

**ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE**

**ESTABLISHMENT SECTION**

**Monthly Report for the Month of .....**

**1. Leave Sanction**

<b>Sl. No</b>	<b>Name, Designation &amp; Dept.</b>	<b>Type of Leave Applied for</b>	<b>Period</b>	<b>Sanction order &amp; Date</b>

**2. Permission to attend Workshop/Conferences/other training programme**

<b>Sl. No</b>	<b>Name, Designation &amp; Dept.</b>	<b>Title of the programme, Organizing institute &amp; Venue</b>	<b>Date of Receiving Application</b>	<b>Date of Sanction &amp; Order no.</b>

**3. Application for Employment elsewhere**

<b>Sl. No</b>	<b>Name, Designation &amp; Dept.</b>	<b>Post applied for &amp; organization</b>	<b>Date of receipt of application</b>	<b>Date of forwarding of application to the concerned organization &amp; Letter No.</b>

**4. Permission for Higher Education**

<b>Sl. No</b>	<b>Name, Designation&amp; Dept.</b>	<b>Details of Higher Education</b>	<b>Date of receipt of application</b>	<b>Date of permission &amp; order no</b>

**5. Any other**

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Report prepared by:

Checked and verified  
(Sd/-)  
AAO