

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI

Ch. Brahm Prakash Government Engineering College

Jaffarpur, New Delhi-110073

(Website: www.gecdelhi.ac.in, Email- cbpgec@gmail.com, 011-25318157)

FORMAT TO BE SUBMITTED FOR ATTENDING CONFERENCE/ SEMINAR/ WORKSHOP/ STTP

SN	Particulars of Programme	Information to be given by Applicant		
01	Name of the Applicant			
02	Designation			
03	Department			
04	Category (Please ✓ Tick mark)	Regular <input type="checkbox"/>	Diverted <input type="checkbox"/>	Contract <input type="checkbox"/>
05	Date of Joining CBPGEC and completed years till date			
06	Pay Scale, Grade Pay/Level			
07	HRA & other compensatory allowances drawn in present post			
08	Title of Programme and organizing Institute.			
09	Duration of Programme	From:	To:	
10	Financial assistance from college (if any)	Total :		
11	Is the Progamme related to subjects you teach/specialization/administrative assignment			
12	What additional assignment /submission of paper in journal would you undertake besides submission of one page summary and presentation.			
13	How many FDPs/Seminars/Conferences/ Workshops have you already attended in this calendar year-please specify.			
14	Type of Leave (OD/CL/EL any other)			
15	Sundays/ Holidays, if any proposed to be prefixed/suffixed			
16	Date of Return from the last Programme attended & period of the Programme- Please specify.			
17	Name, Address & Contact No. of Organiser of Programme			
18	Name of Link Faculty/Officer/Official to look after in the leave/training period.			
19	If the faculty has the teaching workload been adjusted. Provide detail overleaf			
20	Name & Signature of Applicant			
21	Remarks and/ or recommendations of the Controlling Officer/Head			
22	Remarks and/ or recommendations of Staff Development Coordinator			
23	Remarks and/ or recommendations of Principal			

--:UNDERTAKING:-

I herewith undertake that,

- 1) I shall accept all duties/workload/portfolio of similar or close to nature of theme of the programme/training applied for.
- 2) I would submit one page report of the summary of programme attended by me or give half an hour presentation on the same in my department. I shall submit a paper in conference/Journal.
- 3) I would strictly follow the guidelines of college in respect of financial implications and duty leave required to accomplish the above programme.

Date:

Name & Signature of Applicant

(Office Use only)

Head of Office:-