



**FORM – ES / 03**

**APPLICATION FOR PROFESSIONAL / FACULTY DEVELOPMENT PROG.**

Name – Dr./Mr./Ms.

Emp.Code–

Department Code –

Designation –

AGP/GP- INR

Conference / Symposium/Work-shop

Short-term Course / Training Program

Inside INDIA

FOREIGN Country -

1. Name of the Programme -
2. Name of Organizing Body -
3. Venue (City & Country) -

**NB: Kindly choose one among the 3 options in S. No. 4. & Information for S. No 5 is not applicable (in case of Option (iii) of S. No 4 is chosen) as - delivering in the seminar talk in the department and uploading the paper in the digital database (D-Space) of BPCL is not required.**

4. In what capacity will you be attending? -
5. If presenting a Paper, nature of presentation - ORAL / POSTER /
  - (a) Title of the Paper -
  - (b) Name of Co-authors, if any -
6. Intend to visit any other Organization en-route / same venue as above - YES / NO  
(Note – Additional fund to be met from FDF / Sponsored Project / External Agency only)  
Details, If YES -
7. Duration of the main Program - From - To -
8. Duration of visiting other organization - From - To -
9. Personal leave, if any (prefix/suffix) - From - To -  
(For information only, appropriate Leave Application to be submitted separately)
10. Period of absence including journey - From - To -
11. Travel for Visa Required - NO / YES (If Yes, Place\* - )  
(Note – Maximum 2 days for Kolkata and 3 days for other places is permissible including journey time)
12. Programs attended in India during the current financial year:

Month/Year	Name of the Programme	Venue	Expenditure	
			Sources	Total Amount

13. Overseas programs attended during past 3 financial years including the current financial year:  
**[Mandatorily required to be filled for overseas program requests]**

Month/Year	Name of the Programme	Venue	Expenditure	
			Sources	Total Amount

14. Supporting Documents enclosed (please tick as applicable):
  - Program Brochure
  - Letter of acceptance & Abstract of paper
  - List of publications and sponsored R & D projects handled during past 3 years
  - Any other document -

15. Estimated Expenditure in INR (₹): (please make appropriate conversion wherever required)

Particulars of Expenditure	Visa Related	Main Program	Other Visit*
Processing Fee / Registration Fee			-NA-
2-way return fare (India plus international)			-NA-
Daily Allowance and/or Per Diem (abroad)			
Any other expenses -			
<b>TOTAL Estimated Expenditure in INR (₹)</b>			

(\* No support from Institute / PDA for making the other visits; to be met from FDF / Sponsored Project / External Agency)

16. Source(s) of Funds: Sponsored Project / FDF: / / /

**To - AR (SR):** Kindly verify the balance & put up. PDA / FDF: ..... Travel / FDF: .....  
PDA Contingency / FDF: .....

Any Other **AR (ES)** Fund Available as on 00.00.00000

17. Advance requested: NO/ YES (If Yes, INR ) **Asst. Registrar (SR)**

18. Justification (if any) for-(A) registration fee in excess of INR.5000/- in India and INR.40000/- overseas, (B) over stay (beyond program period + one day on both sides), (C) excess fare over the minimum, (D) for missing classes, or (E) any other matter –

**Declaration** - I will adjust the advance drawn, if any, within 15 days from the date of completion of the program. I will present a seminar in the Department and also put my publication/paper on the Institute's Open Access Archive before submitting the TA bill.

.....  
**Signature of the Employee**

Recommendation of HOD/HOC:

- (a) Importance to Department: .....  
(b) Other faculty members who are likely to attend the event: .....  
(c) No. of class-days to be lost and mode of compensation: .....

Recommended **Not Recommended (with reason):**

.....  
**To – Establishment Office**

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**HoD / HoC / HoO / HoU**

**FOR OFFICIAL USE ONLY**

Conference / Workshop	Short-term Course/ Training	India	Abroad
PDA	FDF	Sponsored Project	Other

Items 12 -18 verified & corrected accordingly;  
Advance recommended INR .....

Letter to Chairman, BoG is placed for kind signature of the Director, upon this approval.

.....  
**Verified by**

.....  
**Asst. Registrar (Estt.)**

Recommended to Director.

Training overseas; recommended to Chairman, BoG.

Chairman approved, e-mail dt. 00.00.0000. O.o. signed; NOC for VISA is placed for kind signature. (Foreign Applications)

Approved as recommended.

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**Dean (FW)**

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**DIRECTOR**

.....  
**Asst. Registrar (Estt.)**