**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 Region 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 the Event being held abroad | Applicant past Foreign Visits Details | | Country  Name | | Period of visit | | | Event Type | | | | | Title of Event | | Role in the Event | |
| From Date | | To Date |
| 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.) | | | | |  | | | | |  | | | | |
| A.7 | Major R&D Publications during the last 5 Years | | SNo | | Paper Title | | | Year,  Month | Journal Name | | | JournalVolume | | | Journal Status  (Natnl/ Intnl.) | | Country |
|  | |  | | |  |  | | |  | | |  | |  |
| 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.