

PROFORMA FOR PARTICIPATION IN A CONFERENCE / SEMINAR / SYMPOSIUM / WORKSHOP ETC.

1	Name & designation of officer	
2	Division/School/Section/	
3	Name of the scientific forum organizing	
4	Are you a member of above organization? If so, mention the portfolio held.	
5	Whether the scientist has been invited by the organizers to chair a Session/to present a lead paper/to give a key note address/guest speaker.	
6	Number of Seminar/symposium/conference etc. attended by the scientist during the current financial year	
7	Has the research work proposed to be presented by you been conducted under an approved project this Institute? Please give project Code No. Also, indicate that the present paper was not presented or published	
8	Has the work proposed to be presented by you at conference/ seminar/ symposium etc. been done by your student and is part of thesis?	
9	Has the copy of abstract been signed by all Contributing authors?	
10	Whether the consent of the Institute, where the scientist was previously working has been obtained and enclosed? (This will be required if the abstract is from the work which was conducted outside this Institute). Enclose a copy of the consent.	
11	Whether the information about last Seminar/Symposium/Conference etc. has been entered in ERP.	

Certified that the information given above by me is correct to the best of my knowledge and belief.

Through Head of School

Signature of the Scientist

Approved/Not approved

Signature of the Director

Dated:

To

**The Director
ICAR-NIASM
Baramati**

Subject: Permission for attending conference and sanction of registration fee reg.

Sir,

Enclosed please find duly filled in and recommended proforma for participation in a conference and two copies of abstract entitled “.....” authored by for submission for presentation in the**on**, being held at.....

An amount of **Rs.**/- may please be sanctioned towards the registration fee for attending the aforesaid

Thanking you,

Yours sincerely,

(.....)

Through Head of School