

FORM – ES / 04

**APPLICATION FOR PERMISSION TO ATTEND CONFERENCE / SYMPOSIUM
WORKSHOP / SHORT TERM COURSE / TRAINING IN INDIA OR ABROAD**

No. – JNC/.....

Date – / /20.....

Name – Prof./Dr./Mr./Ms. Staff Code – Debit Head -

Unit/Office – Designation – GP/AGP – Rs.

☐ INSIDE India

☐ OUTSIDE India -

1. Name of the Programme -
2. Name of Organizing Body -
3. Venue (City & Country) -
4. In what capacity will you be attending? -
5. If presenting a Paper
 - a. Title of the Paper -
 - b. Name of Co-authors, if any -
 - c. Nature of presentation - ORAL / POSTER /
6. Duration of the Programme - From - To -
7. Period of absence including journey - From - To -
8. Personal leave, if any (prefix/suffix) - From - To -
(For information only, appropriate Leave Application to be submitted separately)

9. Programs attended in India during the current financial year:

Month/Year	Brief Name of the Programme	Venue	Expenditure				
			Centre	Projects	Others	Self	Total

10. Overseas programs attended during past 3 financial years including the current financial year:
[Required to be filled for overseas program requests only].

Month/Year	Brief Name of the Programme	Venue	Expenditure				
			Centre	Projects	Others	Self	Total

11. Estimated Expenditure in INR:

Registration fee : Rs

2-way fare within India [AC 2 Tier & lowest class air fare] : Rs

Daily Allowance and/or Per Diem (At abroad) as per rule : Rs

2-way international air fare (for overseas programs only) : Rs

Visa fee & related expenses (for overseas programs only) : Rs

Total : Rs

12. Advance requested: Registration Fee : Rs

90% of Air & Train Fare : Rs

Total : Rs

13. Financial support or subsidy received / confirmed / requested, if any from other sources (give details)-

Source - Amount – Rs.

14. Supporting Documents enclosed (please tick as applicable):

☐ - Program Brochure

- Abstract of paper

☐ - Letter of acceptance of paper

	- Any other document
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15. Declaration :

I do hereby state that all information given above is correct and I will adjust the advance drawn, if any, within 15 days from the date of completion of the Program. I will present a seminar in the Department and put my publications on the Centre's Open Access Archive before submitting the TA bill.

Signature of the Staff

16. Recommendation of HoU/HoO

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HoU / HoO

17. Recommendation of Dean (FA)

To – The Administrative Officer

Dean (FA)

FOR OFFICIAL USE ONLY

Information provided under items 9 – 12 verified from records. Corrections/Suggestions entered against respective item. Advance recommended – Rs..... Submitted for kind perusal.

Dealing Asst.

Asst. Administrative Officer

Administrative Officer

☐ Approved as recommended.☐ Not approved.

PRESIDENT