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| Indian Institute of Technology (Indian School of Mines), Dhanbad Logo.png | **भारतीय प्रौद्योगिकी संस्थान  (भारतीय खनि विद्यापीठ), धनबाद**  **INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD** |

**APPLICATION FOR DEPUTATION INDIA/ABROAD FOR ATTENDING CONFERENCES/ SEMINARS / WORKSHOPS / COURSES AND FINANCIAL ASSISTANCE THEREOF**

1. Name of the Applicant :

2. Designation and Department :

3. Details of contribution of the applicant towards :

research and externally funded research projects

of IIT(ISM) during last 3 years to be attached on

separate sheet(s)

4. Purpose of visit :

5. Place of visit :

6. Period of visit :

7. Whether any paper is accepted for :

presentation? (If yes, attach proof)

8. Documents enclosed in support of request: Invitation/acceptance paper 🖵 Copy of abstract paper 🖵

9. Financial involvement: **(Please strike out whichever is not applicable)**

a) Registration fee and Mode of Payment :

b) Address to whom the registration fee is to be

sent **(for National events)** :

c) Economy Class Airfare / Estimated TA, DA :

d) No. of days for which DA is required :

e) Accommodation Charges :

f) Visa Fees :

g) Travel Insurance premium :

h) Any other (please specify)

10. Fund – IIT(ISM)/PDA or any other (specify) :

11. Balance available under Professional Development :

Allowance till date for participation in National/

International Seminar/Conference from this Head

12. Fund available under travel head from the Project :

Head & Fund utilized till date

13. Financial assistance available from other source : Source -

Amount -

14. Provide academic/class arrangements:

15. Financial assistance sought from IIT(ISM) :

Signature of the Applicant with date

Recommended/Not recommended: HoD/HoC

Recommended/Not recommended: Dean (Faculty)

Approved/Not Approved: Director