



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात  
All India Institute of Medical Sciences, Rajkot, Gujarat

AIIMS/Rajkot/Admin/Circular/2022-23/1420

Date: 04/10/2022

**CIRCULAR**

**Subject- Guidelines for grant of permission to faculty members of AIIMS Rajkot to attend various scientific conferences and other assignments in India and abroad**

AIIMS Rajkot has adopted AIIMS Delhi guidelines F.14-3/69(1999)-Estt.I(F.cell) dated 17 Oct 2015 for grant of permission to faculty members to attend various scientific conferences and other assignments in India and abroad (enclosed as Annexure I).

Following clarifications on the aforesaid guidelines are circulated herewith for information and strict compliance by all concerned-

**1. Regarding types of leave permitted-**

The Executive Director, at his discretion, may permit a faculty member to avail following type of leaves for academic purpose-

(a) **'On Duty' Academic leaves-** Faculty members may be permitted to attend academic events/assignments on 'On duty' academic leave as per the adopted guidelines.

Since the institute is still in inception stage and only limited number of faculty is available, participation of faculty members in various scientific conferences and other assignments with 'On Duty' academic leave shall be restricted to **28 days** in a financial year.

'On-duty' academic leave beyond the period of 28 days but not more than 42 days in a financial year shall be granted only in exceptional cases on merit basis solely at the discretion of the Executive Director.

In case, the Government / institute deutes the faculty members to participate in an academic event/assignments, then the 'On Duty leave' granted to them shall not be counted for their entitlement of academic leave.

The period of leave 'On Duty' would be restricted to the actual period of the event and the actual transit period.

(b) **Leave of kind due-** may be granted to a faculty member if permissible for this purpose at his/her request for the period of absence to attend various scientific conferences and other assignments in India and abroad. This may also be given for period beyond the limit of 42 days.

Leave of kind due includes **Earned leave/HPL/Commutated leave** at the credit of faculty member.

(c) **Extraordinary leave (EOL) without pay-** may be granted to a faculty member at his/her request for upto 3 months during first year of service, upto six months after completion of one year of continuous service and upto twenty-four months after completion of three years of continuous service.



## 2. Regarding financial obligations to the institute

Faculty members shall be granted 'On Duty' academic leave with or without traveling allowance (TA), daily allowance (DA) and registration fee as per provisions of AIIMS Delhi guidelines.

Entitlement of TA/DA shall be as for a journey on tour as per Government of India Ministry of Finance, Department of Expenditure Office Memorandum No. 19030/1/2017-E.IV dated the 13 Jul 2017. Other instructions of Government of India regarding booking of tickets and selection of agents/airline etc. shall be followed by the faculty member.

Faculty member can accept entitled TA/DA/ Daily subsistence allowance (DSA) from the organizers/ sponsoring authority etc. for participating in an academic assignment while availing 'On Duty' leave with prior permission of the Executive Director.

There shall be no financial obligations to the institute if faculty avails leave of kind due or Extraordinary leave (EOL) without pay for academic purpose.

## 3. Regarding acceptance of fee/ honorarium/ remuneration by faculty member when permitted to participate in an academic event-

Faculty members are **NOT permitted** to accept any fee/ honorarium/ remuneration when permitted to participate in an academic event/assignment on 'On duty' leave. They can receive only entitled TA/DA/DSA from organising/sponsoring authority for such activities.

In case, a particular faculty member is paid an honorarium/fee/remuneration in addition to TA/DA/DSA by the organising/sponsoring authority, then he/she has to avail either the leave of the kind due with the provision of SR-12 or Extraordinary leave (EOL) without pay.

*The above rule does not apply to remuneration received by the faculty member from National Medical Council of India or State Government, National Board of Examination (NBE), universities and autonomous bodies which are wholly or substantially owned or controlled by the Government for their services-*

- (a) connected with conduct of examination
- (b) as a member of selection committee
- (c) to conduct inspection and to examine the facilities for starting UG/ PG courses etc. at various medical colleges / universities.

## 4. Regarding provisions of SR-12-

Provisions of SR-12 shall be applicable if faculty member is granted **leave of the kind due** for academic activities.

As per SR-12 one-third of any fees in excess of Rs 1,500 paid to a Government servant in a financial year shall be credited to the Consolidated Fund of India.

