

BANARAS HINDU UNIVERSITY

(Established by Parliament by Notification No. 225 of 1916)

OFFICE OF THE REGISTRAR (ACADEMIC)

APPLICATION FORM – A

FOR DEPUTATION OF NON-TEACHING STAFF TO ATTEND CONFERENCES/ SEMINARS/ SYMPOSIA/
CONGRESS/ WORKSHOP ETC.

(For Deputation ABROAD please attach application Form – ‘B’ also)

| | | | | | |
|---|---------|-----|-------------------|----|--------------------------|
| 1. Name and Employee No.: | | | | | |
| 2. a) Designation: | | | | | |
| b) Department: | | | | | |
| c) Specialization: | | | | | |
| d) Mobile No.: | | | E-mail ID: | | |
| 3. Present Post held in the University with date of appointment: | | | | | |
| 4. Whether Permanent/on Probation/Temporary: | | | | | |
| 5. Whether belongs to: | GENERAL | OBC | SC | ST | (Please tick one) |
| 6. Exact nature of the job; | | | | | |
| 7. a) Full name of the Conference/ Symposia/ Seminar/ Training/ Workshop/Congress etc. (Attach original Pamphlet/Leaflet OR Invitation letter): | | | | | |
| b) Venue: | | | | | |
| c) Dates: | | | | | |
| 8. Whether presenting paper. If so, attach a copy of the : Abstract and letter of acceptance of the same. | | | | | |
| 9. Whether the conference is related to your present field : of Job/specialization. | | | | | |
| 10. Whether selected OR nominated to any office in the : Conference, etc. so, details may be given. | | | | | |
| 11. a) Details of Conf./ Symp./ Seminar/Training/ : Workshop attended by you during the current financial session (i.e. from April to March): | | | | | |
| b) State whether the University has paid TA/DA : & Registration fee for attending the above | | | | | |
| 12. Whether you have submitted any other application : for deputation during the current financial year, if so, give details and facilities extended by the University | | | | | |

P.T.O.

| | | |
|---|------------|----------|
| 13. If deputed, estimate of expenditure | : | |
| 14. a) TA (mention Mode of Travel) | : | |
| b) Registration fee | : | |
| c) Other fee, if any (D.A.) | : | |
| 15. Whether the Organizers will meet/contribute towards expenses, any if so, to what extent, attach a copy of letter | : | |
| 16. Whether you are getting financial assistance from any other than the organizers give details, attach a copy of letter | : | |
| 17. a) Period of Leave required | : | |
| b) Leave of absence on duty already availed during the current financial year | From | to..... |
| 18. Check the enclosures that you are submitting as per item No. | | |
| a) Acceptance Letter | : | Yes / No |
| b) Abstract of paper attached | : | Yes / No |
| c) List of Publication attached | : | Yes / No |
| d) Requested to the Organizers for S.No.14 | : | Yes / No |
| e) Applying to ICHR for Sl. No. 15 | : | Yes / No |

Note: The Application form shall be submitted to the R.O. (Academic) minimum 07 days before from the scheduled date of the Programme. The application form will not be entrained on or after the scheduled date of the Programme.

.....
Signature of the employee with date

TO BE FILLED IN BY THE HEAD OF THE DEPARTMENT

| | | |
|-----|---|--|
| 19. | Number of Permanent employee in the Department/ Section | |
| 20. | Total number of employees recommended by the Head of the Department to attend this Conference/ Symposia/ Seminar/ Training/ Workshop (including the present one), if more than one kindly name them. | |
| 21. | Specific recommendation of the Head of the Department , Justifying the employees Participation in the Conference/ Symposia/ Seminar/ Training/ Workshop with signature Date and Seal and his/her participation will Help/improve the working of the Deptt./Section | |
| 22. | Recommendation of the Dean/Director/ Principal with signature, date and Seal | |
| 23. | Recommendation of Non-Teaching Employees Deputation Committee | |

PROFORMA TO BE FILLED BY THE APPLICANT FOR CONSIDERATION BY NON-TEACHING EMPLOYEE DEPUTATION COMMITTEE

| Sl. No. | Name of the Applicant, Designation & Department | Date of application | Place of visit | Whether the invitation letter received | Duration of visit | Amount involved towards TA/DA Rs. | Registration fee Rs. | Status of application whether duly forwarded by HOD/Office | Deputation in INDIA & ABROAD | Whether deputed earlier Date, Month & Year | Period of Leave | Remarks |
|---------|---|---------------------|----------------|--|-------------------|-----------------------------------|----------------------|--|------------------------------|--|-----------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |

P.T.O.

APPLICATION FORM 'B'
(ONLY FOR ABROAD)

FOR DEPUTATION OF NON-TEACHING STAFF TO ATTEND THE **ABROAD** CONFERENCE/
SEMINAR /SYMPOSIA/ TRAINING COURSE/TRAINING PROGRAMME /WORKSHOP ETC.

NOTE: Submit Completed Form "A" also.

1. Name:
 - a) Designation
 - b) Department
2. Name of the Conference/Symp./Seminar
(attach original Pamphlet of letter of invitation)
Venue:
Date:
3. Whether you are deputed abroad during
your service with or without financial assistance; give details?
(A Separate sheet may be attached if need be)
4. Biodata of the teacher
(attach separate sheet).
5. What purpose is likely to be served
by he proposed deputation
(attach a separate sheet)
6. Details of estimated cost if deputed:
 - a) First Class by rail : Rs.
 - b) International Travel (Economic Class) : Rs.
Excursion fare by Air India/Delhi Calcutta/to and back
 - c) Embarkation Fee/FTT/Visa : Rs.
 - d) Any other (DA) : Rs.

Total Rs.

7. Whether the Organizer will meet Contribution
towards expenses and if so, to what extent
(attach a copy of letter)
8. Whether you are getting any financial assistance
from any other source than the organizers give details
(attach a copy of the letter)
9. Whether you have applied for any financial
assistance from any other source, give details
(attach a copy of the letter)
10. Check the enclosures that you submitting as per item. No.
 2. Yeas / No
 4. Yes / No
 5. Yes / No
 7. Yes / No
 8. Yes / No
 9. Yes / No

SIGNATURE OF THE
NON-TEACHING STAFF