

अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात અખિલ ભારતીય આયુર્વિજ્ઞાન સસ્થા, રાજકોટ

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

Application for permission to attend National/ International scientific Meetings/Conference/ Symposia/ Seminars/ Workshop/ Examination/ Short Term Training etc. in India/ Abroad

Part A

2 Designation 3 Department 4 Date of joining 5 Name of the conference/Assignment Venue Place Place Duration & Date Place Participating as Speaker/Chairperson/Delegates/Others Proposed date of Departure Arrival Total period Sunday/Holiday, if any proposed to be: Suffixed	1	Name	
Date of joining Same of the conference/Assignment Venue	2	Designation	
Name of the conference/Assignment Venue	3	Department	
Venue Place	4	Date of joining	
Place Duration & Date Participating as Speaker/Chairperson/Delegates/Others Proposed date of Departure Arrival Total period Sunday/Holiday, if any proposed to be: Prefixed	5	Name of the conference/Assignment	
Duration & Date Participating as Speaker/Chairperson/Delegates/Others Proposed date of Departure Arrival Total period Sunday/Holiday, if any proposed to be: Prefixed		Venue	
6 Participating as Speaker/Chairperson/Delegates/Others 7 Proposed date of Departure Arrival Total period 8 Sunday/Holiday, if any proposed to be: Prefixed		Place	
Total period Sunday/Holiday, if any proposed to be: Prefixed		Duration & Date	
Total period 8 Sunday/Holiday, if any proposed to be: Suffixed	6	Participating as Speaker/Chairperson/Delegates/Others	
Sunday/Holiday, if any proposed to be: Prefixed	7	Proposed date of Departure	
Sunday/Holiday, if any proposed to be: Prefixed		Arrival	
Suffixed		Total period	
Applying for (Yes/No) (i) TA (ii) DA (iii) Registration Fee (iv) Advanced Required (v) Any other (specify) (iv) Yes/No (iv) Yes/No (iv) Yes/No (v) Yes/No (v) Yes/No (v) Yes/No (v) Yes/No (v) Yes/No (vi) Yes/No (vi) Yes/No (viii) Yes/No (viv) Yes/No (8	Sunday/Holiday, if any proposed to be:	
(ii) DA (iii) Registration Fee (iv) Advanced Required (v) Any other (specify) (v) Any other (specify) (v) Yes/No 10 Expenditure details- Registration fee; Travel; DA; DA	9	Applying for (Yes/No)	
(iii) Registration Fee (iv) Advanced Required (v) Any other (specify) (v) Yes/No (v) Yes		(i) TA	
(iv) Advanced Required (v) Any other (specify) (iv) Yes/No 10 Expenditure details- Registration fee; Travel; DA Other; Total; Advance Required 11 TA/DA/ Daily subsistence allowance (DSA) to be received from the organizers/ sponsoring authority 12 Fee/ Honorarium/ remuneration expected, if any (Specify the amount) 13 Details of last academic leave availed with or without financial obligations to the institute 14 Post deliberation report for the last academic leave submitted vide letter no. 15 Signature of the Faculty member:		(ii) DA	
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Other; Total; ; Advance Required	10	Expenditure details-	
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submitted vide letter no. 15 Signature of the Faculty member:	13		
	14	submitted vide letter no.	
Date:	15	Signature of the Faculty member:	
		Date:	

Encl: Brochure of the conference Letter of Invitation

Acceptance of paper by the organizer (if applicable)

Part B 16. Remarks of the Head of the Department I. Verification by the HoD: (i) On Duty Academic leave already availed in FY: (ii) Details of the faculty members in the Departments during the period of above academic event Total strength..... Faculty Members on duty during this academic event..... II. Faculty member who will look after the work in the Department during the period of participation of the faculty as indicated at part 'A' above. They cannot avail any kind of leave during this period. S. No. Name & Designation Signature (While forwarding the applications, the HoD should ensure that 50% of the total strength of faculty of concerned Department should be available in the Department. III. Recommended/ Not Recommended Date:.... Signature of Head of the Department 17. Remarks of Dean (Academics) (a) Permission to attend Recommended / Not Recommended (b). Permission to accept from the organisers-(i) TA/DA/Daily subsistence allowance (DSA) NA/ Recommended / Not Recommended (ii) Fee/ Honorarium/ remuneration NA/ Recommended / Not Recommended (c). 'On Duty' Academic Leave Recommended / Not Recommended (d). Financial obligations to the institute Nil / TA/ DA/ Registration fee/ Others Date:..... Signature of Dean (Academics) 18. Remarks of Executive Director Sanctioned / Not Sanctioned Date:.... Signature of Executive Director

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