

Date: _____

To,

The Additional Director General,
Indian Institute of Mass Communication,
JNU New Campus,
Aruna Asaf Ali Marg,
New Delhi – 110067

Sub: Prior permission for attending the office on Holiday(s)/Saturday(s)/Sunday(s)

Sir,

The following employee(s) of _____ department may be attending the office on _____ to _____. Prior permission may be accorded for attending the office on the aforesaid date and the employee(s) will be paid Travelling Allowance/Compensatory-off as per rules as mentioned against each:

Sl. No.	Name & Designation	Compensatory/ Travelling Allowance	Signature of the employee
1.			
2.			
3.			
4.			
5.			

Section Head

Assistant Registrar

Deputy Registrar

Approved / Not-Approved

Additional Director General

Note: Compensatory off can be utilized within a month. If not, then it is exhausted.