

**AIIMS KALYANI**

**PROFORMA FOR ATTENDING CONFERENCE / SEMINAR / WORKSHOP / MEETING**

1.	Name (BLOCK LETTERS)	:	
2.	Designation & Department	:	
3.	Name of the conference and its duration	:	
4.	Venue of the conference	:	
5.	Has invitation been received (please enclose : Invitation/announcement of the Conference/Workshop/meeting etc.)	:	
6.	In what capacity do you intend to attend the above conference /workshop/ meeting? i.e., to present a paper/preside over a session to deliver oration/lecture/receive prize / award (enclose copy of the letter of the acceptance and abstract)	:	
8.	Type of concession asked for the present conference etc.	:	Funded / Non-funded
	1. TA / DA	:	Please indicate Yes/No and if YES, the amount requested (approximate)
	2. Registration / Delegation fee (early bird)	:	
	Late fee	:	
	3. Period of absence from headquarters	:	From _____ to _____
	4. Please mention Prefix/Suffix/Holiday Permissions required for ClosedHolidays.	:	
	5. If, non-funded leave, state how the travel and stay will be paid for (by whom)	:	
			<b>Signature of applicant with date</b>
9	Charge handed Over to		
10.*	Recommendation & Specific remarks of the HoD on the importance of the conference & the manner it will be helpful for the improvement of Depts./Patient care. It is also to be certified that 50% of faculty will be available for duty in station.	:	
			<b>Signature of HoD with date and Office Seal</b>

\*Mandatory

Proformas must be fully filled and must reach the DD(A) office at least 4 weeks before the planned journey.