



Parshvanath Charitable Trust's  
**A. P. SHAH INSTITUTE OF TECHNOLOGY**  
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)  
(Religious Jain Minority Institution)

**OUT DOOR DUTY**

Date : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Contact No. : \_\_\_\_\_ Name of the Place : \_\_\_\_\_

Date of OD : \_\_\_\_\_ To : \_\_\_\_\_ Time : \_\_\_\_\_

Purpose of OD : \_\_\_\_\_ Alternative Arrangement : \_\_\_\_\_

Name & Signature of Applicant

HOD

OFFICE SUPERINTENDENT

PRINCIPAL

(OD will be valid only after submitting OD proof next day)