

GENERAL SIR JOHN KOTELAWELA DEFENCE UNIVERSITY

PAYMENT FOR WORKING ON HOLIDAYS/WEEKENDS

This is to inform you that I _____ worked on following holiday (s) / weekend (s) to carry out official commitments as mention, and submitted for your approval for holiday payments vide section 10.1 of Chapter VIII of the Government Establishment code and the UGC Establishment Circular No: 07/2016 dated 22.09.2016.

<u>Date</u>	<u>Duration</u>	<u>No. of days</u>	<u>Work done</u>
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.....
Applicant

Date:

Above dates and attendance are correct according to Establishment Code

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Leave Clerk

Recommended for payment:

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Registrar

Date:.....

Payment approved:

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Vice Chancellor

Date: