

**APPLICATION FOR PRIOR PERMISSION TO ATTEND THE
CONFERENCE/ WORKSHOP**

Tirupati
Date:

From

To

The Dean
SVIMS
Tirupati.

Sir / Madam,

Sub: SVIMS, Tirupati – Permission to attend the conference/workshop –
Req. – Reg.

I studying course
..... batch, wish to attend the conference being organised by
..... at level. It will be
held from to at

My paper/poster presentation is accepted by the organising authorities. The
copy of the acceptance letter is enclosed.

Hence, I request you to sanction the special casual leave from
to.....(.....days) to attend the conference including the journey time.

Yours sincerely

Signature

Forwarding authority

I am hereby forwarding his / her application for attending the conference. In
his / her absence the workload in the department (Teaching/Clinical/Investigative)
shall not be affected and a minimum of 50% residents are on duty.

Signature of HoD with Seal

APPLICATION FOR GRANT OF SPECIAL CASUAL LEAVE

(after attending the conference/workshop)

Tirupati
Date:

From

To

The Dean
SVIMS
Tirupati.

//through proper channel//

Sir / Madam,

Sub: SVIMS, Tirupati – Application for grant of special casual leave – Req. –
Reg.

I studying course
..... batch attended the conference organised by
.....
from..... to..... held at

My paper/poster presentation was accepted by the organising authorities. The
copy of the attendance/paper/poster/oral presentation certificate is hereby enclosed.

Hence, I request you to sanction the special casual leave fordays
from..... to.....

Yours sincerely

Signature

Signature of HoD with Seal