

**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 expense 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 Administration even at the expense of my tuition.
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 I am aware that the permission granted to me is liable to be cancelled or withdrawn assigning any reason or giving any notice.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
Controlling Officer**

**Signature of the
employee:**

Name :