



# MALABAR CANCER CENTRE

(an autonomous centre under Govt. of Kerala)

Thalassery, Kannur, Kerala PIN 670 103

## REQUEST FOR ATTENDING CONFERENCE

Name of Applicant :  
 Designation :  
 Department :  
 Probation status : completed/ on probation

### **Conference Details**

Name of Conference :  
 Organised by :  
 Place of Conference :  
 Date of Conference :  
 Faculty/ Delegate :  
 Title of Presentation :  
 MCC IRB Number :  
 Paper/Poster :  
 Accepted/awaiting acceptance :  
 No. of conferences attended  
 in this academic year :  
 No. of duty leaves availed :

### **Permission from the Department**

Signature of Colleague :  
 No of duty leaves recommended  
 by HOD :  
 Permission from HOD :  
 Date of joining duty :

### **Expected expenditure details:** (Applicable only to those eligible for reimbursement)

1. Registration fee :
2. Travel expense (to and fro):

3. Expense for accommodation: (expense/day: )  
4. Total expense:

Date:

Signature of Applicant

**For Academic Council Office use only:**

Decision of AC : 1) Approved 2) Rejected 3) To Resubmit 4) Others

Duty leaves : 1) Eligible 2) Not Eligible

No. of duty leaves permitted :

Reimbursement : 1) Eligible 2) Not Eligible

Comments:

Date:

Signature of Chairman,

AC-MCC