Common Application Format for Employee request to attend/participate/present or Publish Tech.Paper in an Event(Meeting, Awards, Seminars, Conferences, Trainings,Workshops, Hackathons,Symposiums,Colloquiums,Exhibitions,Conclaves etc) of National/International stature

Sl.No.	Element Name	Subelement		Remarks
A.1	Applicant details	Employee details	Employee Name	
			Employee Code	
			Designation	
			Gender	
			Category(Gen,SC,ST,OBC)	
		Posting Details	NIC-Unit Name	
			Place of Posting/ Headquarters	
			NIC State Unit name/ NIC Hqrs	
			NIC Regiøn Name	NR,SR,ER,WR, Hqrs
		e-Contact Details	Mobile No.	
			Office LL No.	
			Residence LL No.	
		e-Communication details	Email Address	
			Fax No.	
		Office Address	House No.	
			Building Name	
			Flat Number	
			Street Name	
			Locality	
			LandMark	
			City/District	
			State	
			Pin Code	
		Residence Address	House No.	
			Building Name	
			Flat Number	
			Street Name	
			Locality	
			LandMark	
			City/District	
			State	
			Pin Code	
A.2	Event Details	Type		Meeting, Awards, Training, Workshop, Conference, Seminar , Symposium, Executive Brfgs, Tech.Conclave, Res./Tech. Paper

						Publication / Presentation, Others
				If Others, detls		
			Title			Upload a copy of Seminar or Conference Brochure, Journal Paper Invitation, Meeting Agenda/ Training or workshop program Circular
			Theme/Subject area			ICT Proj. Mgmt, Big Data, Data Analytics,AI, IoT, Mobile Apps, Machine Learning, Cyber Security, Databases, Networks, Programming
			Level/Category			Awareness, update,MDP,Refresher, capacity building, Review, Advanced, Induction, Knowledge sharing, Briefing
			NIC Sector	Agriculture Industry Social Justice Administration Parliament Education Judiciary Home Finance Infrastructure . ..		
			Stay Nature			Residential/Non-Residential
			Event Status			Local, State, Regional, National, International
			Event Premises			NIC,Non-NIC Govt, Others
			Duration(in Days)			
			Commencing Date			
			Ending Date			
			Venue	Location/Place		
				Country(India/Foreign)		
A2.2	In case of	Applicant past	Country	Period of visit	Event Type	Title of	Role in the

	the Event being held abroad	Foreign Visits Details	Name	From Date	To Date		Event	Event
			1. 2. . .					- Paper Presenter -Attendee -Spl Invitee - Chair Sessn. -Jury mbr. -Award Recvr -Othrs
		Does the Applicant have a Valid Passport			Yes No			If Yes, upload a copy of the passport
		Is the Applicant free from Vigilance / Disciplinary Action			Yes No			If Yes, upload a copy of VC certificate of NIC
		Expected Dt. of Departure from India						
		Expected Dt. Of Arrival to India						
	Applicant Status in the event				Specific Invitee	Yes No		If Yes, upload a copy of Invitation
					Specific Role			-Launch Product/ Service -Attendee -Participant -Trainee -Trainer -Present Award -Receive Award -Jury member -Keynote Address -Paper Presentation -Poster Presentation -Resource Person -Chair Plenary Session -Others, give details
			Cost of Budget(Rs)		1.TA			
					2.DA			
					3.Accommodation/ Hotel Stay			
					4.Regn/Submn/ Particpn Fee			
					5. Visa Processing Fee			
					6. Insurance Charges			
					7. Others, if any, with details			
					A.Total (1+2+3+4+5+6+7)			
			Budget Source		NIC, NICSI,Paid Project ,Sponsorship, Organisers			

			Self financing,Others		
		NIC Budget Head			
A.3	Sponsorship details	Type of Govt	Central State UT Others		
		Authority Name	Ministry		
			Department		
			Organisation		
		Scheme Name, if any			
		Eligibility to the scheme in terms of Gender/ Caste	Gender	All, Women,Men	
			Caste	SC/ST/OBC/EBC/Minority	
		Financial assistance provided details(Rs)	1. TA		
			2. DA		
			3. Accommodation/ Hotel Stay		
			4. Regn /Submn/ Partcpn Fee		
			5. Visa Processing Fee		
			6. Insurance Charges		
			7.Others, if any, with details(Accompanying Person Fees, etc)		
			B.Total (1+2+3+4+5+6+7)		
		Balance Financial Assistance Requirement from NIC (**C=A-B**)Rs		A-B	
A.4	Hosting Organisation details	Type	-Govt. -PSU -Pvt -MNC -Autonomous -Scientific Society -Others		
			If others, detls		
		Organiser Name			
		Address			
		Website			
		Is the Event jointly hosted	Yes No		
	If Yes, then Joint Hosting Organisation details	Type	-Govt. -PSU -Pvt -MNC -Autonomous		

