

**FORM No-30a**

**Proforma for Foreign Visit for Academic purposes**

**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.	<b>Passport details</b>	
7.	Area of current operation (related to conference)	
8.	Educational Qualification	

**B) Details: (Please enclose details of the programme)**

1.	Title of the Conference/Symposium/Workshop etc.	
a.	Venue	
b.	Period of the event	
c.	Duration of the Visit (excluding journey time)	<b>From :</b> <b>To :</b> <b>Number of Days :</b>
d.	<b>Purpose of the Visit as (tick the appropriate)</b>	<b>Please attach Invitation letter</b>
	(i) Chairperson	(ii) Keynote Speaker
	(iii) Invited talk	(iv) Presenting a paper as (Author/Co-Author/Oral/Poster)
	<b>(v) any other (Please specify)</b>	
2.	Relevance of the theme to <b>INST's thrust area/mandate/emerging area/project :</b>	
3.	<b>Whether the visit is sponsored by sponsoring agencies/recognised academic bodies or professional bodies</b>  (Details about the Travel/Accommodation/Meals etc.) – alongwith supporting documents :	

4.	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): <b>If yes, please attach a copy</b>			

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 ( <i>provide details</i> ) – To and from INST, Mohali		
iii	<b>Other expenses :</b>		
	a) Registration Fee		
	b) All-inclusive DA @US\$ for days		
	c) Others		

Date:

(Signature of the Applicant)

FO

Director