CIRCULAR

It is circulated for information for all concerned Principal Investigators / Coordinators/ Research Fellows to seek prior authorization/approval for attending conference / review meetings / seminars/ field study from the competent authority.

The duly filled in deputation form should reach to the office of Dean Research atleast 7 days before the actual date of departure. Incomplete deputation form will not be received by the office and any delay in such cases will be the sole responsibility of concerned Principal Investigator/ Coordinator/ Research Fellow.

By Order;

Assistant Registrar
(Research Project)

No:F( deputation cir)Res/KU/20
Dated: September 03, 2020

Copy to:-
1. Heads of all Teaching Departments/ Directors/ Coordinators of Research Centres / Institutes, University of Kashmir.
2. S.S. to Vice-Chancellor for kind information of Hon’ble Vice-Chancellor
3. P.A to Registrar for information of the Registrar.
5. File.
**University Of Kashmir, Srinagar**

**OFFICE OF THE DEAN RESEARCH**

Application form for sanction of deputation for attending Conference/Workshops/Training Programme/Review meetings by Principal Investigators/Coordinators under sponsored research projects.

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1. Name of Principal Investigators/Coordinator

2. Designation

3. Nature of Appointment
   Adhoc/Temporary/Substantive/Research Scholar
   (For WOS. Pls)

4. Date of present appointment / Engagement

5. Details of Conference/Seminar/Review Meeting/Field Study along with copy of invitation letter from organizers

6. Place to be visited

7. Date of Deputation

8. Period of deputation including travel days

9. Title of the paper to be present.
   (copy of the paper & acceptance letter be attached)

10. Nature of Deputation National or International

11. Details of the previous deputation along with financial details. if any

12. Justification for deputation

13. Details of financial Support provided by organizer/other sources (If any)

14. Details of the financial support .if required under the concerned project
   - TA
   - DA
   - Registration fee

Signature of the Principal Investigator
15. Submitted to HOD for his remarks and recommendation regarding relevance of the said deputation to research project under reference

________________________________________________________________________

Signature of the Head of the Department along with stamp

16. Forwarded and recommended to the Dean of the school for his remarks

________________________________________________________________________

Signature of Dean of the School

17. Forwarded to D.R Adm. (T.W) for providing duty leave report in favour of P.I/Coordinator

________________________________________________________________________

Signature of D.R (T.W)

Forwarded to Assistant Registrar(Dean Research) for further necessary action.

18. i. The request of the application has been found complete and in order. Hence, deputation of Principal Investigator/Coordinator may be sanctioned by the Dean Research.

ii. The request of the application has not been found complete for want of the following documents/records. Hence the case is returned to the PI.

________________________________________________________________________

D.A H.A S.O A.R

19. Sanctioned/Not sanctioned by Dean Research (in case deputation is within the county)

________________________________________________________________________

20. In case of the International travel/deputation,

a. Recommendation of the Dean Research

________________________________________________________________________

b. Authorization of the Vice Chancellor

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