

RELIEVING ORDER

To  
The Director  
UGC-HRDC, 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 HRDC letter  
No....., dated.....

Sir/Madam,

With reference to the above, I am to inform you that  
Mr/Ms/Dr.....

is hereby relieved today the ..... day of ....., 20.....FN/AN to  
enable him to join the Induction programme/Refresher course/Short term course  
being conducted by UGC-HRDC, University 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 : asc@uoc.ac.in)