

BANARAS HINDU UNIVERSITY

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

OFFICE OF THE REGISTRAR (ACADEMIC)

INDIA

ABROAD

Please strike off one

Application form for deputation of Teachers to attend Conference /Symposia /Seminar/Congress etc.

(Self-attested copies of: Brochure (in full), Acceptance letter, Abstract, Purpose sheet and list of Publication during last three years are necessary as enclosures)

1. Name and **Employee No. :**
2. a) Designation and Department :
b) Specialization :
c) **Mobile No:** _____ **E-mail ID:** _____
3. Present Post held in the University with date of Joining :
4. Whether Permanent / Probation / Temporary:
5. Whether belongs to: **GEN OBC SC ST :** (Please tick one)
6. a) Name **(in full)** of the Conference / Symposia / Seminar / Congress etc. **(Attach original Pamphlet of letter of Invitation)**.....
.....
b) **Venue :**
c) **Date :**
7. Whether presenting a paper. If so, **attach a copy of the Abstract and letter of Acceptance** of the same:
8. Whether Selected or Nominated to any office in the Conference etc. if so, give **details. :**
9. a) Is the Conference related to your present field or research of specialization ? **(Yes / No)**
b) What purpose is likely to be served by the proposed deputation **(attach a separate sheet)**
10. Details of Conference / Symposia / Seminar attended by you during last **3 / 2 years** with/without financial assistance in **ABROAD / INDIA:**

S.No.	Dated	Name of the Conference	Venue	Source of Finance
1				
2				
3				

11. Have you submitted any other application for deputation during the current financial year? If so, give details and facilities extended by the University:

12. List of publications in recognized journals during the **last 3 years** (**Please attach a separate sheet, in necessary**):
13. **Whether deputation required without finance:**
14. If deputation required with finance, mentioned the estimated expenditures:
- a) Train fare (internal) : Rs. ...
- b) Travel (Economic Class) Excursion Fare by
Air India/Delhi/Kolkata (To & Fro) : Rs. ...
- c) Embarkation Fee/FTT/Visa : Rs. ...
- d) Registration Fees : Rs. ...
- e) Any Other (DA) : Rs. ...
15. Whether the organizers will meet/contribute towards expenses if so, extend, (**attach a copy of the letter**). :
16. Whether you are getting any financial assistance from any source other than the organizers. **Give details and attach copies of the letters:**
17. i) Period of leave required:
From _____ **To** _____
- ii) Leave of Absence on Duty already availed during the current academic Year. :
18. Check the enclosures that you have submitted as per item No.
5. Yes / No 6. Yes / No 11. Yes / No 14. Yes / No 15. Yes / No

Note: The Application form shall be submitted to the R.O. (Academic) minimum 10 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 Teacher with date

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

19. No. of Permanent teachers in the Department. :
20. Total No. of the teachers recommended by the Head of the Department to attend this Conference / Seminar / Symposia / Congress etc (including present applicant). :
21. Specific recommendation of the **Head of the Department** justifying the teachers participation in the Conference/Symp./ Seminar with **Signature, Date & Seal**. :
22. **Recommendation of the Dean / Director / Principal with Signature, Date & Seal**. :

Note: Application should be submitted minimum 10 days before from the scheduled date of the conference/Seminar etc.