



Gujarat Technological University
(Established under Gujarat Act No.20 of 2007)

Date: __/__/20__

To,
The Registrar,
Gujarat Technological University,
Chandkheda, Ahmedabad

Subject: Approval for Staff presence to carry out university work on public holiday/Non-working day

Respected Sir,
Following GTU employees are call for below assigned university work on holiday/Non-working day.
Date of public holiday : _____ Department : _____

Details of wok carried out by employees: _____

Sr.No	Name Of Employees	Officer/Admin/Class-3/Class-4
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Submitted for approval & reflect on their attendance

Thanking You.

Section Head Name & Sign

Establishment Head

Registrar

-----: **Certificated By Section Head** :-----

The above listed GTU employee Sr.No _____ were present and Sr.No. _____ were absent. the attendance record and work they had done on above mentioned dates are verified by me. If any discrepancy will be found. I will be responsible for the same.

Section Head Name & Sign

Establishment Head

Registrar