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Date :.....

To,  
The Director,  
Faculty Development Centre  
UGC-Human Resource Development Centre,  
Savitribai Phule Pune University,  
Pune 411007.

**Subject : Relieving Order.**

Sir,

This has reference to your letter  
No.....dt..... regarding the selection of  
Dr/Mr/Mrs..... for participation in the  
Faculty Development Programme organized by  
.....  
during the period from..... to.....

Dr/Mr/Mrs .....has been  
relieved on .....after office hours for attending the aforesaid  
Faculty Development Programme. Further, he/she will be treated as 'on  
duty' during the course period.

Thanking you.

Yours faithfully,

**Signature of Principal of College / Head of Institute**

**Office Seal**

**(TO BE TYPED ON THE LETTER HEAD OF PRINCIPAL OF THE COLLEGE  
AND NEEDS TO BE SUBMITTED AT THE TIME OF REGISTRATION AT THE  
DEPARTMENT CONDUCTING SHORT-TERM PROGRAMME)**