

# HUMAN RESOURCE DEVELOPMENT GROUP

## PROFORMA TO ATTEND A CONFERENCE / WORKSHOP / SIMILAR EVENT

*Proposals must reach the HRD Group at least 1 month in advance for Delhi/NCR Conferences & 2 months for outside Delhi/NCR Conferences, to be able to avail Train/Apex Air Fare Tickets*

1. Name : ..... Designation : ..... I.D.No. : .....
2. Division : ..... Section : ..... DU/DP code : .....
3. Basic Pay : ..... Group : I/II/III/IV : ..... Room No.: .....
4. Category (SC/ST/OBC/GEN) : ..... Tel. No. (Internal) : .....
5. Title of Conference / Workshop / Similar Event : .....  
.....
6. Duration : .....
7. Place : .....
8. Organised by : .....  
.....
9. Whether Member of the International / National / Local Organizing Committee Yes / No
10. Title of Paper / Invited talk to be presented : .....  
.....
11. Authors : (1) ..... (2) ..... (3) .....
12. To be presented by (Name) : ..... Designation : .....
13. Amount of Registration fee : Rs. ....  
(Rupees .....  
to be paid by cash/cheque/D.D. in favour of .....  
.....drawn at .....
14. Mode of Travel (Air / Train / Bus) : .....
15. TA/DA Requirement :

Approx. Amount (Rs.)	Onward	Return	Total

16. No. of Conferences / Similar events attended so far during the present financial year :

	Local	Out-station	Total
Using NPL Funds			
Using Project Funds			

Dated : .....

(Signature of Applicant)

**Please Enclose** (on separate sheets) :

1. Copy of the Abstract of Paper
2. Acceptance Letter from the Organiser in respect of the applicant
3. Pamphlet showing details of Registration fee, etc.
4. Details of events attended in last 2 years (Name, Date & Place, etc.)

### **RECOMMENDATION OF THE HEAD OF DIVISION**

Registration fee of Rs. .... out of NPL/Project/ Contingency Budget-head (Code) ..... along with TA/DA of Rs. .... out of the NPL/Project/Contingency Budget-head (Code) .....for attending the Conference / Workshop, etc. (Give Name).....  
.....  
from ..... to ..... to be held at .....  
Plus 'To and Fro' journey period in respect of Dr. / Mr. / Ms. . ....  
Designation ..... of ..... Division for attending the above event, etc. is recommended for being sanctioned.

- Paper being multiauthored, Dr. / Mr. / Ms. .... is the only author being deputed for presentation / participation. None of the other authors will be deputed for the participation in this event.
- Justification or any other reason for attending the Conference / Workshop, etc., if paper is not being presented :

(Signature of Head of Section)  
.....

(Signature of Head of Division)  
.....

**(For PME Section – in case of Externally Funded Projects including CSIR Projects)**

This is to certify that as per the PME record, funds are available under the BH (04) in ..... and BH (Travel) in .....

(Signature of Head PME)  
.....

**(For Accounts Section)**

Certified that the required funds are available under the 'Contingency' Head of B.H..... & 'Travel' Head of B.H. ....

(Signature of Section Officer)  
.....

**(For use by the Human Resource Development Group and Director's Approval)**

Director, NPL may kindly consider the participation of Dr./Mr./Ms. ....  
.....Designation ..... in the above event and sanction the Regn. Fee of Rs. .... out of the NPL/Project/Contingency Budget-head ..... and TA/DA (Air / Train) of Rs. .... for the 'To & Fro' journey and Stay period out of the NPL/Project/Contingency Budget-head .....

Head, HRD

**Director, NPL**