

RELIEVING ORDER

To

The Director
UGC-MMTTC, UNIVERSITY OF CALICUT
Calicut University P.O, Kerala – 673 635

Sub:- Relieve order of Mr./Ms/Dr.....
for joining the Induction programme/Refresher Course/Short term course.

Ref:- Your letter No.....dated.....and MMTTC letter No.....
dated.....

Sir/Madam,

With reference to the above, I am to inform you that Mr./Ms./Dr.....
is hereby relieved today theday of,20.....FN/AN to enable him to join
the Induction programme/Refresher course/Short tem course being conducted by UGC-MMTTC,
Univesity of Calicut from.....to.....

He/She shall attend the classes full time and shall not avail any kind of leave during the programme
and his/her period of absence shall be treated as per rule.

Dated Signature & Seal of
REGISTRAR/PRINCIPAL/DIRECTOR of the relieving institute

(To be typed on the letterhead of the PRINCIPAL/REGISTRAR/HOD/DIRECTOR of the college
and emailed to the official email: **ugchrdccalicut@gmail.com**)