

FORM NO. 3

PERMISSION TO ATTEND SEMINARS / CONFERENCES /WORKSHOP /MEETINGS OUTSIDE THE STATE

1.	Name	
2.	Designation & Present place of working	
3.	Name of the Seminar / Conference / Workshop / Meeting	
4.	Place of Seminar / Conference / Workshop / Meeting	
5.	Date of Seminar / Conference / Workshop / Meeting	
6.	Purpose of visit with justification	
7.	Whether any paper accepted for presentation, if so, a copy must be attached	
8.	Details with dates of such Seminars / Conference / Workshop / Meetings attended during the last 3 years.	
9.	Tour Programme must be attached	

Date:

Signature of the Applicant

Recommendations of the Head of the Department

i.	The details of the visits of other staff members in the Dept. of such meetings during the financial year.	
ii.	Justification for recommending the applicant for Seminar / Conference / Workshop / Meeting	
iii.	Sources for meeting the expenditure and the budget head (Ab/A/c. No. with DAC)	
iv.	Substitute working arrangement during the training period	

Date:

Signature of the Head of the Department

Recommendation of the Controlling Officer (DR/DE/DOE/Dean/ADRE/Head)

Date:

Signature & Designation

Recommendation of the Higher Officer: **Director of Education / Director of Research / Director of Extension:**

Date:

Signature & Designation

CWC to The Administrative Officer, UHS, Udyanagiri, Bagalkot (in triplicate) for the favour of necessary action.

Concurrence from Comptroller :

Ab/Ac. No. with DAC

Date:

Comptroller

Approval by the Hon'ble Vice Chancellor:

Date:

Vice Chancellor

R.W.C to the Concerned Teacher/Scientist

Date:

Administrative Officer