**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 to  Timing 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

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