

## MALABAR CANCER CENTRE

(an autonomous centre under Govt. of Kerala)

Thalassery, Kannur, Kerala PIN 670 103

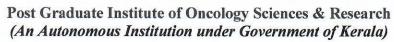
## REQUEST FOR ATTENDING CONFERENCE/SEMINAR

Name of Applicant	:
Designation	:
Department	;
Probation status	: Completed/ On probation
Conference/Seminar Detai	Els
Name of Conference/Seminar	:
Organized by	:
Place of Conference/Seminar	:
Date of Conference/Seminar	:
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 Depar	rtment
Signature of Colleague	:
No of duty leaves recommended	
by HOD	:
Permission from HOD	:
Date of joining duty	:
Expected expenditure deta	(Applicable only to those eligible for reimbursement)
1. Registration fee:	

2. Travel expense (to and	fro):				AC/RAC 1 ver 1 2019
<ul><li>3. Expense for accommodation:</li><li>4. Total expense:</li></ul>			(ex	pense/day:	)
Date:			Signature of Appl	licant	
For Academic Council Office	use o	nly:			
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	



## **MALABARCANCERCENTRE**





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Fax : +91 490 2355880

Email : mcctly@mcc.kerala.gov.in
Website : www.mcc.kerala.gov.in

## **DUTY LEAVE REQUEST FORM**

Name	:	
Employee ID	:	
Designation	1	
Department	:	
Mobile	:	
Date of Program	:	
Total Duty Leave Required	:	
Expenditure if any for MCC	:	
Duty leave required in Travel Day	<i>t</i> :	
If so, Travel Dates	:	
Total Leave Taken:	Balance Available:	for Calender Year:
Permission is required from	To.	(Date)
As duty leave for the purpose of		(Examiner/Inspector)
at(ins	titution) in	(Place)
Signature of Employee		Signature of Recommending Authority
		(HOD)
Academic Council Meeting Date	and Decision No:	
Signature &Seal		
Secretary Academic Council		
		Sanctioning Authority

Sanctioning Authority
Director