

**SCTIMST, TVM-11**  
**Application for "Leave on Duty"**

To attend/participate in Seminar/Symposium/Workshop/Conference etc. and for Accepting Examinership  
(Chapter IV of Service & Personnel Conduct Rules)

1. Name & Designation :
2. Place of assignment :
3. Date(s) of the Programme/Examinership :
4. No. of days of leave required for :
5. Period of leave : from.....To.....
6. Details of the Conference/Workshop/Seminar to attend/participate for which leave is required for :
7. Name of the organizers and place where the Conference/Seminar etc.is held :
8. Title of the paper being presented :
9. Has the Abstract of the paper being Presented is approved by the Director? If so,attach the original copy with Director's approval.(If the request is for leave for accepting examinership, please enclose the invitation.) :
10. Have all the co authors of the paper Affixed their signature on the abstract? :
11. Indicate below the "Leave on Duty" availed during the current year:

No. of days	From	To	Whether availed TA/DA etc
a.....	.....	.....	.....
b.....	.....	.....	.....
c.....	.....	.....	.....
d.....	.....	.....	.....

12. Do you require TA/DA/Registration fee etc. for the present move? If so,attach the communication accepting your paper for presentation :
13. Mode of Travel requested for : AIR/TRAIN/BUS etc.

Date:

*Signature of the Applicant*

**Remarks of HOD(including the details of alternate duty arrangements made:**

**HOD**

**Remarks of the Per. & Admn. Division**

**Dy Director**

**Admn Officer-I**

**Office Supdt**

**Assistant**

Sanctioned/Not Sanctioned

**DIRECTOR**