

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

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

Place:

Date:

4. Whether any research paper is to be presented? :
If so, a copy thereof be enclosed
5. The mode of journey :
The approximate expenditure involved on TA and DA etc.:
6. Name of the agency that will bear the expenditure. :
7. Whether any registration fees to be paid? :
If so, its amount be mentioned.
8. The number (s) of the conferences etc. attended during the calendar year :
9. Any other information:

Enclosed:

Date:

Signature of the applicant

Remarks by the forwarding officer

Signature of the forwarding officer

Designation

Date