**POSTGRADUATE INSTITUTE OF SIENCE**

**UNIVERSITY OF PERADENIYA**

**Statement of duties at M.Sc. Practical Classes**

(Effective from 01.12.2017)

Overtime claims forms will not be accepted for practical classes.

Name of the Tech.Officer/Lab.Atten:/Demonstartor ………………………………………………………………………

Department:…………………………………..…………………… Faculty:………….………………..……………………………

M.Sc. Programme:………………………………………………………………………………………………………………………..

Academic Year:……………………… Semester:…………… Practical Course Code:………………………………

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| **Date** | **Scheduled Practical Class** | | | **Preparation** | | | |
| **Time** | | **No. of**  **Hrs.** | **Date** | **Time** | | **No. of**  **Hrs.** |
| From | To | From | To |
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Signature of Claimant: …………………............................ Date:…………………………………..….

I certify the attendance of the above person is correct according to the records of attendance (Please attach a record of attendance) and certify that any payments has not been claimed from the faculty/Institute for working in the weekends and after 4.30 p.m. on weekdays.

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Subject Clerk / T.O

**Approval :-**

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| --- | --- | --- |
|  | Name | Signature and date |
| Lecture in-charge of the Practical Class |  |  |
| Coordinator of the M.Sc. Programme |  |  |
| Chairman of the Board of Study |  |  |
| Approval of Director /PGIS |  |  |