

Date :.....

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

Subject : Relieving Order.

Sir,

This has reference to your letter dt. regarding the selection of Dr/Mr/Mrs..... for participation in the Faculty Induction Programme/Refresher Programme/Faculty Development Programme organised by UGC-Human Resource Development Centre during the period from..... to

Dr/Mr/Mrs will be relieved onafter office hours for attending the aforesaid Faculty Induction Programme/refresher/faculty development programme. Further, he/she will be treated '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/REGISTRAR/HOD/DIRECTOR OF THE COLLEGE AND UPLOADED ON HRDC SYSTEM-THROUGH YOUR LOGIN ON THE SYSTEM)