



अखिल भारतीय आयुर्विज्ञान संस्थान, पटना  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, PATNA  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institute of National Importance under Ministry of Health & Family Welfare)  
भारत सरकार / Government of India



सर्वे सन्तु निरामयाः

अधिष्ठाता (शैक्षणिक) कार्यालय / Office of Dean (Academics)

**ACADEMIC LEAVE FORMAT FOR VISA INTERVIEW**

S No.	Particular			
1.	Name			
2.	Designation			
3.	Department			
4.	Date of Appointment as faculty member			
5.	Passport Number			
6.	Name of the Event			
7.	City & Country where the proposed event is to be held			
8.	Duration of Event with Dates			
9.	Venue of Visa Interview			
10.	Date of Visa Interview (attach Visa Appointment letter or document evidence )			
11.	Permission letter no. /NOC, provided by Office of the Dean (Academics) (attach copy)			
12.	Intended date of departure from headquarters & from venue and joining back to the duty  During Office Hours (Before 05:00pm)/ After Office Hours (After 05:00pm) (Please specify)	Date of Departure from H.Q.	Date of Departure from Venue	Date of Joining back duty.
13.	Days & Dates of Academics Leave Required			
14.	Name of the funding agency to meet the expenditure for the proposed visit.  Yes / NO	Air-Fare		
		Hotel accommodation charges		
		DA + Transport		
		Visa Registration Fee		
		<b>Total</b>		
15.	Name & Signature the faculty who will look after the duties during the applicants absences from headquarters for the purpose			

**Note: Any change in the Academic Leave has to be intimated atleast 24 hours before start of Academics Leave to Dean (Acad.) Office & is subject to approval of Dean (Academics),**

Date: \_\_\_\_\_

Signature of the applicant

(  
Recommendation of Head of the Department with Signature and Stamp

Place:

Date:

फुलवारीशरिफ, पटना - 801507 / Phulwarisharif, Patna - 801507

Email: [dean@aiimspatna.org](mailto:dean@aiimspatna.org), दूरभाष: 0612-2821066