

Form No.34

Proforma for Deputation Abroad - Conference, Symposium, meetings, Workshop

A) Applicant Particulars:

1.	Name of the Official	
2.	Designation	
3.	Date of Joining INST	
4.	Date of Birth	
5.	Basic Pay and Scale of the Pay	
6.	Passport details	
7.	Area of current operation (related to conference)	
8.	Educational Qualification	

B) Information about the Conference/Symposium: (Please enclose details of the programme)

1.	Title of the Conference/Symposium/Workshop	
a.	Venue	
b.	Period of the event	
c.	Period of connected personal visits (if any)	
d.	Purpose of the Visit as (tick the appropriate)	
	(i) Chairperson	(ii) Keynote Speaker
	(iii) Panellist	(iv) Presenting a paper as (Author/Co-Author/Oral/Poster)
	(v) any other (Please specify)	
2.	Relevance of the theme to INST's thrust area/mandate/emerging area/project :	
3.	Whether the short term deputation is sponsored by sponsoring agencies/recognised academic bodies or professional bodies (Details about the Travel/Accommodation/Meals etc.) – alongwith supporting documents :	

4.	Particular of any additional visit(s) (a) Purpose : (b) Justification : (c) Sponsorship:	
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5.	Visits abroad during the last 3 years (use additional sheets, if necessary) :			
	Sr.	Country visited	Period	Source of funding (Institute/Project/others)
6.	Whether the reports on the above visits were submitted (Yes/No): If yes, please attach a copy			

C): Funding Arrangement:

Sr.	Head	Amount	Source of Funds Institute / Projects/ Other
i.	International Air fare (Rs.) for		
	(a) Conference/Symposium/workshop		
	(b) Associated Visits		
ii.	Internal Travel (provide details)		
iii	Other expenses :		
	a) Registration Fee		
	b) All-inclusive DA @US\$ for days		
	c) Others		

Date:

(Signature of the Applicant)

Recommendation of the Research Committee

Dean (Research)

Procedure for attending Conference/Symposium/meetings: Abroad

(Form No. 34)

1. Fill up the requisite form (**Form No.34**) and enclose the documents (Invitations letter/Information brochure/funding information).
2. Apply at least 30 days before the start of the programme.
3. Submit Sr.No. 1 to Dean (Research) for discussion in the Research Committee (RC).
4. In case the Research Committee recommends the proposals, the Dean (Research) will send the form along with recommendation to Shri Mukesh Raja. However, if the RC doesn't recommend the proposal, the form will be returned to the applicant by Dean (Research).
5. Shri Mukesh, will put up the form in the file and seek approval of Director through CFAO or Head of Office.
6. After approval, an Office Order will be issued with copies to Applicant, Dean (Research), CFAO and Finance Officer etc.
7. After the issue of Sr.No. 6, the applicant may request Head of Office to issue No Objection Certificate for VISA / advance, as required.
8. After attending the programme, the applicant will submit the adjustment of advance and a tour report **within 15 days**