*TA/DA/ DSA received by the faculty member is exempted from the above provided the competent authority is satisfied that the amount received by the faculty member are not a source of profit.*

The faculty member may be allowed to retain *in toto* the fee/remuneration received by them, if they are granted Extra-ordinary leave (EOL) without pay for such assignments.



## 5. Regarding application for Academic leave

It is mandatory to obtain prior permission of the competent authority to attend various scientific conferences and other assignments in India and abroad even if these events are scheduled during closed holiday(s)/ sanctioned leave/ vacation of the faculty.

Application for grant of permission to attend various scientific conferences and other assignments **in India** is to be forwarded to Dean (Academics) in the prescribed proforma (Annexure II) duly filled through proper channel at least **15 working days** prior to the commencement of the event. However, urgent/immediate visits may be considered only in exceptional circumstances on a case-to-case basis.

Similarly, application for permission to attend an academic event **abroad** is to be forwarded along-with all relevant information/documents at least **(06) six weeks** prior to the commencement of the journey.

In case, any faculty member proceeds for attending any academic event/assignment outside the institute without prior permission of the competent authority, then the period of his/her absence shall be treated as **extraordinary leave without pay** and other action as deemed fit will be initiated against such faculty member.

## 6. Regarding post-deliberation report

Faculty member are required to submit post-deliberation report on the event and participation certificate(s) within a period of 15 days of return.

He/ She shall also submit a clear statement along with documentary evidence about TA/DA/ DSA and fee/ honorarium/ remuneration received/claimed from the organizers/ sponsoring authority.

This issues with the approval of the Executive Director, AIIMS Rajkot.



Col. Puneet Kumar Arora  
Deputy Director (Admin)

कर्नल पुनीत कुमार अरोरा,  
Col. Puneet Kumar Arora,  
उप निदेशक (प्रसा.)/Dy. Director (Admin),  
एम्स राजकोट - ३६० ००१, गुजरात.  
AIIMS Rajkot - 360 001. Gujarat.

Copy to,

1. Executive Director, AIIMS Rajkot
2. All Faculties of AIIMS Rajkot
3. DDO, AIIMS Rajkot
4. Deputy Medical Superintendent I & II, AIIMS Rajkot
5. Administrative Officer, AIIMS Rajkot

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI - 110 029.

No.F.14-3/69(1999)-Estt.I (F.Cell)

Dated the 17<sup>th</sup> Oct, 2015

Subject:- Guidelines for grant of permission to the faculty members of the Institute to attend various scientific conferences and other assignments in India and abroad.

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In supersession of all previous orders on the subject cited above, guidelines for grant of permission to the faculty members of the Institute to attend various scientific conferences and other assignment in India and abroad, as under, as approved by the Academic Committee and Governing Body of the Institute, is hereby circulated to all concerned for their information and guidance:-

Guideline No.1

PARTICIPATION IN SCIENTIFIC MEETING/CONFERENCE/SYMPOSIUM/ SEMINARS/ WORKSHOP/C.M.Es./SHORT TERM TRAINING OR COURSE OR PROGRAMME (NOT MORE THAN TWO WEEKS) IN INDIA & ABROAD

A. IN INDIA AND SAARC COUNTRIES

The Director, at his discretion, may permit a member of faculty to participate Scientific Meeting/Conference/ Symposium/ Seminars/ Workshop/CMEs/Short-term training or course or programme (*not more than 14 days*) within India or SAARC countries with or without travelling allowance (TA), Daily Allowance (DA) and Registration Fee in each financial year, provided that:-

- (i) Only 4 such events are permissible in each financial year for TA, DA and Registration Fee from the Institute and in case of visit to SAARC countries VISA fee will be paid. However, faculty can split the TA/DA or registration fee to attend more such activities if permissible.
- (ii) He/she should have completed six months of service as a faculty member continuously, before commencement of the event.
- (iii) His/her scientific paper should have accepted for presentation or invitation for lecture/talk/live workshop and/or chairing/co-chairing of session or he/she may have invitation to participate as a delegate by the organizers.

