

OCEAN UNIVERSITY OF SRI LANKA

Application for Duty Leave

1. Name of the Applicant
2. Designation
3. Work Station
4. Details of the duty
5. Departure date Arrival date
Number of dates
6. i) Do you use an official vehicle for the duty ? Yes/No
ii) If yes, Vehicle number
Estimated Distance K.M.
iii) Have you obtained the approval to use the vehicle ? Yes/No

Signature of the applicant
Date

7. Officer covering the duties during the period

Name
Designation
Signature
Date

8. Recommendation of the Head of the Division/Principal

Signature
Designation
Date

9. Approval Approved/Not Approved.

Signature
Designation
Date

Please handover this application to the leave clerk after the approval