

**TEZPUR UNIVERSITY**

**Application for Permission and Financial Assistance for attending National /International Conference/Seminar/Workshop/Training**

(Application must be accompanied by tour programme and supporting

documents for the air fare)

1. Name of applicant:
2. Employee ID:
3. Designation:
4. Department/Centre:
5. Details of Programme, the applicant wishes to attend-
   1. Full Address of the Organizer: (Local Organizers)
   2. Title of the programme**:**
   3. Venue of the Programme**:**
   4. Duration of the Programme (specify the date(s)/month/year) (Please enclose copy of the announcement)
6. Title of the paper (if applicable) proposed to be presented (Please enclose two copies of the paper):
7. Whether the paper is accepted? If yes, please enclose a copy of the acceptance letter:
8. Name of the author of the paper (in the sequence as given in the paper):
9. Whether the applicant is invited:
   1. to deliver key note address/plenary lecture? Yes/No
   2. to chair a session? Yes/No
   3. under International Collaborative Exchange Programme? Yes/No
   4. to attend Symposia/give talks/lectures/discussion arts? Yes/No (If yes, please enclose a copy of invitation.)
10. Financial assistance offered by the Sponsoring Agency (If yes, give details): Yes/No
    * 1. Air fare:
      2. Local Hospitality:
      3. Registration fee is exempted/not exempted:
11. (a) Whether financial assistance required: Yes/No

(b) If Yes, amount requested with break up:

TA (Total air fare by shortest route Excursion/Economy class)**:**

DA:

Accommodation:

Registration Fee:

**Total amount requested:**

1. (a) whether financial assistance received/applied for from other agency/organization(s): Yes/No

* 1. If yes, give details, Name of the Agency: Organization:

Sanctioned/Committed/Received Amount with break up:

1. Whether the applicant attended National/International Conference/ Seminar/ Workshop/Training during the last 36 months prior to the date of this proposed programme? If yes, give details of all the programmes (attach additional sheet if required):
   1. Programme:

Sponsor/Organization:

Venue:

Duration:

Financial Assistance received (with details) (copies of the Sanctioned letter should be enclosed):

* 1. From Tezpur University:
  2. From other source:

1. Programme:

Sponsor/Organization:

Venue:

Duration:

Financial Assistance received (with details) (copies of the Sanctioned letter should be enclosed):

* + 1. From Tezpur University:
    2. From other source:

Signature of the Applicant

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13. Recommendation of the HOD. (Arrangement of classes / academic assignments)

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14. Recommendation of the Dean of the School of Studies Concerned.

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15. Recommendation of the Screening Committee

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16. Office Note: -

Dealing Officer Registrar

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1. Decision of the approving authority
   1. The paper be forwarded/not forwarded
   2. The applicant is allowed/not allowed to attend the programme with/without financial assistance
   3. For leave and Advance TA/DA etc. the applicant may write separately.

Vice-chancellor

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No.

Copy forwarded for information and necessary action to:

1. Person concerned/HoD/Dean, School of ……………….
2. Finance Officer.
3. File.

Registrar