

PROFORMA TO BE FILLED FOR ATTENDING THE CONFERENCE  
NATIONAL / INTERNATIONAL  
Please Fill in Duplicate

- 1.) Name
- 2.) Designation
- 3.) Are you Member of the Association : Yes/No
- 4.) Have you received the invitation to attend? : Yes/No
- 5.) If your paper has been accepted? : Yes/No
- 6.) If yes what the title of your paper? :
- 7.) Are you the first author : Yes/No
- 8.) Are you chairing the session : Yes/No
- 9.) Are delivering a lecture/oration taking part in symposium/seminar/others  
(Please tick whatever is relevant)
- 10.) What did you attend your last National / International conference?
- 11.) What kind you financial help was given by the Institution?
  - a) Registration fee
  - b) Traveling Allowance
  - c) Dearness Allowance
- 12.) What the name of the conference which you plan to attend & where?
- 13.) What kind of financial help is required :
  - a.) Registration fee
  - b.) Traveling Allowance
  - c.) Dearness Allowance
- 14.) Recommendation of your Unit Incharge / HOD

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FOR OFFICE USE

- 15.) Final orders by Director

DIRECTOR

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