**ICAR- NATIONAL INSTITUTE OF NATURAL FIBRE ENGINEERING AND TECHNOLOGY**

**12 Regent Park, Kolkata – 700 040**

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| **Check list for attending Workshop/ Seminar/ Symposia/ Training/ Summer School/ Conference** |

1. Name ……………………………………………………………………………… Designation ………………………………………………………………..
2. Division/ Section ……………………………………………………………………………………………………………………………………………………
3. Details of Workshop/ Seminar/ Training/ Summer School …………………………………………………………………………………….

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1. Name of the project from which paper has been prepared for presentation …………………………………………………………

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1. Abstract/ paper for presentation (Copy to be furnished) ………………………………………………………………………………………

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1. Participation without any presentation (Give justification) ……………………………………………………………………………………

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1. Financial involvement in proposal including TA/ DA/ Registration etc. ………………………………………………………………….

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1. Fund allocated from (departmental/ project imprest) …………………………………………………………………………………………………
2. Details of Workshop/Seminar/Symposium/Training/Summer School etc. attended during the current financial year

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1. Recommendation of Head of the Division ……………………………………………………………………………………………………………………..

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1. Signature of the Applicant ………………………………………………………………………………………. Date …………………………………..
2. Approval of the Director

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