

MEMORANDUM

Subject: Request for grant of permission to attend the various meetings/conferences/symposium/Training and workshop etc in India and abroad- Senior Resident (DM/M.Ch)/Senior Resident (Non-DM/M.Ch) /Junior Resident/Ph.D/M.Sc/M.Biotech/M.Sc.Nursing students regarding.

It has been observed by the Competent Authority that the request from the Senior Resident (DM/M.Ch)/Senior Resident (Non-DM/M.Ch) /Junior Resident/Ph.D/M.Sc/M.Biotech/M.Sc.Nursing students for attending various meetings/conferences/symposium/Training and workshop etc in India and abroad are received in the Academic Section when the period of meeting is over or likely to be over very shortly.

It has also been observed that some of Senior Resident (DM/M.Ch)/Senior Resident (Non-DM/M.Ch) /Junior Resident/Ph.D students working as JRF/SRF in various Research Projects are not obtaining prior permission from the Academic Section for attending the conference/workshop training as well as they do not submit their departure and joining reports. This affects the smooth functioning of the Academic Section for issuance of permission letter well before the commencement of the event.

All the Resident Doctors/students are hereby informed that they must submit their applications in the enclosed format along with invitation/acceptance letter/role on the conference and detail of Travel and other expenditure through proper channel at Academic Section prior to the commencement of the even well in time at least 2weeks in the case of conferences etc within the country and 4 weeks in the case of conferences etc abroad.

They are also informed that they are required to submit their departure and joining reports through proper channel along with attendance/participation certificate, failing which their absence will be treated as leave or Extra Ordinary Leave and his/her subsequent applications for such purpose will not be entertained in future.

All Head of the Departments/Chief of the Centre are requested to circulate to all the resident doctor's/students for their information and further compliance of the same.

Sanjeev Lalwani
(DR:SANJEEV LALWANI) 5/10/17
REGISTRAR

DISTRIBUTION:

1. All Resident Doctors
2. All Ph.D/M.Sc/M.Biotech/M.Sc.Nursing students
3. Chief of Centres/All Head of the Departments
4. PPS to Director/PS to Dean
5. Computer Facility : with the request to upload the Circular in the aims website.

P.T.O

Mr. S.N. Ragu Kumar

Sharma
8-1-18Mr. Sanjeev Kumar
for N.A*10/01/18*

**APPLICATION FORM FOR SEEKING PERMISSION TO ATTEND SCIENTIFIC MEETINGS/
CONFERENCES/ SYMPOSIUM/ TRAINING AND WORKSHOP IN INDIA AND ABROAD.**

1.	NAME OF THE CANDIDATE	
2.	DEPARTMENT & DESIGNATION COURSE	
3.	DATE OF JOINING	
4.	TYPE OF LEAVE	ANNUAL/CONFERENCE/ OTHER SPECIFY
5.	LEAVE/ DUTY LEAVE REQUESTED (TOTAL NUMBER OF DAYS)	
6.	DETAILS OF CONFERENCE WITH VENUE & PLACE	
7.	ACTUAL DATE OF CONFERENCE/ SYMPOSIUM/MEETING ETC. (ATTACH BROUCHER)	
8.	WHETHER THE APPLICANT IS ATTENDING THE ENTIRE PERIOD OF EVENT IF NOT, INDICATE THE ACTUAL DATE (S) OF PARTICIPATION	
9.	DETAILS OF PAPER/ POSTER ACCEPTED (PLEASE ATTACH COPY OF ABSTRACT, ACCEPTANCE LETTER AND NO OBJECTION FROM CO-AUTHORS)	
10.	HIS/ HER ROLE IN CONFERENCE/ MEETNG/ SYMPOSIUM/ WORKSHOP (PLEASE ENCLOSE/ ACCEPTANCE/ INVITATION LETTER)	
11.	NAME OF THE FUNDING AGENCY TO MEET THE EXPENDITURE FOR THE PROPOSED VISIT WITH DOCUMENTARY EVIDENCE	
12.	DATE OF DEPARTURE FROM HEAD QUARTER	
13.	DATE OF JOINING AFTER ATTENDING THE EVENT	
14.	TOTAL NO. OF DUTY/OTHER LEAVES AVAILED DURING THE CURRENT YEAR	
15.	TOTAL NO. OF CONFERENCES/ CME/ WORKSHOPS/ SYMPOSIUMS ATTENDED IN CURRENT YEAR WITH DETAILS OF DATE/ DURATION ETC.	

Certified that the information furnished above by me are true and correct to the best of my knowledge and nothing has been concealed. I also undertake that my participation in the aforementioned event is in accordance with the existing guidelines of the Institute.

**(SIGNATURE OF THE CANDIDATE)
DESIGNATION**

Dated:

Recommendations of the Head of the Department