



National Institute of Science Education and Research, Bhubaneswar

Form for Financial support to attend National/International Conference/Seminar/Workshop

- Name of faculty member: _____ P.F. No _____
- Designation : _____ School _____
- Details of Conference/Seminar/Workshop: (please attach a copy of invitation letter and other documents)
 - Host : _____ Venue _____
 - Duration : _____ days, from _____ to _____
 - Type of Participation: Talk / Poster / Session Chair / Participant / _____
- Details of Financial support required from NISER:
 - T.A** : (required / not required) (b) **DA**: (required / not required)
 - Registration Fee** (required / not required) (d) Other requirements: _____
 - Approximate total cost towards this visit ₹ _____
(Reimbursement of expenses shall be as per rule & entitlement subject to a maximum limit of 4.5 lakh in 3 year block)
- NOC for International Visit: **Required** / **Not required**
- Details of previous attended National & International Conference/Seminar/Workshops etc. in the current block year _____.

S.N	Conference/Workshop/Seminar attended	Country/place	Duration	Year	Sources of fund	Expenditure incurred
1.						
2.						
3.						
4.						
5.						

(Please use the reverse page for more conferences, if attended during the current block year)

- (a) Type of leave _____ (b) Date of leaving _____ (b) Date of joining _____
- Leave required for _____ days, from _____ to _____
 - Please attach appropriate leave application
 - If visiting abroad, please attach 'Permission for visiting abroad form'.

Signature of the applicant

Signature of the Chairperson of School

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The financial Support & leave for this purpose due/not due for the Conference in the block year _____

Dealing Asst.

APO (FA)

Money available in the name of faculty member for the current block year

APO (Finance & Accounts)

DCA

Finance Officer

The visit of the faculty member is recommended / not recommended

Faculty In-Charge (FA)

Approved / Not Approved

DIRECTOR