



Form ID: DYP CET: Est/13

Date: \_\_\_\_\_

**On Duty (OD)**

To,  
The Principal,  
D. Y. Patil College of Engineering and Technology,  
Kasaba Bawada, Kolhapur.

**Subject: Application for On Duty (OD)**

Respected Sir,

I \_\_\_\_\_ am working as \_\_\_\_\_ in  
department of \_\_\_\_\_. Kindly allow me to avail On-duty leave as under –

Sr No	Date	Time (From)	Time (To)	Venue	Reason

I have adjusted my workload with \_\_\_\_\_.

Signature of Staff

Encl - The supporting document for On-Duty leave is attached herewith. (If applicable)

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**Forwarded by HoD** – \_\_\_\_\_ (Attendance Certificate required after availing OD – Yes/No)

**Approved by Principal** - \_\_\_\_\_

- Note:
1. Submit duly signed hard copy of application to **Establishment** along with supporting documents.
  2. Apply for OD online on JUNO ERP along with this letter and supporting documents.
  3. Submit attendance certificate after availing OD (If applicable) to **Establishment**.