***Application form: for attending seminars/conferences/symposium/workshops etc.***

**Form - IO**

***(Through Institute)***

***Ref:***

|  |  |  |
| --- | --- | --- |
|  | **Name and employee code:** | **Designation:** |
|  | **Name of the Department:**  |
|  | **Name, place, period & Nature of S/C/Sym/WS etc.:** |  |
|  | **Exact period of leave required from institute** *(with justification for any extended period of stay, if so required):* |  |
|  | **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):* |  |
|  | **Title of the paper submitted*(with name of all the authors in case of multiple author papers****):* |  |
|  | **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):* |  |
|  | **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):* |  |
|  | **Whether sponsored by any organization other than the institute** *(give details regarding the financial assistance)* |  |
|  | **Details of financial assistance sought from other organizations***(details may be provided on a separate sheet, if required):* |  |
|  | **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***  |
|  |  |  |  |
|  | **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.)*** |
|  |  |  |  |

1. 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)**

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**Verified by:**

|  |  |  |
| --- | --- | --- |
| ***(Fund Available/Not available)*** | **Air-Fare Approval (If Applicable)** | ***(Approved/ Not Approved)*** |
| **(Account Office)** | **Vice-Chancellor** | **Dean (Faculty Affairs)** |