

**DAV INSTITUTE OF MANAGEMENT**  
**NH-3, NIT FARIDABAD**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

Ms. /Mr. /Dr. \_\_\_\_\_

**OFFICE ORDER**

You are requested to go to \_\_\_\_\_ on  
(dated) \_\_\_\_\_ (at \_\_\_\_\_ to \_\_\_\_\_) for  
(Purpose) \_\_\_\_\_ Verified  
by HOD / Instructed by \_\_\_\_\_.

**(Signature of the applicant)**

**(Dean/HOD)**

**Dr. Sarita Kaushik**  
**(Officiating Principal)**

**DAV INSTITUTE OF MANAGEMENT**  
**NH-3, NIT FARIDABAD**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

Ms. /Mr. /Dr. \_\_\_\_\_

**OFFICE ORDER**

You are requested to go to \_\_\_\_\_ on  
(dated) \_\_\_\_\_ (at \_\_\_\_\_ to \_\_\_\_\_) for  
(Purpose) \_\_\_\_\_ Verified  
by HOD / Instructed by \_\_\_\_\_.

**(Signature of the applicant)**

**(Dean/HOD)**

**Dr. Sarita Kaushik**  
**(Officiating Principal)**