

KALAKSHETRA FOUNDATION
RUKMINI DEVI COLLEGE OF FINE ARTS

Application seeking permission for performance within India

1. Name :
2. Designation :
3. Details of programme in which permission to perform is required:

(i) Name of the event	
(ii) Organizers of the event	
(iii) Venue	
(iv) Date & time	
(v) Whether leave applied for	
(vi) Any other information relevant to the request, you wish to state	

4. Number of permissions already availed during this month :

Certified that my performance in the above programme or rehearsals thereto will be after duty hours and without detrimental to my duties. It will also not affect my participation in the programmes of the Foundation. I will also ensure that my performance in the above programme will not in any way be detrimental to the reputation of the Foundation.

Date: _____

Signature: _____

For Office Use

Recommended/ Not-recommended:

Remarks if any:

Approved/ Not approved

Registrar

Principal

Director

KALAKSHETRA FOUNDATION
RUKMINI DEVI COLLEGE OF FINE ARTS

Application for Earned Leave and permission to travel abroad for private performance

[As per the decision of GB in its meeting held on 29.4.2017, only one request by a faculty for private performance abroad will be considered in an academic year for a period not more than 4 working days prefixing / suffixing holidays at the discretion of the Director.]

1. Name :
2. Designation :
3. Passport No. and its validity period :
4. Details of programme abroad in which permission to perform is required:

(i) Name of the event	
(ii) Organizers of the event	
(iii) Country in which the event is held	
(iv) Venue	
(v) Date of the event	
(vi) Any other information relevant to the request, you wish to state	

5. Details of leave applied for:

Nature of leave	
Duration of leave and number of days	
Address during leave	

This is my first request in this academic year.

I will ensure that I will complete the syllabus allotted to me.

I am responsible for the tax payable on the income received in the aforesaid programme.

I will also ensure that my performance in the above programme will not be detrimental to the reputation of the Foundation in any way.

I herewith enclose a copy of invitation received by me to perform in the aforesaid event.

Date: _____

Signature: _____

For Office Use

This is the first request of the aforesaid faculty during this academic year.

As per the decision of the GB, not more than two staff will be allowed to avail leave of this nature at any point of time. No other faculty / _____ has sought permission to travel abroad for performance during the same period.

Recommended/ Not-recommended:

Remarks if any:

Registrar

Principal

Approved/ Not approved

Director