

Form No.31

Proforma for attending Training Program/Seminar/Symposium/Workshop within the country

A) Applicant Particulars:

1.	Name of the Official	
2.	Designation	
3.	Date of Joining INST	
4.	Date of Birth	
5.	Basic Pay and Scale of the Pay	
6.	Educational qualification	
7.	Area of current research work	

B) Programme particulars:

1.	Name	
2.	Organization/institute address	
3.	Period of the event	

4.	Head	Estimated expenditure	Expenditure borne by INST	Sponsored by other (Please attach the letter)
i.	Registration			
ii.	TA/DA			
iii.	Others			

Please attach copy of Invitation.

5. Fund (Institute/Sponsor/Projects/other, please specify)
(Please enclose details of the programme)

6. Details of earlier visits for training/workshop/seminar etc. during last one year

Sr.	Subject/Title of Program	Period	Organization/Institute	Source of funding

Date:

(Signature of the Applicant)

FOR OFFICE USE

Approved/Not approved

Finance Officer

Director

Procedure for attending Conference/Symposium/meetings/Training in India

(Form No. 35)

1. Fill up the requisite form (**Form No. 35**) and enclose the documents (Invitation letter/Information brochure/funding information).
2. Apply at least 20 days before the start of the programme.
3. **(a)The scientists will:**
 - (i) submit Sr. No 1 to Dean (Research) for discussion in the Research Committee.
 - (ii) In case the Research Committee recommends the proposals, Dean (Research) will send the form along with recommendation to Shri Mukesh Raja. However, if the RC doesn't recommend the proposal, the form will be returned to the applicant by Dean (Research).
 - (iii) Shri Mukesh Raja, will seek approval of Director through CFAO or Head of Office.
- (b) The administrative / finance staff will**
 - (i) submit Sr.No. 01 to CFAO for his recommendation.
 - (ii) If recommended, the same will be forwarded to Director for his approval.
4. After approval, an Office Order will be issued with copies to the Applicant, Dean (Research), CFAO and Finance Officer etc.
5. After the issue of Sr.No. 4, the applicant may seek tour approval in Form No – 16 and apply for advance.
6. After attending the programme, the applicant will submit the adjustment of advance and **tour report within 15 days.**