



MALABARCANCERCENTRE
Post Graduate Institute of Oncology Sciences & Research
(An Autonomous Institution under Government of Kerala)



P.O.Moozhikkara,Thalassery,
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DUTY LEAVE REQUEST FORM

Name :
Employee ID :
Designation :
Department :
Mobile :
Date of Program :
Total Duty Leave Required :
Expenditure if any for MCC :
Duty leave required in Travel Day :
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.....(institution) in..... (Place)

Signature of Employee

Signature of Recommending Authority
(HOD)

Academic Council Meeting Date and Decision No :

Signature & Seal

Secretary Academic Council

Sanctioning Authority
Director



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E 250462 MCC/222/2024-E3-GAD

Date:01-07-2024

CIRCULAR

Sub:- Duty Leave for Academic Staff - Seminar, Workshop, Conference Attendance, etc

Ref:- 1). Order No: 515/MCC/AC2/2018 dated 27/12/2018

2). Admin Committee decision on 12.06.2024.

3) Admin Committee decision on 25.06.2024.

As per the reference (1) cited, the maximum number of duty leaves allowed for academic staff, for attending seminars, workshops, conferences, etc, is limited to 30 days in a calendar year. To ensure proper documentation and approval, academic staff wishing to avail themselves of duty leave must follow the below procedure as

- Academic staff must complete the duty leave form (Annexure 1) with all necessary details regarding the seminar, workshop, or conference they intend to attend.
- The completed duty leave form must be submitted to the Academic Council with HOD signature for review. Once recommendation is received from Secretary, Academic Council, the form must be submitted to the Director for final approval.
- The approved Duty Leave form shall be handed over to the PA to the Director for final processing.
- In case if a faculty is traveling 12 hours or more outside of the state, the preceding and succeeding day can be treated as duty leave, subject to the approval of the Director.
- In case of duty leave provided other than conference/workshops, all expenditure in connection with the programme shall be taken care by the invited institution or by the faculty

All academic staffs are requested to comply with the circular to facilitate the smooth and efficient handling of duty leave requests for Seminar, workshop, conference, etc

DIRECTOR

Dr. SATHYESAN.B
DIRECTOR
Malabar Cancer Centre (PGIOSR)
THALASSERY

