



RDRS Bangladesh

Duty Out-side Office

Name:..... Designation:

Type of Job:
(Meeting/ training/ workshop/ field visit etc.)

Starting Time: Ending Time:.....

Beginning Date: Ending Date:..... Number of days:.....

Official duty (in specific:)

.....

Name of the visiting office/ place (s)

Employees Signature:.....

Date:.....

Supervisor:.....

Date;.....

Approved by:.....

Date:.....

1. Complete this form, obtain signature of supervisor and send one copy (photocopy) to the person responsible for posting in the Time Keeping Machine.
2. The application must be approved by the respective supervisor. Without approval that days will be treated as absent.