



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट,
गुजरात अखिल भारतीय आयुर्विज्ञान संस्था, राजकोट

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

Application for permission to attend National/ International scientific Meetings/Conference/
Symposia/ Seminars/ Workshop/ Short Term Training etc. in India/ Abroad
Permission to leave Headquarter required (Yes/No)

Part A

1	Name	
2	Designation (Tick as applicable)	Senior Residents (Academic) Senior Residents (Non-Academic) Junior Residents (Academic)
3	Department	
4	Date of joining	
5	Name of the conference/Assignment	
	Venue	
	Place	
	Duration & Date	
6	Role in the Conference (Delegate/ Presenter/ Other)	
7	Proposed date of Departure	
	Arrival	
	Total period	
8	Sunday/Holiday, if any proposed to be:	Prefixed..... Suffixed.....
9	Details of last academic leave availed	
10	Post deliberation report for the last academic leave submitted vide letter no.	
11	Signature of the Resident: Date:	

Enclosure (please tick):

- (a) Brochure of the conference
- (b) Letter of Abstract Acceptance
- (c) Acceptance of paper by the organizer (if applicable)

Part B

16. Remarks of the Head of the Department/In-charge

I. Verification by the HoD/In-charge:

(i) Academic leave already availed in the entire tenure till date:

(ii) Details of the members in the Departments during the period of above academic event

Total Strength of Faculty/ Senior Residents/ Junior Residents.....

Strength of Faculty/ Senior Residents/ Junior Residents on duty during this academic event.....

II. Faculty/ Senior Residents/ Junior Residents who will look after the work in the Department during the period of participation as indicated at part 'A' above. They cannot avail any kind of leave during this period.

S. No.	Name & Designation	Signature

Note:

1. While forwarding the applications, the HoD should ensure that 50% of the total strength of Faculty/ Senior Residents/ Junior Residents of the concerned Department should be available in the Department.
2. There will not be any financial obligations to the institute.
3. Deliberation report to be submitted within 15 days of attending conference along with attendance & certificate of participation

17. Remarks of Head of Department/In-Charge

(a) Permission to attend : Recommended / Not Recommended

Date:
Signature of HoD/In-charge

18. Remarks of Dean (Academics)

Sanctioned / Not Sanctioned

Date:
Signature of Dean (Academics)

For Academic Section Use Only

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

On duty Academic leave availed in tenure till date including above

Deliberation report details: