



NATIONAL ENGINEERING COLLEGE, K.R.NAGAR, KOVILPATTI – 628503

(An Autonomous Institution, Affiliated to Anna University, Chennai)

NATIONAL CADET CORPS (NCC)

2/9, 9(TN) SIG. COY. NCC & 5-3(TN) Girls BN NCC



Date: _____

To

The Head of Department

Sir,

Sub: Requisition of on other duty [OD] – Permission – Reg.

The following cadets of our department have been deputed for the NCC activity _____ on _____ or from _____ to _____. In this regard, it is kindly requested to grant permission for the listed cadets and consider our absence as on other duty for the mentioned period. The official permission letter will be submitted by our Company Commander. Kindly extend your cooperation and do the needful.

S.NO	ROLL.NO	CADET NAME	CLASS	CADET SIGN	TUTOR SIGN
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Coy Commander

Class In-charge

HOD/_____