



Royal University of Bhutan

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**PARO COLLEGE OF EDUCATION
ROYAL UNIVERSITY OF BHUTAN
POST BOX NO: 1245
PARO: BHUTAN**



OFFICIAL DUTY FORM

Date

Name: _____

Designation: _____

Period of duty (Dates & No. of days): _____

Purpose: _____

Classes/Responsibility handed over to: _____

SIGNATURE OF PERSON TAKING OVER

SIGNATURE OF APPLICANT

Approved/ Not Approved

ADMINISTRATIVE OFFICER: _____

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Note: *This official duty form will be used only when the TA/DA of the official concerned is paid by the college, otherwise a relieving order will be issued accordingly.*