

J.C. Bose University of Science and Technology, YMCA, Faridabad

Application form for Attending Conferences/Workshop/Short Term Course

Date: _____

1. Name: _____
2. Department: _____ Designation: _____
3. Conference/Workshop/Short Term Course detail (mention date also)

4. Academic Year : _____
5. Venue: _____
6. TA/DA applicable: Yes / No _____
7. Registration Fee: (to be paid): _____

(Whichever is applicable & Enclose proof of same)

- i) Receipt No. (In case of cash payment) _____
- ii) DD No. _____ Payable at _____ issuing bank _____ date _____
- iii) Online payment receipt.

8. Detail of expenditure availed during previous two and current year.

- i) On Registration / Delegation fee _____
- ii) On TA /DA: _____

9. No. of National /International Conferences/ Workshop/ Short Term Course with the duration of the course attended in the **same Academic Year.**

Sr. No.	Name of the National / International Conference/ Workshop/ STC	Duration of Course	Venue / Place

Signature of Applicant

Recommendation / Forwarded by Chairman