

Proforma for Deputation Abroad for attending Conferences, Symposia, Workshop, Meetings

Council of Scientific & Industrial Research
International Science & Technology Affairs Directorate (ISTAD), New Delhi
Application Proforma

(Total no. of pages: 6)

PART A: GENERAL INFORMATION

(Part A&B to be filled by the Applicant)

(All columns are mandatory to be filled)

Attach recent Passport
size photo
or
Upload photograph in
jpg format

(Please attach one page brief CV)

1. Name of the National Laboratory/Institute :
2. Name of the Candidate
(with Email/Fax/Phone) :
3. OASIS Registration no. :
4. Designation :
5. Basic Pay & Scale of Pay with Pay grade :
6. Date of Birth :
7. Date of Joining the regular CSIR service :
8. Educational Qualifications :
9. Nature of Employment : *Permanent* *Contract/Temporary*
 Probation
10. If on probation or on contract,
please state the period :
11. Area of specialization :
12. List of major R&D publications during
the last 3 years (Attach sheet, if necessary) :

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PART B: Information about the Conference/Symposium/Workshop/Meeting

1. Title of the Conference/Symposium/Workshop/Meeting:*

a) Venue :

b) Period of the event :

c) Period of connected visits (if any) :

d) Purpose of visit (*Please (✓) tick mark*) :

Chairman *Keynote Speaker* *State-of-the-art-rapporteur*

Panelist *Presenting a paper* *Any Other (Specify)*

Oral
or
Poster
(Please specify)

2. Relevance of the theme to the laboratory's thrust area or emerging area or network project/ supra project (*in not more than 50 words*) :

3. Particulars of any additional visit(s):

a) *Purpose* :

b) *Justification* :

c) *Sponsorship* :

4. Visits abroad during last 3 years, including fellowships, if any
(use additional sheet, if necessary)

	<u>Countries Visited</u>	<u>Period</u>	<u>Purpose</u>	<u>Funding source</u>
a.	_____			
b.	_____			
c.	_____			
d.	_____			

5. Whether the report(s) on above visits were submitted? If yes, please enclose a copy of the last deputation report : Yes No

6. Itinerary/Flight details (arrival & departure to the place of conference) :

7. Whether applied to DST/DBT/INSA/other funding sources? Any outcome? (Please mention) :

Date:

Place:

**Signature of the Applicant
with designation**

PART C: FUNDING ARRANGEMENT

	<i>Requested from Lab/ CSIR</i>	<i>Committed by the Hosts/others</i>
1. (a) International Airfare (Rs.) :		
(i) Conference/Symposium :		
(ii) Associated Visits, if any :		
(b) Registration Fee (in equivalent Indian Rupees) :		
(c) Cash allowance ¹ :		
@ US \$ for no. of Days (in equivalent Indian Rupees)		
(d) Accommodation ² :		
@ US \$ for no. of Days (in equivalent Indian Rupees)		
(e) Part Cash Allowance ³ :		
@ US \$ for no. of Days (in equivalent Indian Rupees)		
Total :		

(f) Ratio of the external funding to the total expenditure:%

(g) In case of project fund, please indicate the title(s) of the project(s), project number and name of the sponsor. Also indicate whether provision exists for foreign tour in the project.

(h) Availability of Funds Yes No

Signature with stamp of FAO/COA
(To be certified by FAO/COA)

¹ Cash allowance is calculated based on itinerary. Normally it is duration of conference or meeting plus one day additional.

² Accommodation is to be calculated based on number of nights spent.

³ Part cash allowance is 25% of the cash allowance - in case boarding & lodging is provided.

- (i) Whether all documents referred in checklist Part D have been attached? : Yes No Remarks, if any
- (j) Whether any vigilance case pending/contemplated against him/her at the laboratory level. : Yes No Remarks, if any

Date:

Place:

**Name & Signature of Authorized Signatory with stamp
(COA/AO/SO)**

(2) Recommendation/Remarks of Chairman, of ISTAG

Signature of Chairman, ISTAG with date & stamp

(3) Director's Recommendation

1. I recommend/*do not recommend* the visit *: Yes No
2. Detailed justification from the Director

Signature of Director with Stamp

Date:

Place:

¹ * please strike off the one not applicable

PART D: SUPPORTING DOCUMENTS

Following documents, to be attached along with the proforma while forwarding the application. Please attach all documents to enable ISTAD CSIR to process the deputation.*

<i>Sno.</i>	Reference(s)
a) <input type="checkbox"/> Letter of InvitationFlag 'A'
b) <input type="checkbox"/> Conference Brochure with Registration Fee details Flag 'B'
c) <input type="checkbox"/> Acceptance of the paperFlag 'C'
d) <input type="checkbox"/> Accommodation cost/details Flag 'D'
e) <input type="checkbox"/> External Funding (attach relevant documents) Flag 'E'
f) <input type="checkbox"/> Funding from CSIR/its Laboratory (Attach a certificate on availability of funding from Administration/ Finance divisions of the laboratory)Flag 'F'
g) <input type="checkbox"/> Copy of the last Deputation ReportFlag 'G'
h) <input type="checkbox"/> Visits made during last 3 years Flag 'H'
<i>i) For Additional Visit(s)</i>	
<input type="checkbox"/> Invitation Letter(s)/e-mailsFlag 'I'
<input type="checkbox"/> Funding arrangement(s) (Attach relevant documents)Flag 'J'

* please tick (✓) whichever is applicable.