

DEPARTMENT OF _____
JIRI COLLEGE, KADAMTALA
JIRIBAM, MANIPUR

UNDERTAKING / CERTIFICATION

This is to certify that Dr./Mr./Ms. _____,
Lecturer/Assistant Professor, Department of _____, has applied for leave
from _____ to _____.

During this period, the departmental duties and responsibilities assigned to him/her will be
managed by Dr./Mr./Ms. _____, Lecturer/
Assistant Professor / HOD, Department of _____. The arrangement has been
made to ensure the smooth functioning of departmental academic and administrative work.

This undertaking is issued for submission to the Principal/Office for necessary approval and
record.

Date: _____

Place: Jiri College, Jiribam

(Signature of HOD)

Head of Department _____

[Department Seal Here]