

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI
ACADEMIC SECTION

ACAD FORM - 04

JOINING REPORT AFTER AVAILING SPECIAL CASUAL LEAVE (SCL)

(After attending the conference/workshop)

From

Tirupati

Date:

To

The Dean

SVIMS

Tirupati.

//through proper channel//

Sir,

Sub: SVIMS, Tirupati – Reporting to duty after availing special casual leave – Requested – Reg.

Ref : Proceeding of the O/o Academic Section, Roc. No.....,

Dt.....

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

As per the proceedings, I availed special casual leave from to
and reported for duty on

The copy of the attendance/paper/poster/oral presentation certificate is hereby
enclosed for further action.

Yours sincerely

Signature

Mobile No:

//forwarded by//

Signature of HoD with Seal

Instructions:

1. Enclose conference attendance/paper/poster presentation certificate within one week from the date of completion of the event.
2. A brief report shall be entered in his/ her of log book.