

**(Outstation Duty Intimation Form)**

Smt/Shri.....Designation..... has  
been permitted to attend ..... Conducted by  
..... at  
..... from ..... to.....

She/he has been deputed for the above programme from .....to.....  
and would be reporting back for duty on .....The contact  
address (including phone no.) during the above period would be  
.....  
.....  
.....

**Signature**

**Approved by**

**Director**

**Date:**

**Place**