

(To be submitted to the Dean FW)

APPLICATION FOR PARTICIPATION IN SEMINAR / SYMPOSIUM / CONFERENCE
/ WORKSHOP / SHORT TERM COURSE ETC. IN INDIA / ABROAD

(Please completely fill in the relevant information)

1	Name of the Applicant (Attach FORM-III if applicable)			
2	Designation and Department			
3	Name of the Event (Attach a copy of complete information brochure)			
4	Event at India or abroad		India	Abroad
5	Full address of the organizer with the venue of the event			
6	Purpose of visit (Tick the appropriate one)		paper presentation	
7	Duration			
8	Title of the paper(s) presentation if any (attach copy of acceptance)			
9	Attach copy(ies) of invitation / confirmation letter(s) for the visit in India / Abroad			
10	Participation / Registration fee			
11	Estimated travel expenditure		Total	Requested under CDPA
12	If requested for partial fund, mention other funding source and details			
13	PDA fund availability position		Total expenditure made till date	The available balance
14	Leave applied for the purpose		Type of leave → SCL / Vocation / other (please specify)	
			Days (from _____ to _____)	

Date:

Signature of the Applicant

Recommendation from the department

Sr. No	Item	Remarks
1	Quality of the conference / seminar / symposium	
2	Quality / technical soundness of the paper	
3	Usefulness of the STC / STTP / Workshop	
4	Reputation / Standing of the organizer	
5	Whether all the required documents are attached	
6	Any other, if appropriate	

		Tick the appropriate one
Recommendations:	Recommended	
	Recommended with reservation(s). Please mention the reservation(s) below	
	No recommended	

Reservation(s) if any:

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature of the Head of the Department)

(N. B. The HOD may form the committee for this purpose, if he/she desire so)