



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY,  
TRIVANDRUM**

**Application for Leave on Project Duty (for Project Staff)**

To attend/ participate in Seminar/ Symposium/ Workshop/ Conference/ Training/ Field Visit/ Data Collection etc.  
(Chapter IV of Service & Personnel Conduct Rule & Institute Order No.P&A.I/X/45/SCTIMST/2015 dated 21.08.2015)

E. code: .....

1. Name of the project staff :
2. Designation of the project staff :
3. Project No. :
4. Type of Programme : Seminar/ Symposium/ Workshop/ Conference/ Training/ Field Visit/ Data Collection/ Others .....
5. Date(s) of the Programme :
6. No. of days of leave required for :
7. Period of leave : From ..... To .....
8. Details of the Conference/ Workshop/ Seminar/ Training/ Field Visit/ Data Collection to attend/ participate for which leave is required for :
9. Name of the organizers and place where the Conference/ Seminar etc. is held :
10. Title of the paper being presented :
11. Has the Abstract of the paper being Presented is approved by the Director? If so, attach the original copy with Director's approval. :
12. Have all the co authors of the paper affixed their signature on the abstract? :
13. Do you require TA/DA/Registration fee etc. for the present move? If so, attach the communication accepting your paper for presentation and declare the source of funding for the same. :
14. Mode of Travel requested for : Air/ Train/ Bus etc. & Auto/Taxi etc.

**Date:**

**Signature of the Applicant**

**Remarks of PI and HoD** (including the details of alternate duty arrangements made):

**Principal Investigator**

**Head of Department**

**Remarks on Fund availability**

**Sr. Accounts Officer**

**Remarks of the Research & Publication Cell:-**

**UDC/ Exe. Asst.**

**Asst. Admin. Officer**

**Administrative Officer**

**Associate Dean (R&P)**

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Sanctioned

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Not Sanctioned

**DIRECTOR**