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- (iv) For participation of such events without financial support from the Institute, a clear statement with regard to the source of funding to meet the expenditure for such visits along-with documentary evidence to that effect should be submitted. In case of self funding, he/she should give a clear statement to the effect in their application. Funding agency should be a *government organization, autonomous body, society, scientific association, charitable trust/society or non-profit organization.* Acceptance of funding from any private companies or organization to meet the expenditure for such visits shall not be allowed.
- (v) He/she will be required to submit participation certificate and a report on the event within a period of 15 days on return.
- (vi) In case of training program or courses, the invitation letter should be addressed to the Director, AIIMS or the application to attend such training/courses should be routed through proper channel.

**B. IN ABROAD**

The Director, at his discretion, may permit a member of faculty to participate Scientific Meeting/Conference/ Symposium/ Seminars/ Workshop/CMEs/Short-term training or course or programme (not more than 2 weeks) on duty terms abroad (except SAARC Countries) with or without any financial commitment by the Institute. However, Registration Fee, Air-fare, Visa Fee, hotel accommodation charges, Per-diem as per rules and Actual Medical Insurance Premium subject to ceiling of Rs.3000/- will be provided to present scientific papers or to chair/co-chair the scientific session or to deliver lecture as an Invited Speaker/Faculty in workshop and for availing of training in a specified course or program offered by universities. Applications from the faculty members for such purpose will be considered provided that:-

- (i) In case of financial support from the Institute, he/she should have completed the probation period as a faculty member and should have left at-least one year service before commencement of the event.
- (ii) The entitlement for financial support shall be - Assistant Professors and Associate Professors once in two financial years and Additional Professors and Professors once in a financial year.
- (iii) Where scientific papers are to be presented, his/her scientific paper must be an outcome of the research conducted at the Institute or collaborative research and should have been accepted for presentation. For chairing/co-chairing the scientific session or to deliver lecture as an Invited Speaker or Faculty for workshop he/she should have been invited for the same.
- (iv) He/she will be required to submit participation certificate and a report within a period of 15 days on return.

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- (v) For participation of such events without financial support from the Institute, the faculty member should have been invited by the Conference organizer. He/she should furnish a clear statement with regard to the source of funding to meet the expenditure for such visits and to submit the documentary evidence to that effect. Funding from any private companies for such visits will not be allowed.
- (vi) In case of training program/courses, the invitation letter should be addressed to the Director, AIIMS or the application to attend such training/courses should be routed through proper channel.

Guideline No. 2

PARTICIPATION IN THE MEETINGS OF THE DECISION - MAKING BODIES LIKE EXECUTIVE BOARDS, ORGANIZING COMMITTEES, SCIENTIFIC PROGRAMME COMMITTEES, REVIEW COMMITTEES, MEETINGS OF JOURNAL EDITORIAL BOARD ETC.

The Director, at his discretion, may permit a member of the faculty to participate in the meetings of the decision making bodies like Executive Boards, Organizing Committees, Scientific Programme Committees, Review Committees, Meetings of Journal Editorial Board *and/or administrative activity/policy* within India or abroad (excluding fellowship & foreign assignment) subject to the condition that no financial commitment would devolve on the part of the Institute.

Guideline No. 03

ATTENDANCE AT THE MEETINGS ON EXPERT ADVISORY GROUPS, ADVISORY PANELS, STEERING COMMITTEES AND TASK FORCES ETC. OF THE WORLD HEALTH ORGANIZATION AND OTHER UN AGENCIES.

The Director, at his discretion, may permit a member of Faculty to attend meetings such as Advisory Panels, Steering Committees, Task Forces etc. of the WHO and other UN Agencies. Attendance in such meetings will not be considered for the purpose of grant of permission for participation under Guideline No. 1. The period of absence for attending such assignment; where honorarium remuneration is paid to a member of the faculty, the period of absence will be treated as leave of the kind due and provisions of SR-12 will apply unless Extra Ordinary Leave Without Pay is availed of.

Guideline No. 04

FOREIGN VISITS FOR AVAILING OF ASSIGNMENTS ((JOB) OR TRAINING FOR MORE THAN TWO WEEKS OR FELLOWSHIPS OR SCHOLARSHIPS

- (i) Faculty member should route their application through the Director for availing of assignments (job) or training for more than two weeks or fellowship or scholarships. The Director, at his discretion may with-held any such application in public interest. In case of online submission of application for such purpose, the faculty member should intimate to the Director, immediately after online submission of their application for such purpose.

