 **MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE::MADANAPALLE**

**(UGC-AUTONOMOUS)**

**EXAMINATION SECTION**

**End Semester Examinations - Invigilation Duty Substitution Letter**

From

To

The Controller of Examinations

MITS, MPL

Sir/Madam,

I hereby bring to your kind notice that I am unable to attend the Invigilation duty assigned to me due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have assigned my duties to the following faculty to be done during my absence.

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| **S.No** | **Date** | **FN/AN** | **Duty Assigned to** | **Dept** | **Signature** |
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HOD Remarks Yours Sincerely