

**Claim for Re-imburement of Registration Fee for Participation in
Conference/Seminar**

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

1. Name of the Teacher and Designation with Department _____
2. Name of the Conference/Seminar _____
3. Paper Presentation / Participation Only
4. Dates of the Conference/Seminar _____
5. Venue of the Conference/Seminar _____
6. International / National / Others (please specify)
7. Whether applied/attended any conference/Seminar in the current financial year 20--- to 20---
 YES / NO

If Yes, please fill the following details*

8. Reimbursement Claimed earlier in current financial year Rs.....
9. Is reimbursement (in total or partially) being claimed from any other institute/organization/source
 YES / NO
10. Re-imburement of Registration fee claimed Rs.....

Date of applying.....

Signature of Faculty

Principal

Enclosures:

1. Original Receipt of Registration Fee paid
2. Self-attested Copy of Certificate from the Organisers regarding Participation (paper Presentation)