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- (ii) Regular/permanent faculty members are only eligible.
- (iii) Probation period or at-least 2 years continuous service should have been completed by the faculty member before availing of assignments(job)/training for more than two weeks/fellowships/scholarships.
- (iv) Entitlement shall accrue @ one year per every completed five years and entitled for a total period of not exceeding 5 years during the entire period of service as faculty member but not more than two years at a stretch.
- (v) Foreign assignment (job)/ training for more than two weeks/fellowships/scholarships for a maximum period of six months and less will be termed as "short term foreign visits" and beyond six months as "long term foreign visits".
- (vi) At-least 50% of faculty should be available on duty in the concerned Department.
- (vii) No substitute will be asked by the Chief of the Centre/Head of the Department and also to ensure the smooth functioning of the concerned Centre/Department.
- (viii) Request for resignation/voluntary retirement will not be entertained from the faculty member while on aforesaid assignments.
- (ix) Period of absence from the Institute for availing of any foreign assignment (job) will be treated as EXTRA ORDINARY LEAVE WITHOUT PAY and the provision of SR-12 will not apply on them.
- (x) The Fellowship/training/scholarships sponsored or awarded by the Government controlled Department/Agency such Fellowship/scholarship like WHO, Commonwealth, INSA, DST, ICMR, etc., the period of absence will be treated as on duty. Period of absence for availing of rest of all Fellowships/scholarships/trainings will be treated either as leave of the kind due with the provision of SR-12 where any fee/honorarium/ salary/ remuneration is received from such fellowship/ scholarship/training or on extra ordinary leave without pay. Other Fellowship/scholarship/training up-to the duration of 42 days in a financial year, shall be considered as on duty within the permissible limit of 42 days leave on duty in a financial year, provided that the individual faculty should make a specific request for the same and no fee/honorarium/salary/ remuneration is received from such fellowship/ scholarship/training.
- (xi) For the period of Extra Ordinary Leave Without Pay availed for such purpose, the faculty member concerned will be required to deposit contributions towards GSLI/EHS in advance and the pension contribution on return from abroad. However, if the faculty member is a member of New Pension Scheme (NPS), he/she should deposit the requisite contribution every month.

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- (xii) There will be no bond for availing of Fellowship/training/ assignment for a maximum period of 42 days. However, for the assignment (job)/fellowship/ scholarship/training exceeding 42 days but up-to six months duration, the faculty member is required to execute a bond for a sum of Rs. 5 lakhs on non-judicial stamp paper of Rs.50/- binding him/her to serve the Institute for a minimum period of one year from the date of re-joining at the Institute. For availing of the assignment (job)/fellowship/ scholarship/ training exceeding six months duration, he/she is required to execute a bond for a sum of Rs. 10 lakhs in a non-judicial stamp paper of Rs. 50/- binding him/her to serve the Institute for a minimum period of three years from the date of re-joining at the Institute.
- (xiii) There will be a cooling period of one year between two short-term foreign visits. Similarly, the cooling period between two long term foreign visits shall be three years.
- (xiv) The period of leave (*Extraordinary leave without pay*) availed by the faculty member for taking up foreign assignment (job)/fellowship/scholarship/ training, would be excluded from the minimum required period of service for eligibility for consideration of next promotion under the Assessment Promotion Scheme (APS). Period of assignments (job)/ fellowship/scholarship/training with national/ international/multinational agencies dealing in health sector (services) which is treated as on duty, would however, be counted for eligibility under APS provided that the assigned position in the overseas assignments is in teaching institution/hospitals/ universities.
- (xv) There will be no Bond in case of deputation with the organization in pursuance of the obligation under agreement entered into by the Govt. of India or by the AIIMS, New Delhi and the period of deputation will also not be counted towards the entitlement as provided in clause (iv) of the guideline No. 4 above.

**Guideline No.05**

**PERMISSION TO ACCEPT THE EXAMINERSHIP IN INDIA AND ABROAD**

A member of the Faculty may be permitted at the discretion of the Director to accept the offer being appointed as examiner in India or abroad and the period of absence from headquarter for such purpose including the transit period, will be treated as on duty. No TA/DA or any financial commitment would devolve on the part of the Institute for such purpose.

