerment of Persons with Disabilities, Divyangjan

Ministry of Social Justice & Empowerment, Govt. of India

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

I.....working as a.....

in the office of ..... I wish to prosecute my studies during course of service in the.....Examination and I have to undergo training of the.....University, during the year.....

I therefore, requesting permission for the same on the following conditions:-

1. I shall attend to my duties punctually without exception.
2. All work connected with my official duties will be performed by me without any hitch and is 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 any specific leave for preparation and agree to be granted leave for the period of examination only.
4. I shall attend to my duties as per roster and no change of duties will be restored to previous sanction of our office.
5. In the event of the Administration requires my services event at the expenses of my studies, without in any way making the Administration liable for any loss, I agree to any loss which I may have to sustain on an amount to my studies being enforced with.
6. I shall carry out the transfer that may be ordered by the studies, without assigning any reason or giving any notice.
7. In the event of the Administration ordering me to discontinue my studies, without assigning any reason or giving any notice.
8. I am aware that the permission granted to me is liable to be cancelled or withdrawn assigning any reason or giving any notice.

Signature of the employee

Name :

Designation:

Signature of the Controlling Officer