BANARAS HINDU UNIVERSITY

(Established by Parliament by Notification No. 225 of 1916)
OFFICE OF THE REGISTRAR
(ACADEMIC)

INDIA	ABROAD				
INDIA	ADKUAD				

Please strike off one

Application form for deputation of Teachers to attend Conference /Symposia /Seminar/Congress etc.

(**Self-attested copies of:** Brochure (in full), Acceptance letter, Abstract, Purpose sheet and list of Publication during last three years are necessary as enclosures)

5110	ct and nst	of I dollcation during	last tiffee years	are necessar	y as chere	isuics)
1.	Name and Empl	loyee No. :				
2.	a) Designation a	and Department:				
	b) Specializatio	n :				
	c) Mobile No:		E-n	nail ID:		
3.	Present Post held	d in the University with date o	f Joining :			
4.	Whether Permar	nent / Probation / Temporary:				
5.	Whether belong	s to: GEN	OBC SC	ST :	(Please tio	ck one)
6.	of Invitati	l) of the Conference / Sympos on)				
	b) Venue :					
	c) Date :					
7.	Whether present	ing a paper. If so, attach a co	py of the <u>Abstract ar</u>	nd letter of Acce	ptance of the	same:
8.	Whether Selecte	d or Nominated to any office	in the Conference etc.	if so, give detail s	S. :	
9.	a) Is the Confer	ence related to your present f	ield or research of spec	cialization ? (Yes / No)	
	b) What purpos	e is likely to be served by the	proposed deputation (a	ittach a separate	e sheet)	
10.	Details of Confe ABROAD / INI	erence / Symposia / Seminar a	attended by you during	g last 3 / 2 years	s with/without	t financial assistance in
S.No.	Dated	Name of the	Conference	Ve	enue	Source of Finance
1						
2						
3						

11. Have you submitted any other application for deputation during the current financial year? If so, give details and facilities extended by the University:

List of publications in recognized journals of	luring the	e last 5 years	(Please a	ttach a separa	ate sheet, in	nec	essary):
Whether deputation required without fin	ance:						
If deputation required with finance, mention	ned the es	stimated expen	ditures:				
a) Train fare (internal)	: Rs.						
b) Travel (Economic Class) Excursion Fare Air India/Delhi/Kolkata (To & Fro)	-						
c) Embarkation Fee/FTT/Visa	: Rs.						
d) Registration Fees	: Rs.	•••					
e) Any Other (DA)	: Rs.						
Whether the organizers will meet/contribute	e towards	expenses if so	o, extend, (attach a copy	of the lette	er). :	
Whether you are getting any financial assist copies of the letters:	ance from	n any source o	other than t	he organizers.	Give deta	ils a	nd attach
i) Period of leave required:							
From To	o						
ii) Leave of Absence on Duty already avail	ed during	g the current ac	cademic Y	ear. :			
Check the enclosures that you have submitted	ed as per	item No.					
5. Yes / No 6. Yes / No	11. Y	es / No	14.	Yes / No	1	15.	Yes / No
			S				
TO BE FILLED B	Y THE	HEAD OF	THE D	EPARTMI	ENT		
No. of Permanent teachers in the Departmen	nt. :						
		of the Departr	nent to atte	end this Confe	erence / Sem	inar /	/ Symposia /
Specific recommendation of the Head of th Seminar with Signature , Date & Seal . :	e Depar	tment justifyir	ng the teac	hers participat	ion in the C	onfei	rence/Symp./
Recommendation of the Dean / Director /	Princip	al with Signat	ture, Date	& Seal. :			
	If deputation required with finance, mention a) Train fare (internal) b) Travel (Economic Class) Excursion Fare Air India/Delhi/Kolkata (To & Fro) c) Embarkation Fee/FTT/Visa d) Registration Fees e) Any Other (DA) Whether the organizers will meet/contribute whether you are getting any financial assist copies of the letters: i) Period of leave required: From To ii) Leave of Absence on Duty already avail Check the enclosures that you have submitted to the Programme. The application form will the Programme. The application form will Congress etc (including present applicant). Specific recommendation of the Head of the Specific recommendation of the Head of the Programme.	a) Train fare (internal) : Rs. b) Travel (Economic Class) Excursion Fare by Air India/Delhi/Kolkata (To & Fro) : Rs. c) Embarkation Fee/FTT/Visa : Rs. d) Registration Fees : Rs. e) Any Other (DA) : Rs. Whether the organizers will meet/contribute towards Whether you are getting any financial assistance from copies of the letters: i) Period of leave required: From To ii) Leave of Absence on Duty already availed during Check the enclosures that you have submitted as per 5. Yes / No 6. Yes / No 11. You have submitted to the R.O. The Application form shall be submitted to the R.O. The Programme. 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Give details a copies of the letters: i) Period of leave required: From To ii) Leave of Absence on Duty already availed during the current academic Year. : Check the enclosures that you have submitted as per item No. 5. Yes/No 6. Yes/No 11. Yes/No 14. Yes/No 15. The Application form shall be submitted to the R.O. (Academic) minimum 10 days before from the sche the Programme. The application form will not be entrained on or after the scheduled date of the Programme. To BE FILLED BY THE HEAD OF THE DEPARTMENT No. of Permanent teachers in the Department. : Total No. of the teachers recommended by the Head of the Department to attend this Conference / Seminar. Congress etc (including present applicant). : Specific recommendation of the Head of the Department justifying the teachers participation in the Conference