**AIIMS, Mangalagiri**

**Form for Permission for Academic Absence/Duty Leave WITHOUT Financial Support**

**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, symposium/ seminar/training/ examination/ interview/expert committee member/fellowship (long/short term)/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:)

|  |  |
| --- | --- |
| Dates on which you will attend the event | 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: |
| Proposed departure | Date: Select one: Morning ☐ Evening ☐ |
| Proposed arrival (return) | Date: Select one: Morning ☐ Evening ☐ |

**What are you requesting for?**

|  |  |
| --- | --- |
| Duty leave | From: to Days: |
| Ex-India/Own leave | From: to Days: |
| Prefix/suffix/holiday permissions for closed holidays, if any | Attach Sunday/holiday (only at start or end): |
| Source of funding  Pl include information about travel/stay-food/registration fee | Personal/Govt – Indian (name the organization)/Govt – Foreign (name the organization and the country)/ Event organiser/Academic Organisation (give details) / Commercial organization (give details) /Others: Give details |

**Duty leaves already availed in current financial year (April 1 to March 31)**

|  |  |  |  |
| --- | --- | --- | --- |
| Duty leave (days) |  | Already availed this year |  |
| NOC for visa | Needed ☐ Not needed ☐ (for abroad only) | | |

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

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

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

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

**For office use only**

**Verification**

1. Whether this conference is due to him/her : Yes / No (1 / 2 / 3 / 4 conference)
2. Balance duty leave sufficient to him/her : Yes/No  
   Balance leave available \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   This conference \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Balance after this sanction \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Enclosures:

Invitation : Yes/No

Conference circular : Yes/No

Acceptance of paper to him/her : Yes/No (abroad only)

Abstract enclosed : Yes/No (abroad only)

Proof of registration to him/her : Yes/No.

**Sanction**

1. Permission to avail conference be granted : Yes / No
2. Duty leave may be sanctioned : \_\_\_\_\_\_ days
3. Ex-India/own leave may be sanctioned : \_\_\_\_\_\_ days
4. Any other :

Remarks if any

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_