

**PROFORMA FOR
ATTENDING CONFERENCES, SEMINARS, MEETINGS**

01. Name and Designation :
02. Name, Duration and Venue of the present Conference :
03. Are you a member of the Association if yes, mention the membership no. :
04. Duration of membership of the Association and in which capacity :
05. Are you an office bearer of the Association if yes, in which capacity :
06. Whether any personal/official invitation has been received. If yes, enclosed a copy :
07. In which capacity you intend to attend the conference :
08. Type of concessions obtained for the conferences attended during the last financial year : 1) TA/DA
2) Delegation Fee
3) On Duty
09. Type of concessions obtained for the conferences attended during the current financial year : 1) TA/DA
2) Delegation Fee
3) On Duty
10. Type of concessions asked for the present conference : 1) TA
2) DA
3) Delegation Fee
4) On Duty
11. Name of officer/official who will look after the work during the period of absence :
12. If advance is required please mention the amount of fare (to and fro) with mode of travel :

Recommendation of concerned
Head of the Department

Signature & Designation
of the candidate