

CENTRAL UNIVERSITY OF KASHMIR

Application for grant of Duty Leave and Financial Support for attending National/
International Conferences/ Seminars / Workshops, etc.

1.	Name	
2.	Designation	
3.	Department	
4.	Pay Scale	
6.	Name/ title of the Conference to be attended:	
7.	Organizer/s with complete address	
8.	Venue of the Conference	
9.	Title of the Paper to be presented	
10.	Dates on which the Conference/ Seminar is being held	
11.	Has a copy of the Conference brochure/ invitation been attached	
12.	Whether the paper has been accepted for presentation? (attach documentary evidence & a copy of the full paper to be presented in the conference)	
13.	Indicate the complete travel plan from the proposed date and time of departure to the conference and back. (Use separate sheet, if required)	
14.	Assistance required from the University: a. Travel cost : b. Registration Fee : c. Per-diem required(if not covered by Registration Fees): d. Any other (Specify)	

N:B:

1. This application should be submitted at least two months prior to the date of International Conference/ Seminar and one month prior to the date of National Conference/ Seminar.

2. On return from the conference/ seminar, the scholar must submit a detailed report providing information on the date of departure, arrival, contacts made with the scholars at the conference, institutes visited and the experience gained etc.

15.	<p>Have your approached the organizers or any other agency to:</p> <ul style="list-style-type: none"> a. Waive off registration fees? b. Support travel? c. Support boarding and lodging? d. Any other (Specify) <p>If Yes, indicate the latest position and the amount likely to be made available (Attach documentary evidence)</p>	
16.	<p>Has the applicant availed the financial assistance from UGC/ University for attending seminar/ conference etc. in the last 3 years prior to the date of the present conference?</p> <p>If yes, give details</p>	
17.	<p>Any other information the applicant would like to give in support of the case.</p>	

I hereby certify that;

- a. The details given above are correct.
- b. If the information supplied is found to be incorrect at a later date, I shall reimburse the entire money to the University.
- c. The money received will be used for the purpose for which it is requested.
- d. In case financial assistance is received from the organizers or any other agency I shall pay back the amount granted by the University.

Place:

Date:

(Signature of the applicant)

Recommendations of the Departmental Committee

**Sign. of the Head/
Coordinator on behalf of
the Departmental Committee**

Recommendations of the Dean (On behalf of the School Board)

Signature of the Dean