



Conferences, Symposia, Workshop - Proforma for Deputation Abroad

Wadia Institute of Himalayan Geology
Dehradun

PART A: GENERAL INFORMATION

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

1. Name of the Candidate :
(with Email/Fax. Phone)
2. Designation :
3. Basic Pay & Scale of Pay with pay grade :
4. Date of Birth :
5. Date of joining the regular WIHG service :
6. Educational Qualifications :
7. Nature of Employment : *o Permanent o Probation
o Temporary o Contract
o Any other (Specify):*
8. If on Probation or on Contract, :
Please state the period of probation
9. Area of Specialization :
10. List of major R&D publications during :
the last 3 years (Attach sheet if necessary)

**PART B: INFORMATION ABOUT THE CONFERENCE/ SYMPOSIUM/
WORKSHOP**

1. Title of the Workshop:

- a) Venue :
- b) Period of the event :
- c) Period of Connected Excursion Visits (if any) :
- d) Purpose of visit :

- o Chairman* *o Keynote/Invited Speaker* *o State-of-the-art-rapporteur*
- o Panelist* *o Presenting a paper as* *o Any other:*
- (a) (Author/Co-Author):*
- (b) Oral/Poster:*

2. Relevance of the theme to the WIHG's thrust area or emerging area / (in not more than 50 words)

3. Particular of any additional visit(s) :

- a) Purpose* :
- b) Justification* :
- c) Sponsorship* :

4 Visits Abroad during last 3 years, including fellowships, if any (use additional sheets)

<i>Countries Visited</i>	<i>Period</i>	<i>Purpose</i>	<i>Funding Source</i>

5. Whether the reports on above visits were submitted? If yes. Yes No
Please enclose a copy of the last deputation report

6. Itinerary/Flight details:

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

(to be filled-in by the Applicant and signed by authorized representative of the Institute)

	<i>Requested from WIHG</i>	<i>Committed by the Hosts/others</i>
(a) International Airfare (Rs.)	:	
<i>Conference/Symposium</i>	:	
<i>Associated Visits, if any</i>	:	
(b) Abstract Processing Fee (in equivalent Indian Rupees)	:	
(c) Registration Fee (in equivalent Indian Rupees)	:	
(d) Cash allowance @ US \$ for Days (in equivalent Indian Rupees)	:	
(e) Accommodation @ US \$ for no. of Days	:	
(f) Local travel Abroad @ US \$ for no. of Days	:	
Total	: ₹	

(g) Ratio of the external funding to the total Expenses:

(h) 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.

Name of Signature of the Group Head

PART D: SUPPORTING DOCUMENTS

Following documents to be attached along with the Proforma while forwarding the application.
Please attach all documents to enable WIHG to process the deputation

For Conference (Please tick mark)

S. No.	Reference(s)
a) Letter of Invitation	
b) Conference Brochure with Registration Fee Details.....	
c) Accommodation cost/details.....	
d) Acceptance of the paper.....	
e) External Funding (Attach relevant documents)	
f) Funding from WIHG	
(Attach a certificate on availability of funding from Administration/ Finance)	
g) Copy of the last Deputation Report.....	
h) Visits made during last 3 years.....	
<i>(i) For Additional Visit(s)</i>	
o Invitation Letter(s)	
o Funding Arrangement(s)	
(Attach relevant documents)	

*Please tick (✓) whichever is applicable