**जानपद अभियांत्रिकी विभाग, भारतीय प्रोद्यौगिकी संस्थान, रूड़की**

**Department of Civil Engineering, Indian Institute of Technology, Roorkee**

**APPLICATION FOR ATTENDING SYMPOSIUM / SEMINAR / WORKSHOP ETC. WITH IN INDIA**

1. Name of the Participant (in capital letters) :…………………………………………

2. Name & Place of Symposium/Seminar/Workshop :………………………………………….

3. (a) Duration of Symposium/Seminar/Workshop From……………….to…………………

 (b) Proposed absence from From……………….to…………………

4. Has a paper of yours been accepted for

 presentation. If so attach the acceptance letter :………………………………………….

5. Last conference attended (in India) availing

 Institute Grant :………………………………………….

6. Estimated expenditure for the proposed visit

 specify mode of Travel (by.........)

 (i) T.A. & D.A. Rs…………..Chargeable Head………..

 …………………………………………

 (ii) Registration fee (attach the organiser's

 circular) Rs…………..Chargeable Head………..

7. Can the expenditure be charged to any grant form

 the Centre/Project (Sponsored or Consultancy) :……………………………………………

 if so, give grant No.

8. Whether expenditure will be borne by the

 organiser, if so give details :…………………………………………….

**RECOMMENDATION OF THE GROUP**

**COORDINATOR**

 **Group Coordinator Signature of Applicant**

 **Date:………………. Date:……………………**

For use in the Office of Deptt. Of Civil Engg.

Recommendation of the Convener, Office of Estt. Committee

**APPROVED**

**(Convener) HEAD, DOCE**