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

Department _____________________  School __________________________

1. Name of Principal Investigators/Coordinator  __________________________

2. Designation  __________________________

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

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 From ___________ to ___________

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 pervious 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

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___________________________________________________________________________

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.

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___________________________________________________________________________

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

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

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20. In case of the International travel/deputation,

a. Recommendation of the Dean Research ________________________________

b. Authorization of the Vice Chancellor ________________________________