			-Scientific Society -Others	
			If Others, detls	
		Joint Organiser Name		
		Address		
		Website		
	Hosting Organisation Coordinator /Convener/ RSPV/SPOC details	Name		
		Designation		
		Mobile No.		
		Landline No.		
		Email Address		
		Fax No.		
		Address		
	Hosting Organisation Head / Chief Patron details	Name		
		Designation		
		Mobile No.		
		Landline No.		
		Email Address		
		Fax No.		
		Address		
A.5	Details of Tech./Research Paper publication in Journal	Title of Paper		
		Subtitle (if any)	1. 2. 3. . .	
		List of Co-Authors, if any, in the order of Subtitles	1. 2. 3.	
		In case of Co-Authors , please state whether NOC has been obtained from each of them		Pl. upload a copy of NOC certificate duly signed from each of them in the order of above list
		Theme/Subject Areas of MEITY/NIC	CS ICT prj Mgmt AI Communications Electronics	
		Journal Status	National / International	
		Journal Name		
		Journal recognition by UGC	Yes / No	
		Never published in any journal earlier	Yes/No	
		Submission Fee (Rs.)		
A.6	Details of Tech./Research Paper presentation in Seminar / Conference	Title of Paper		
		Subtitle (if any)	1. 2.	

			3. .					
		List of Co-Authors/ Co-Presenters , if any in the order of their appearance in the event.	1. 2. 3. .					
		In case of Co-Authors , please state whether NOC has been obtained from each of them					Pl. upload a copy of NOC certificate duly signed from each of them in the order of above list	
		Theme/Subject Areas of MEITY/NIC	CS,ICT prj Mgmt AI Communications Electronics					
		Acceptance decision status	Accepted for presentation				Pl.upload a copy of acceptance letter	
			Decision Pending				Pl.upload a copy of abstract of the paper being presented	
		Never presented in any seminar / conference earlier						
		Registration / Parti-cipation Fee (Rs.)						

		SNo	Paper Title	Year, Month	Journal Name	Journal Volume	Journal Status (Natnl/ Intnl.)	Country
A.7	Major R&D Publications during the last 5 Years							

A.8	On Duty Leave Details	Leave From		Date
		Leave UpTo		
		No. of Days		
		Country		
		Leave Status	-Approved -Not Approved -Pending	
		Remarks, if any		In case of non approval
		Link Officer who will look after the duties during the absence period	Name of the Employee	
			Employee Code	
			Designation	
			IP Phone Number	
			Mobile Number	
A.9	Technical Relevancy Details	Relationship between the event and applicant's current R&D Activities/ official duties		Give in 2/3 sentences

		Benefits likely to accrue to NIC through the experience gained in the event/program		
		Expectations from the applicant On return from the event /program	-Provide a written report - Make a Presentation -To take up a project and complete related to the event	
	Application Processing	Applicant Action	Submission (Yes/No)	If, Yes then HoD Access enabled
			Remarks, if any	
		HoD Action	Approval (Yes/No)	HoD approves and forwards to HoG or Returns to applicant with comments
		s	Comments	
		HoG Action	Approval (Yes/No)	HoG approves, Forwards to HoD Trng Divn else Returns to HoD/Applicant with Comments
			Comments	
		HoD (Trng) Action	Approval (Yes/No)	HoD Approves and forwards to DG(NIC) for approval else Returns to HoG of the Applicant with comments
		DG(NIC) Action	Approval(Yes/No)	Approves or returns with comments back to HoD(Trng) .

Declaration from the Applicant: I hereby certify that the information/details furnished in the application are correct /true to the best of my knowledge and are in accordance with the existing guidelines of NIC, MEITY , GoI and will also furnish Participation Certificate immediately after return.