Proforma for submitting proposal for participation in the Conferences/ Seminar/ Training

1. Name:
2. Designation:
3. Details of Seminar / Conference / Workshop / Training:

Place:

Date:

1. Whether any research paper is to be presented? :

 If so, a copy thereof be enclosed

1. The mode of journey :

 The approximate expenditure involved on TA and DA etc.:

1. Name of the agency that will bear the expenditure. :
2. Whether any registration fees to be paid? :

 If so, its amount be mentioned.

1. The number (s) of the conferences etc. attended during the calendar year :
2. Any other information:

Enclosed:

Date: Signature of the applicant

Remarks by the forwarding officer

Signature of the forwarding officer

 Designation

 Date