



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.

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

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 _____