

**APPLICATION FOR PERMISSION TO DOCTORS FOR ATTENDING
VARIOUS MEETINGS / SEMINARS AND CONFERENCE
INSIDE / OUTSIDE INDIA**

1. A copy of the letter of the authority or organizers for attending the conference / meeting / seminars etc.
2. Exact period of conference and meeting etc.
3. Exact period of absence of doctors for Extending the same.
4. Whether he / she will attend the conference As his own cost or as delegate of University By availing TA & DA from them or at Government cost.
5. Whether he / she will attend the conference in Question by availing CL / EL due by him or Will attend the same by availing special CL To be granted by Government.
6. If he / she intends and to attend the conference By availing special the availed by him / her during The calendar year prior to this should be indicated With details or period purpose.
7. Whether he / she attend any other conference During the year prior to this.
8. How the work of the doctors concerned will be Managed in his absence, A copy of list of duty Arrangement may be furnished.
9. The benefit that will be derived on attending The conference is question.
10. The proposal should preferably reach one month Ahead from the date of commencement of the Conference in question.
11. Is it desirable to depute more than one doctor from A particular department and so whether the normal Working of the department will or will not be hampered if any way.

SIGNATURE