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5. Whether Presenting
   a) Paper [ ]
   b) Chairing a session [ ]

**DETAILS OF THE CONFERENCE**

a) Title of the Conference
b) Duration
   From [ ] To [ ]
c) Place

d) Whether the paper has been accepted by the Organizers
   Yes [ ] No [ ]

e) Organised by
f) Supported by

7. Financial support received/anticipated from sources like: Sponsors of the Conference /
   Others (Please enclose supporting documents) for
   a) Travel
   b) Daily Allowance
   c) Local Hospitality

8. Financial support required from the institute:
   (i) Travel
   (ii) Daily Allowance
   (iii) Registration Fee
   a) Surface Transport
       Required [ ] Not-Required [ ] Rs
   b) Train
       Required [ ] Not-Required [ ]
   c) Air

9. Source from which the expenditure is to be met?

Date & Signature of the Staff Member
Recommendation of the Chairman of the Department

PTO
(FOR USE IN THE DIVISIONAL CHAIRMEN'S OFFICE)

Forwarded to the Financial Controller W/c

<table>
<thead>
<tr>
<th>i) Visit</th>
<th>Approved</th>
<th>Regretted</th>
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<tbody>
<tr>
<td>ii) Financial Assistance approved</td>
<td>Category</td>
<td>Class</td>
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<table>
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<tr>
<th>A: Travel - Mode &amp; Class of Journey</th>
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<tbody>
<tr>
<td>a) Surface Transport</td>
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<tr>
<td>b) Train</td>
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<td>c) Air</td>
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<th>B: Daily Allowance</th>
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<tr>
<td>Admissible</td>
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<th>C: Registration Fee</th>
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<td>Rs........................only</td>
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Debit Head

1. GARP-PTF-NATIONAL CONFERENCE

2.

Due: [Signature]

Chairman of the Division

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AIR-TRAVEL-ENTITLEMENTS

A) Basic Pay: Rs.16,400/- and above (Basic pay including NPA & SI)

B) Basic Pay Rs 12,300/- and above but below Rs. 16,400- if the distance involved is more than 500 KMs and journey cannot be performed overnight (6.00 p.m. - 8.00 a.m.) by a direct train.