**AIIMS, Mangalagiri Form for permission/duty leave for online participation in academic and official events outside AIIMS, Mangalagiri**

 **Identifying Information**

|  |  |
| --- | --- |
| Name |  |
| Designation  |  | Employee number |  |
| Department |  | Date of joining the institute & the post held on the date |  |
| Phone no. |  | Email ID |  |

**Details of event/activity** (Please attach a copy of invite/brochure)

|  |  |
| --- | --- |
| Type and Name of event  | Name of conference, workshop, meeting, webinar, examination, interview, expert committee meeting/any other - specify  |
| Event website/host URL, if any |  |
| National / international | (Click one of the two) In India ☐ SAARC ☐ Abroad ☐ |
| Venue (city, country) |  |
| Dates of activity  | From to  |

**Your commitments** (Please attach a copy of invite/brochure, and label with an enclosure number:)

|  |  |
| --- | --- |
| Date and timing at which you will attend the event online\* (refer guidelines below) | Date From toTiming From to |
| Your involvement/role: | Deliver a lecture/talk ☐Session chair ☐Conduct a workshop☐ /examination ☐ /interview ☐As delegate ☐ /participant ☐ /expert committee member ☐Present a paper (provide abstract + acceptance) ☐Other (provide details) ☐Other commitments: |
| Venue from which you will attend the event online  | Department/Institute/Campus/Residence |
| Will you be leaving the station if duty leave is sanctioned? | Yes/No. If yes, the reason may be given |
| Type of concession sought |  ☐ Permission ☐ Duty leave ☐ Fees Amount & Details  |

**Any additional comment/request Signature of applicant with date& seal**

|  |  |
| --- | --- |
|  |  |

**Recommendation of department head Signature with date & seal**

|  |  |
| --- | --- |
| 🞎 No 🞎 Yes  |  |
| Any comments |

Enclosures:

Invitation : Yes/No

Conference circular (if applicable) : Yes/No

|  |
| --- |
| \***Regulations for online participation in academic/official events outside AIIMS, Mangalagiri**1. Permission for online participation in academic and official events outside AIIMS, Mangalagiri will be given for events which last less than half a day. The faculty will be physically present in the department/ institute.
2. On duty leave must be applied for participating in events lasting more than half-a-day. Leaving the station is not normally permitted, even if duty leave is sanctioned for the above purpose.
 |

 P.T.O.

 **For office use only**

**If permission is sought : Granted / Not granted**

**===============================================================================**

**[OR]**

**================================================================================**

**If duty leave is requested**

**Verification**

1. Balance duty leave sufficient to him/her : Yes/No
Balance leave available \_\_\_\_\_\_\_\_\_\_\_\_\_\_
This event \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Balance after this sanction \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Enclosures:

 Invitation : Yes/No

 Conference circular (if applicable) : Yes/No.

**Sanction**

1. Sanction to attend the event be granted : Yes / No
2. Duty leave may be sanctioned : \_\_\_\_\_\_ days
3. Details of Fees & Amount :
4. Any other :

Remarks if any

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_=========================================================================================