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Guideline No.06

PERMISSION TO ACCEPT INVITATION TO ASSIST THE VARIOUS SELECTION COMMITTEES IN INDIA AND ABROAD

The Director may, at his discretion, grant permission to the members of the faculty to accept invitations from various organizations both from India or abroad to assist them in making selections. The period of absence from headquarters including the transit time may be treated as on duty. No TA/DA financial commitment would devolve on the part of the Institute.

Guideline No.07

PERMISSION TO ACCEPT INVITATIONS FROM INDIAN/FOREIGN UNIVERSITIES AND INSTITUTIONS FOR DELIVERING LECTURES/ CONDUCTING WORKSHOPS

The Director may at his discretion allow a member of faculty to accept invitation from the Indian/foreign universities and institutions for lecture/conducting workshops. The period of absence for such purpose including the period spent on travel will be treated as ON DUTY. TA/DA will be provided by the Institute if permissible as per clause II(1)(i) of guideline No.1. However, the same will be adjusted against his/her entitlement of TA/DA/Reg.Fee for that financial year. In case, a particular faculty member is paid an honorarium/fee/remuneration in addition to TA/DA by the sponsoring authority, then he/she has to avail of leave of the kind due subject to the provision of SR-12.

Guideline No.08

PERMISSION TO ACCEPT MEMBERSHIP OF THE SCIENTIFIC ADVISORY BOARDS, EXPERT COMMITTEES, TASK FORCES OR ANY OTHER EXPERT ADVISORY GROUP OF NATIONAL/INTERNATIONAL SCIENTIFIC BODIES

The Director may permit at his discretion, a member of the faculty to accept the invitations to serve on the Scientific advisory Board, the Expert Committee, Task Forces or any other expert advisory Group of national/ International scientific bodies and depute them to attend the meetings of these committees as on duty, but no TA/DA will be payable by the Institute.

Guideline No.9

PERMISSION TO ACCEPT MEMBERSHIP AND TO ATTEND THE MEETINGS OF UNIVERSITY GRANTS COMMISSION/INDIAN UNIVERSITIES/ MEDICAL COLLEGES/ AUTONOMOUS BODIES

The Director may permit, at his discretion, a member of the faculty to accept membership and to attend the meeting of the Advisory Board of the Indian University/Medical College or any teaching and research Institution Organization. The period of absence will be treated as on duty. No TA/DA will be paid by the Institute.

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No permission will be granted to a faculty member to be associated either as member or consultant of a private Medical Institution/ Hospital/Centre in India or abroad which is running on commercial basis. However, if an academic activity is organized by private Institute/Medical College/recognized Hospitals, then the Faculty members may be permitted for such purposes & TA/DA/Reg. Fee is payable by the Institute if permissible as per clause no.1(1)(i) of guideline No.1.

**Guideline No.10**

**PERMISSION TO CONDUCT INSPECTION AND TO EXAMINE THE FACILITIES FOR STARTING UNDERGRADUATE/ POSTGRADUATE COURSES ETC. AT VARIOUS MEDICAL COLLEGES/UNIVERSITIES.**

The Director may permit, at his discretion, a member of the faculty to conduct inspections and to examine the facilities available for starting undergraduate/ Postgraduate medical courses etc. at various medical colleges/Indian Universities on behalf of the Medical Council of India or State Government of a University & National Board of Examination etc. The period of absence will be treated as 'On Duty' but no TA/DA will be paid by the AIIMS.

**Guideline No.11**

**PERMISSION TO PARTICIPATE IN THE PLANNING, ORGANIZATION AND TO CONDUCT COMMUNITY HEALTH CARE WORK**

The Director may permit, at his discretion, a faculty member to participate at the instance of Central, State and other Government agencies in the planning, organization and conduct of community health care work including participation in experiments to develop alternate models of health care delivery for the benefit for general public in any place in the country. The period of absence will be treated as 'On Duty' but no TA/DA will be paid by the Institute.

