

Radio Astronomy Centre

Tata Institute Of Fundamental Research

P.O.Box-8,Ooty-643001

Compensatory Off Application Form

(Use Separate Form For Each Day Worked)

PART 1

To.

.....

.....

You are requested to work on.....(.....days) to attend to the urgent work explained to you personally/written. you may avail compensatory off within the stipulated period.

Signature of Reporting Officer

Noted:

Signature

Name & Comp.Code.....

Designation

To
Administration Department
for necessary action

.....

PART II

To be returned to the Administration Department

Sir,

Date.....

I wish to avail compensatory off onfor having worked on.....which may kindly be sanctioned.

Recommended / not Recommended

Signature of the applicant

Signature

Sanctioned / Refused

Sanctioning Authority