



VJTI
(Veermata Jijabai Technological Institute, Matunga, Mumbai.)

Application for approval of deputation to attend -Training / Seminar / Conference (Employee)

Name	Mr / Ms. / Dr.	
Employee Code No		
Designation and Department		
Basic Pay & Grade pay		
Title of the Training Program /Seminar/Conference		
Name of Organizer		
Venue		
Dates	Dt. / /20	to Dt. / /20
Purpose of attending - Participant as:	Trainee / Guest Speaker on invitation / Session Chair / Delegate / Paper Presenter / Any other (specify)	
Names of all authors, if presenting a paper (copy of abstract /paper enclosed)		
Estimated expenditure for attending the event Budget head – Delegation and Deputation/Project/Conference participation Provision limited to Rs. 1,00,000/for International event & Rs., 25000/-for National event	Registration fees	
	Boarding & lodging	
	Travel to & fro	
	Local travel	
	Contingencies	
	Total	
Any financial assistance available through other source (mention amount and funding agency)		
Signature of Employee		
Remarks & Signature of Head of Dept.		
Standing of Organizer	Very Good / Good / Average / Poor	
Standing of Conference	Very Good / Good / Average / Poor	
Usefulness to individual/institute	Strongly agree / Somewhat Agree / Can't say / Do not agree	
Specific comments if any		
Remarks and Signature of Head of Dept.	Recommended / Recommended with reservations /Not Recommended	
Remarks and signature of Dean (RD&C)	Recommended / Not Recommended	
Remarks & signature	Accounts Officer	Dy Director
		Director



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Write one para about how attendance to the event will help you individually and to the Institute (be specific).

The paper will be published in : Titles of Journal/ Conference

The paper will be listed in / Abstract & Citation database like: (Scopus / web of science / Google scholar

Details of earlier deputations

Event Name & Organizer	Nature of event	Amount of Institute / TEQIP fund	Amount of other funding
Previous Year			
Current Year			

Signature and date