*In case, the Government/Institute depute the faculty members for such purpose, the TA/DA will also be paid to them and this will not be counted for their entitlement under the guideline No.1.*

**Guideline No.12**

The Director may also permit the member of the faculty to take up any other assignments in India or abroad which are connected with the activities of the Institute and considered to be in the interest of the Institute/country. The period of absence will be treated as 'On Duty' but no TA/DA will be paid by the Institute.

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**Guideline No.13**

For meeting related to the Research Project in India and abroad which may be funded by private research institutions/ foundations/ companies in which the concerned faculty member is either Co-Investigator or Investigator, the faculty member may be allowed to attend such meetings provided that the project ideally should have been cleared by the Ethics Committee and registered with the Institute. In addition, permission may be granted to attend investigator's meeting for protocol development provided in principle approval has been given by the research section. TA/DA for such visits can also be claimed from the registered Research Projects provided that the visit is related to the concerned research project and there will be adequate funds available in such research projects on the head of TA/DA for attending such meetings.

**GENERAL CONDITIONS:-**

- (i) Participation of all the aforesaid activities with leave on duty is restricted to 42 days leave on duty in a financial year. However, participation of such events during the period of vacation will be treated as vacation. No further requests for participation of any activities beyond the permissible leave on duty will be entertained. He or she may apply for leave of kind due if permissible for this purpose, provided that no TA/DA/Reg. Fee will be provided for such visits.
- (ii) The period of leave on duty would be restricted into the actual period of the event and the actual transit period.
- (iii) The maximum ex-India leave in conjunction with official duty shall be 3 weeks while adhering to the limit of 50% (excluding transit time and enforced halt) of the period of official duty abroad. However, in the case of official visits of duration less than 8 days, the limit of 50% ex-India leave can be availed up to 4 days.
- (iv) The concerned Chief of Centre/Head of the Department will ensure the availability of 50% faculty members on duty during the entire period.
- (v) Faculty members who accepts any foreign hospitality are advised to obtain clearance from Foreign Contributory Regulation Authority (FCRA). Foreign Hospitality means :- any offer, not being a purely casual one, made in cash or kind by a foreign source for providing a person with the costs of travel to any foreign country or territory or with free board, lodging, transport or medical treatment.
- (vi) The Member of the Faculty shall not be permitted to avail/attend any academic events including fellowship/training/assignment with funding from a private organization.

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- (vii) In case, any fee/honorarium/salary/remuneration is received by the faculty members, the provision of SR-12 will be applicable as per rules.
- (viii) Faculty member who seeks permission to conduct examination in private institutions, he/she should be appointed by the University under which the Institution concerned is affiliated.
- (ix) The faculty member is required to make their plan well-in-advance for participating the events and their application for such purpose is required to submit to the FACULTY CELL 2-3 weeks prior in case of visits within India and 4-6 weeks prior in case of visits abroad, from the date of commencement of the events, so that the outcome of the applications could be communicated well before proceeding for the events.

All faculty members of the Institute are requested to adhere the aforesaid guidelines and general conditions while submitting their applications for the above purpose.

( Authority :- Item No. AC - 113/20 of the Standing Academic Committee meeting held on 26.03.2015 and item No. GB-152/07 of the Governing Body meeting held on 13.04.2015 ).

  
( M.C. MISRA )  
DIRECTOR

Distribution:-

1. All faculty members (Through their concerned Chief of Centre/Head of Department)
2. The Dean (Academic)
3. The Dean (Research)
4. The Medical Superintendent (Main Hospital)
5. The Medical Superintendent (Dr. R.P.C.)
6. Professor-in-Charge, Examinations
7. The Dy. Director (Admn.)
8. The Sr. Financial Advisor
9. All Establishment Sections of the Institute
10. The Accounts Section II & III
11. The Computer Facility - with the request to host in the Institute website.





अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात  
અખિલ ભારતીય આયુર્વિજ્ઞાન સંસ્થા, રાજકોટ  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

Annexure II

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

**Part A**

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

**Encl:** Brochure of the conference  
Letter of Invitation  
Acceptance of paper by the organizer (if applicable)



**Part B**

**15. 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

**16. 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)

**17. Remarks of Executive Director**

**Sanctioned / Not Sanctioned**

Date:.....

.....  
Signature of Executive Director

For Administrative Use Only

Leave certificate no..... dated.....

On duty Academic leave availed in FY including above .....

