

Application For Attending Seminar/Conference/Workshop/Short-Term/Long-Term Course/Refresher Course etc. within Country

1. Name _____
 2. Designation _____
 (Permanent/Temporary)
 3. Department _____

CHECK – LIST Documents enclosed	
(i)	Invitation to attend Seminar etc.
(ii)	Acceptance of paper along with full text of the paper
(iii)	Proof of invited talk/Chairing of Session (if conference etc. already attended)
(iv)	Receipt of Reg. Fee
(v)	Participation certificate from organiser
(vi)
(Total enclosure(s):	

4. Details of Seminar/Conference/Course etc. to be attended :

A. Title of Paper/ Course	Whether the Paper Accepted Or Invited to Chair/ Co- Chair a session	Place	Date From – To
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B. Mode of Presentation : Oral/ Poster

5. Name of the Author of the Paper
 (a) Main Author (b) Co-author (s)

 (b) No objection Certificate:-I/we have No objection if the paper is presented by the applicant.
 Signatures (s) (1).....(2).....(3).....

6. Request being made for:

- (a) To be treated as on duty/ special casual leave be granted.
 (b) T.A. RsD.A.....Reg. Fee Rs
 (c) Any other Charges

7. Details of the Conference/ Seminar/ Course etc. Attended During the Current Financial Year.

Name of Conf./ Seminar	Place & Period & Sponsoring Agency	Ref. Of. O.M with Date
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8. Any other Remarks:

Dated :

(Signature of Applicant)

9. Remarks/ Recommendation of the Chairman/ Principal etc.
 A: Recommended
- (a) Whether the subject of the conference is related to and beneficial for the Department Yes/No
- (b) Whether the teaching arrangement has been made ? Yes/No
- (c) Whether the funds are available under the head 'Contingency' for the purpose of payment of registration fee.
 (This will not apply in the case of Faculty of Engg. & Tech.)
- Yes/No

10. Not recommended because:

Date..... (Signature of
 Chairman/Principal)

NOTE: (IF NO FUNDS ARE AVAILABLE IN THE CONTINGENCY OF THE DEPTT. / INSTITUTION FOR PAYMENT OF RESISTRATION FEE THE UNDERTAKING OF THE APPLICANT TO PAY THE SAME MAY KINDLY BE FURNISHED)

11. Remarks/Recommendation of the Dean ----

RECOMMENDED/NOT RECOMMENDED

Date..... (Signature of the Dean)

Instructions to the Applicant

- Application must be complete in all respect. Incomplete application will not be processed
- All required documents may please be enclosed
- At the time submission of Bills of TA/DA etc. "Participation Certificate" be also enclosed

