

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 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