

**APPLICATION FORM FOR THE MEMBERS OF THE FACULTY FOR
PARTICIPATION IN CONFERENCE SYMPOSIUM / SEMINARS ETC.
ABROAD AT THE INSTITUTE'S TRAVEL COSTS.**

- NOTE :** (1) This facility will be available only to those faculty members who have served this Institute for a minimum period of three years and who have more than three years of service to look forward to, at the Institute.
- (2) This facility will be granted to those faculty members who have not availed of the same during the last two financial years on the pattern i.e. one full grant (as per entitlement) and one token grant for a two year period
- (3) Those who are selected for such a support will be required to submit to the Director, a detailed report of the conferences, they have attended and other activities, in which they participated so that the Institute may derive benefits from such participation in the conferences etc.

1. Name & designation of the Officer :
 2. (a) Date of Birth :
 - (b) Date of joining in the AIIMS :
 3. Country to be visited :
 4. Purpose of visit :
 5. Actual date of Conference/Meeting :
(Documentary evidence may kindly be submitted)
 6. Proposed date of departure from India :
 7. i) Category of Conference :
 - a) Is an international conference / seminar etc?
 - b) Is it an annual event of that particular country / region ?ii) Is he/she presenting paper (oral/poster) / delivering a lecture ?
 - iii) Is he/she chairing a session ?
 - iv) Whether relates to : **Basic Science**
(Please tick) **Para – Medical**
Clinical
8. Whether he/she is actively engaged in :
Research in the subject matter of the Conference/symposium/seminar alongwith the brief description of the research in which he/she is engaged and the subject Matter of the Conference /seminar/ symposium.
9. His/her specific contribution in the research :
as mentioned in Col. (7) above.
10. How will his/her participation in the :
Conference/symposium/seminar in Question make a valuable contribution at the conferences/symposium/seminar Projecting the image of the Institute abroad.

11. How will his/her participation in Conference/symposium/seminar in Question help in his/her work at this Institute.

12. The specific details of travel costs, Registration fee and maintenance etc. (separately) travel by shortest route to be arranged directly with Air India Corporation is permissible.

- Air-fare	Rs. _____
by Air India	
- Regn. Fee (if any)	Rs. _____
- Maintenance	Rs. _____
= TOTAL	Rs. _____

13. Indicate whether he/she has applied for financial assistance to any other Governmental agencies for the purpose.

14. Indicate the month and year when he availed financial assistance from the institute last.

15. Evidence of invitation letter and acceptance of his/her paper in the above conference etc. should be enclosed. **The invitation letter/acceptance of paper must be in PDF File of the Conference organizers duly signed by one of the organizers i.e. Secretary/President, if through an e-mail.** In case no invitation letter or acceptance of paper has so far been received, please indicate the date by which the same is likely to receive.

16. Require to submit a copy of the abstract of paper accepted for presentation at the scientific meetings / congress etc.

Certified that the particulars furnished above by me are correct to the best of my knowledge and nothing has been concealed.

Signature of applicant

Date :

Remarks of the forwarding Officer

SIGNATURE

DATE :

NOTE : Please ensure that all the above columns are filled properly