

*Application form: for attending seminars/conferences/symposium/workshops etc.
(Through Institute)*

Ref:

1.	Name and employee code:	Designation:			
2.	Name of the Department:	DOJ :-			
3.	Name, place, period & Nature of S/C/Sym/WS etc.:				
4.	Exact period of leave required from institute (with justification for any extended period of stay, if so required):				
5.	Purpose of application: attending S/C/Sym/WS meeting of editorial boards/presenting paper or poster/chairing session/resource person/Invited talk/attending editorial board/as a member of technical committee etc. (attach acceptance letter/invitation letter/admission slip etc. as proof):				
6.	Title of the paper submitted(with name of all the authors in case of multiple author papers):				
7.	List of national S/C/Sym/WS etc. attended during in current academic years(give details like, place, institution's financial Assistance etc. in separate sheet, if required):				
8.	List of foreign S/C/Sym/WS etc. attended during the last three academic years(give details like, place, institution's financial Assistance etc. in separate sheet, if required):				
9.	Whether sponsored by any organization other than the institute (give details regarding the financial assistance)				
10.	Details of financial assistance sought from other organizations(details may be provided on a separate sheet, if required):				
11.	Approximate amount of Registration & TA/DA (in Rs.) required from Institute (DA should exclude any extended period of stay)	Registration Fee	Amount of TA	Amount of DA	Total Amount
12.	I hereby certify that I am not availing TA/DA from any other source.				
	Date:	Signature of applicant:			

Certification by the Head of the Department/Centre:

1. Budget provision under the Head. (mention the name of the budget head under which the approval is sought)

Total amount under the budget head (in Rs.)	Amount Spent (in Rs.)	Amount Remaining (in Rs.)	Amount provided for this faculty (in Rs.)

2. In a paper with multiple authors, it is certified that this applicant is the only author recommended for attending the S/C/Sym. etc.

Recommendations:

(Head/In-charge of the Department)

Verified by:

(Fund Available/Not available)

(Air-Fare Approval (If Applicable))

(Approved/ Not Approved)

(Account Office)

Vice-Chancellor

(Dean (Faculty Affairs))

*C= conference, S = Seminar, WS = workshop, Sym = Symposium

Note: Approval of the Vice-chancellor will be required in case of any deviation from the institute policy