



# भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY

DESIGN AND MANUFACTURING KURNOOL

(An Institute of National Importance under Ministry of Education, Govt. of India)

Jagannathagattu, Kurnool-518008, Andhra Pradesh, INDIA

Date :

To  
The Associate Dean  
Academics & Research  
IIITDM Kurnool.

**(Through Proper Channel)**

**Sub:** Permission to attend (International/National) Conference / Workshop / Training Programme/Official Activity on \_\_\_\_\_ with On-Duty leave - reg.,

Dear Sir,

As per the below mentioned details, kindly grant me permission for "On Duty" leave for the required period.

Name of the Student/Scholar	:	
Roll Number:	:	
Ph.D. Supervisor(s)	:	
Name of the Conference/ Workshop/Training program/Official Activity	:	
Name of the Organization	:	
Venue of the Programme	:	
Period of the Programme	:	
Period of On-Duty leave required	:	
Purpose of for attending the Conference/ Workshop/ Training Programme/ Official Activity	:	
Title of the Poster/Oral presentation (if any)	:	
Details of Finance Assistance	:	

**Note:**

- 1. Acceptance letter from the organizers should be attached.**
- 2. All details are mandatory, write 'NA' for the fields not applicable.**

(Signature of the Student)  
(Name of the student)  
(Roll No.)  
(Department)

**(Signature of Mentor/PhD Supervisor)**

**(Signature of Head of the Department)**

**(Signature of FIC(PG&R))**

**Associate Dean  
(Academics & Research)**