**Performa to be submitted to PME Cell by Scientist/STO/RA/SRF/JRF/YP/Admin staff for forwarding proposal for participation in conference/Seminar**

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| --- | --- | --- |
| 1 | Name and Designation of Officer |  |
| 2 | Division/Section |  |
| 3 | Name of scientific forum organizing the conference/seminar/symposium etc., |  |
| 4 | Are you a member of above organization?  If so, mention the portfolio held |  |
| 5 | Whether the scientists have been invited by the organizers to chair a session/to present a Lead paper/to give a key note address/guest speak. |  |
| 6 | Whether the undersigned is the presenting author of the abstract/paper | Yes/No |
| 7 | Number of seminar/symposium/conference attended by the scientist during the current financial year and for each mention the source of fund. | Total-  Institute-  External- |
| 8 | Has the research work proposed to be presented by you been conducted under an approved project In this Institute |  |
| 9 | Has the work proposed to be present by you at the conference/seminar/symposium etc., been done by you or by your student and is part of the thesis |  |
| 10 | Has one copy of the abstract been signed by all the Authors ? | Yes/No |
| 11 | Whether the abstract/lead paper has an approval by competent authority. |  |
| 12 | Whether the approval letter received from PME attached | Yes/No |
| 13 | The Expenditure of TA/DA and registration will be borne from which project? |  |
| 14 | Whether the acceptance letter received from organizer attached | Yes/No |
| 15 | Whether the consent of the Institute where in scientist was actively working been obtained and enclosed?  (This will be required if the abstract is from the work  Which was conducted outside this Institute?  Enclose a copy of the consent) |  |

The information given above by me is correct to the best of my knowledge and belief.

**Signature with name and designation**

**Recommended and forwarded by the PME cell In-charge**

**(Signature of the PME Cell In-charge)**

**The proposal is approved/ not approved**

**Signature of the Director**