

Sanjay Gandhi Post-Graduate Institute of Medical Sciences
Application for a National Conference/ Workshops / Seminars / Guest Lectures /
Symposium / Meetings

Name						
Designation						
Department						
Date Of Joining						
Total period of serving the Institute						
Name of Conference						
Venue						
Place						
From						
						To
Proposed date of departure						
Arrival						
Total period						
Details of last conference financed by the Institute						
Name						
Place						
Dates from						
						To
Applying for (tick whichever is applicable)						
1. Permission (yes / no)						
2. Duty leave (yes / no)						
Duty leave already availed in the current financial year						
3. TA (yes / no)						
4. DA (yes / no)						
5. Registration fee (yes / no)						
6. Advance required (yes / no)						
7. Expenditure details:						
Amount & currency	Registration fee	Travel	DA	Others	Total expense	Advance
8. Honorarium expected if any						
Signature of faculty member						

Verification by the Head of the Department

1. Balance duty leave (not inclusive of this conference)_____

2. Details of the faculty members in the department during the period of above conference

Total strength _____

Members during this conference on duty _____

Recommended / not recommended

(Signature of HOD)

Date _____

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Note:

Not more than 50% of Faculty is allowed to leave for any Conference
 This information is to be submitted 3-4 weeks before the date of National Events
 and 4-6 weeks for International Events

Name of the conference

Venue and date

S. No	Name and designation of Faculty supposed to attend National Conference	Status of paper and its details	Details of TA/DA if required from SGPGI	Registration fee	No financial assistance required from SGPGI
1					
2					
3					

Name and designation of Faculty who will stay back & perform hospital services. They cannot leave duty during this period.

S. No	Name and designation	Signature

Signature and Recommendation of HOD

Approval of Dean

Date _____

Approval of Director

Enclosures:

1. Details of the academic program/Brochure clearly highlighting the dates and venue of conference along with registration fee matrix.
2. Invitation Letter mentioning the exact active role. OR If abstract is accepted, copy of the acceptance letter.
3. Copy of the abstract.
4. If no financial support is needed, a clear statement about the source of funding, supported by the letter from the organizing committee.