

PROFORMA-A1

Proforma for seeking approval for attending Selection Committee meeting to work as Expert for Post-graduate studies/Consultancy services etc.

1. Name & Designation of teacher :
2. Name of the Department :
3. Name of the activity for which permission to participate is required and place proposed to be visited along with dates. In case permission is sought for attending Selection Committee or for conduct of Exam. the name of post with pay scale as also the level of Exam. Whether UG/PG and name of instt. May also be specified.
4. Details of such chances availed of during the previous calendar year mentioning dates :

Sr. No.	Name of Activity	Place	Dates From	To

5. Details of such chances availed of during the current calendar year mentioning dates:
6. No. of days of absence of teacher during the current calendar year :
7. No. of days for the proposed absence :
8. Certified that inclusive of the permission applied for :
 - i) My absence to attend seminar/conference in a semester and twice in a year.
 - ii) My attendance of selection committee meeting and exam taken together will not be more than 6 times in calendar year and a maximum of 15 working days in all.
 - iii) My absence inclusive of duty leave shall not exceed 12 days in a semester and 24 days in a calendar year.

Signature of Teacher with designation

CERTIFICATES TO BE RECORDED BY THE HEAD OF THE DEPARTMENT

- i) Are the funds required for the proposed visit available in the deptt. without any demand for additional funds?
- ii) Have the particulars given by the teacher concerned in proforma been verified and found to be correct ?

Signature of Head of Deptt.

Name of Teacher _____

Period under report _____

Purpose 1.	No.of days of Absence entitled As per rules 2.	Absence already availed for this purpose 3.	Absence already availed for other purposes 4.	Total absence during the year under report 5.