



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

(An Institution of National Importance under Ministry of Health & Family Welfare, GOI)

Address: Plot No.2, Sector-20, MIHAN, Nagpur-441108

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अधिष्ठाता कार्यालय / OFFICE OF THE DEAN



AIIMS/NGP/ACAD/2023/DC-28D / 225

Date: 06th February 2023

NOTICE FOR INTERNS

1. Interns have to fill the leave form, get the signature of HOD & submit to Academic Section for processing their leaves at least 2 days prior to the date of leave.
2. The interns will submit the completed logbook to the Academic Section at the end of internship in order to get Internship Completion Certificate.



Dr. Mrunal Phatak

Dean (Academics)

AIIMS Nagpur

Copy to:

1. Hostel Notice Board (Girls & Boys)
2. IT (For Website)
3. Guard File



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<https://aiimsnagpur.edu.in>

Email ID: aiimsnagpur1@gmail.com

**LEAVE APPLICATION FORM
INTERNS**

PERMISSION TO LEAVE HQ REQUIRED - YES / NO

1. Name of Applicant: _____
2. Department: _____
3. Number of days of leave: _____ Date from which leave required: From _____ to _____
4. Sunday and Holidays, if any proposed to be: Prefixed _____ or suffixed _____
5. Purpose for which leave is applied for: _____
6. Address and contact number during leave period: _____

7. Date for return from last leave: _____ Duration of last leave: _____
8. Date of Application: _____ Signature of Applicant: _____
9. Remarks of HOD/ In charge : Recommended :
Not Recommended: _____

Signature of HOD/ Incharge with Date
10. Remarks of DEAN (Academics): Sanctioned/ Not Sanctioned: _____

No. of Days Leave at Credit : -	Signature of Dean (Academics) with Date