



APPLICATION FORM FOR SCIENTISTS AND TECHNICAL STAFF ATTENDING OFFICIAL MEETING/CONFERENCE/SEMINAR/WORKSHOP/TRAINING/EXAMINER ETC.

1	Name	
	Designation	
	Department	
	Pay Level	
2	Details of event, with Date Venue	
3	Role of the applicant & Justification for attending (E.g., speaker, chairperson, paper or poster presentation, expert, delegate, etc.)	
4	Applying for (Yes/No) 1. TA 2. DA 3. Registration fees Total estimated expenditure (in Rs.)	
5	Expenses sought, if any, from: (E.g., Institute, Project, any other)	
6	Support (TA/DA/fees) to be received from organizers/sponsoring authority, if any	
7	Fee/Honorarium/Renumeration sought/expected, if any	
8	Details of last duty leave (date, event) availed with or without financial obligation to Institute	
9	Post deliberation report for last availed duty leave submitted vide letter No.	
10	Official/staff who will look after the work of applicant in Department during the period of participation (Reliever)	Name: Designation: Signature:
13	Signature of the applicant and date	

(Note: Please attach documentary proof (brochure/invitation) of said event.)

Remarks of the Head of the Department:

Details of official/staff members during the period of above event	Total strength: _____ Members on duty during said event: _____
Remarks of the Head of the Department (Recommended/ Not Recommended)	Sign of the Head of the Department

Remarks by EST-II:

Total number of Duty Leaves availed during current F.Y.	
Sign with date:	

Remarks of the Director:

Remarks of the Director (Sanctioned/ Not Sanctioned)	Sign of the Director
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