

# NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

New Delhi

## Requisition for attending the Office on Holidays

### **PART- I TO BE FILLED IN BY THE OFFICER/OFFICIAL CONCERNED**

Sh./Ms. .... is required to attend the office on..... for completing the following official work, which could not be completed during normal duty hours as the work is of such an urgent nature that it cannot be postponed till the next working day.

.....  
.....

Signature of the Branch Officer

Approved

Controller of Administration  
Signature of the Competent Authority

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### **PART- II TO BE FILLED IN BY THE BRANCH OFFICER CONCERNED**

Certified that Sh./Ms..... has attended the office on ..... as approved above.

He/She may be allowed Compensatory Leave in lieu of office attended by him/her on..... being Saturday/Sunday/Holidays.

OR

He/She may be allowed remuneration as per approved NIPGR norms for the above day(s) as it is not possible to allow him/her Compensatory Leave due to exigency of work.

(Entered at Page No..... Sl. No..... in the concerned Register.

Signature of the Branch Officer

Dealing Asstt.  
Approved

Controller of Administration  
Signature of the Competent Authority

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### **FINANCE AND ACCOUNTS BRANCH**

Passed for payment of Rs..... (Rupees..... Only).

Dealing Asstt.

Finance Officer

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Received a sum of Rs..... (Rupees..... Only).

Signature of the Claimant