

काशी हिन्दू विश्वविद्यालय Banaras Hindu University
 प्रायोजित शोध एवं औद्योगिक परामर्श प्रकोष्ठ Sponsored Research and Industrial Consultancy Cell

PRIOR INTIMATION FOR PARTIAL UTILISATION OF PROFESSIONAL DEVELOPMENT FUND
 (under para _____ of the Notification dated _____ from SRICC)

1. Applicant Details				
(a)	Name		(b)	Employee No.
(c)	Designation		(d)	Department
(e)	Faculty		(f)	Institute
2. Balance available under PDF of the Applicant (Rs.1,20,000/- minus expenditure already incurred/ committed)				
3. Proposal				
				Anticipated Expenditure
(a)	<input type="checkbox"/> Payment of Membership fee of Professional Bodies			
(b)	<input type="checkbox"/> Reimbursement of Travel cost related to professional work (For presenting research work at conferences, workshops, symposia, attending training programmes etc.)			
(c)	<input type="checkbox"/> For inviting Visitors (Travel and local hospitality of invited academic visitor for collaboration purposes)			
Enclosures: For 3(a)- <input type="checkbox"/> - Original Fee Receipt issued by the Professional Body For 3(b)- <input type="checkbox"/> - Brochure of the event; <input type="checkbox"/> Certificate of participation in the event; <input type="checkbox"/> Travel and Leave approval			For 3(c)- <input type="checkbox"/> - Justification for inviting an academic visitor along with short CV of the academic visitor	

Date:

Signature of Applicant

4. For use by the Department's Office	
(a)	AR 37 in respect of Item 3(a) may be drawn and sent to SRICC along with required enclosures for reimbursement to the faculty member
(b)	TA Bill, endorsed by the aforesaid faculty member [for 3(c)] and forwarded by the undersigned, in respect of Item 3(b) and 3(c) may be sent to SRICC along with required enclosures.

Date:

Head/Coordinator
Department/School/Centre

Section Officer