INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR – 721302

APPLICATION FORM FOR PERMISSION TO FACULTY MEMBERS AND DRAWAL OF ADVANCE TO ATTEND CONFERENCE/SYMPOSIUM/WORKSHOP/SHORT-TERM COURSE ETC. IN INDIA

(To be submitted in duplicate. Leave Application is to be enclosed)

1. Employee Code No. Designation: Deptt/Centre:

2. *Name:

3. Name of the Conference/Seminar/Symposium/

Workshop/Short-Term Course:

- 4. Place of visit and duration including journey time:
- 5. Title of the paper submitted
- 6. In what capacity will you be attending?
- 7. Indicate Conference/Seminar/Symposium/

Workshop/Short-Term Course already attended.

If any, during the current academic year, source

and amount of TA/DA and Registration Fee

8. Mode of Travel

Train/Bus

9. Whether Registration fee advance required Yes/No

cheque/draft/cash

10. Whether TA advance required

Yes/No

I do hereby state that I will adjust the advance within 15 days

from the date of completion of conference

Signature of the Applicant

Recommended/Not Recommended

Head of the Department

Recommended/Not Recommended

Dean (Faculty & Planning)

Registration fee under Sl. No. 9, TA under Sl. No. 10 and DA as per rules sactioned

Director/Deputy Director

To Asst. Register(A/cs.-I)

^{*} In case of joint authors only one author is to be recommended