

Request for Attending Conference/Seminar

(Please fill up, strike out or encircle as applicable)

1. Name of the Teacher _____
2. Designation and Department _____
3. Name of the Conference/Seminar _____
4. Paper Presentation / Participation Only
5. Dates of the Conference/Seminar _____
6. Venue of the Conference/Seminar _____
7. International / National / Others (please specify)
8. Whether applied/attended any conference/Seminar in the current financial year 20____ to 20_____

YES / NO

If Yes, please fill the following details*

| S.No. | Name of the Conference | Date(s) and No. of Days | Venue | Paper presentation/ Participation only (please specify) | Academic/ Duty/Other Leave |
|-------|------------------------|-------------------------|-------|---|----------------------------|
| | | | | | |
| | | | | | |

Total No. of Days Leave Availed = _____

*Attach a separate sheet if required

8. Reimbursement Claimed earlier in current financial year
9. Whether applying for reimbursement
YES / NO If Yes, give an approximate ($\pm 10\%$ variation) reimbursement claim Rs.
10. Is reimbursement (in total or partially) being claimed from any other institute/organization/source
YES / NO

Date of applying.....

Signature of Faculty

Your name is **Recommended/ Not Recommended** for attending the abovementioned conference/Seminar.

Principal