



ANNEXURE – I

No:

Dated:

Submitted to the Director:

In the International conference scheduled to be held as per the details shown below, my paper bearing the details as shown below has been accepted for presentation.

1	Name of the Conference and Venue :	
2	Duration of the Conference :	
3	Title of the paper accepted (if applicable) :	
4	Date of proceeding to attend the conference :	
5	Date of return to the office :	
6	Registration Fees :	
7	Estimated Visa & Insurance charges:	
8	Estimated Accommodation charges (including the same within India) :	
9	Estimated Food charges :	
10	Estimated Travel Expenses (within India and abroad) :	
11	Any other permissible expenses :	

Permission may kindly be granted to _____ for delivering an oral presentation at the said conference. If approved, the TA/DA, registration fees, visa and insurance charges may kindly be granted from my contingency. It is requested to permit the undersigned to attend the (Short term course/Winter/Summer/Training/National/International Conference) and sanction the estimated expenses i.e. a total of Rs _____-.

Name of the Student

Supervisor

Head of Department

Dean, R&C

Director

Annexure – I Format for Approval Note

No :

Date :

Submitted to the Director :

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2	Duration of the Conference :	
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8	Estimated Accommodation charges :	
9	Estimated Food Charges :	
10	Estimated Travel Expenses (within India and abroad)	
11	Any other permissible expenses :	

Upon return from the visit, I hereby assure you that I shall submit the due reports and comply with the other requirements, as stipulated, including submitting the due report and presentation of the seminar in the Department. I also assure that I have made alternate arrangements for conduction of my teaching and other assignment at the Institute.

It is requested to permit the undersigned to attend the _____ (short term course / winter / summer / Training National / International Conference name) and the estimated expenses i.e. a total of Rs _____.

The expenditure towards the same is to be done from the ^{PUC}CPDA funds admissible to me.

Name of the Faculty Member

Head, with the comments

Dy Register (A/cs)

Dean (FW)

Dean (R & C)

Director