



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-
 - (i) Full Address of the Organizer: (Local Organizers)
 - (ii) Title of the programme:
 - (iii) Venue of the Programme:
 - (iv) Duration of the Programme (specify the date(s)/month/year)
(Please enclose copy of the announcement)
5. Title of the paper (if applicable) proposed to be presented (Please enclose two copies of the paper):

6. Whether the paper is accepted? If yes, please enclose a copy of the acceptance letter:

7. Name of the author of the paper (in the sequence as given in the paper):

8. Whether the applicant is invited:

- (i) to deliver key note address/plenary lecture? Yes/No
- (ii) to chair a session? Yes/No
- (iii) under International Collaborative Exchange Programme? Yes/No
- (iv) to attend Symposia/give talks/lectures/discussion arts? Yes/No (If yes, please enclose a copy of invitation.)

9. 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:

10. (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 Air India/Indian Airlines):

DA:

Accommodation:

Registration Fee:

Total amount requested:

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

(b) If yes, give details,

Name of the Agency:

Organization:

Sanctioned/Committed/Received Amount with break up:

12. 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):

(i) Programme:

Sponsor/Organization:

Venue:

Duration:

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

(a) From Tezpur University:

(b) From other source:

(ii) Programme:

Sponsor/Organization:

Venue:

Duration:

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

(a) From Tezpur University:

(b) From other source:

Signature of the Applicant

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

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

15. Recommendation of the Screening Committee

16. Office Note: -

Dealing Officer

Registrar

17. 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

No.

Copy forwarded for information and necessary action to:

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

Registrar