

**Relieving Letter by the Affiliating Institution**  
(By Head of the University / College / Institution)

**RELIEVE ORDER**

**Dated:**

To,  
The Director,  
UGC-Human Resource Development Centre,  
Jawaharlal Nehru University  
New Delhi- 110067

**Subject:** Relieving Order of Dr./Mr./Ms./ ..... for joining the Faculty Induction Programme/Refresher course/Short term course/Workshop

**Ref.** Your letter No.....dated..... and Application No.....,

Sir,

With reference to the above, I am to inform you that Dr./Mr./Ms..... is hereby relieved w.e.f ..... FN/AN to enable him/her to join the Faculty Induction Programme/Refresher course/Short term course/Workshop being conducted by UGC-HRDC, JNU, New Delhi from .....to.....

He/She shall attend all the classes full time and shall not avail any kind of leave during the programme and his/her period of absence shall be treated as per rule.

Signature & Seal of  
REGISTRAR/PRINCIPAL/DIRECTOR  
of the relieving institute