

**To be filled in duplicate:**

**EASTERN UNIVERSITY, SRI LANKA**

The Vice-Chancellor/Registrar

**LETTER OF ASSUMPTION OF DUTIES**

01. (I) Name : Mr./Ms./Mrs./Dr./Prof. :  
(II) Name in Full :
02. Designation :
03. Department :
04. (I) Appointment :  
(II) New Appointment/Transferred from :
05. Date of Appointment/Transfer :
06. Date of Assumption of Duties : Date of Increment :
07. Date of Birth :
08. National Identity Card No. : Date of issue :
09. Address :  
(I) Home Address : Telephone No.:  
(II) Address at Batticaloa : Telephone No.:
- (III) In case of accident or serious illness  
Please notify :
10. Name of spouse :  
11. Spouse's Employer :  
12. Income Tax File No. if any :  
13. Name and Electorate No. :

Date :.....

.....  
Signature

(I) Forwarded  
Head/Department of .....

(II) Forwarded  
Dean/Faculty of .....

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**For Office Use:**

Bursar,

Mr./Ms./Mrs./Dr./Prof..... has fulfilled the requirements and the payments of salary from..... is recommended.

Date:.....

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Vice-Chancellor/Registrar