



## **Policy regarding attending conference / workshop / seminar/training**

Central Research Institute  
Kasauli (H.P) - 173204

## Purpose & scope:

This policy document is applicable to the officials of Central Research Institute, Kasauli and describes the procedure and terms & conditions for CRI officers/officials regarding application to obtain permission for attending conference / workshop / seminar/training at National or international level.

## Guidelines:

A. A regular Officer is allowed to attend Conference/ Seminar/ Workshop/training at National and International level at a frequency given as under:

S. No.	Level	Frequency
1.	National	Once in a financial year
2.	International	Once in a span of Four years

This is however subjected to fulfilment of the following conditions:

1. The officer must present a paper or chair a session & has been officially invited to this effect by the organizers and the letter should be in the name of the Director, CRI, Kasauli. The application to attend such event should be routed through proper channel.
2. Conference/ Seminar/ Workshop/training should be in public interest and related to the mandate of the institute.
3. Papers to be presented must be the outcome of the research conducted at the institute and should have been accepted for presentation.
4. The work of the department looked after by the officer should not suffer in any manner in his/her absence.
5. Funds are available for this purpose with the department.
6. Registration fees shall be paid only in case the officer/official is nominated in official capacity.
7. Fulfilment of instructions issued by the Govt. of India from time to time for going abroad.
8. The applicant should have cleared his/her probation successfully.
9. In case of attending of International Conference by the applicant, he/she shall have to give an indemnity bond to serve the institution at least 4 years on return and in the event of default he/she shall have to reimburse the expenses incurred with interest @ 18% p.a.
10. In case of participation of events without financial support from the institute and availing his/her own leave in personal capacity, he /she shall not use the institutional affiliation in any sense, during the event and the institute shall not be deliberation during the event. A clear statement with respect to the source of funding to meet the expenditure for participation/visit along with documentary evidence to that effect should be submitted.
11. The officers shall not be permitted to avail or attend any academic events including fellowship/training/any other assignment from a private organization.

B. Acceptance of fee/honorarium/renumeration

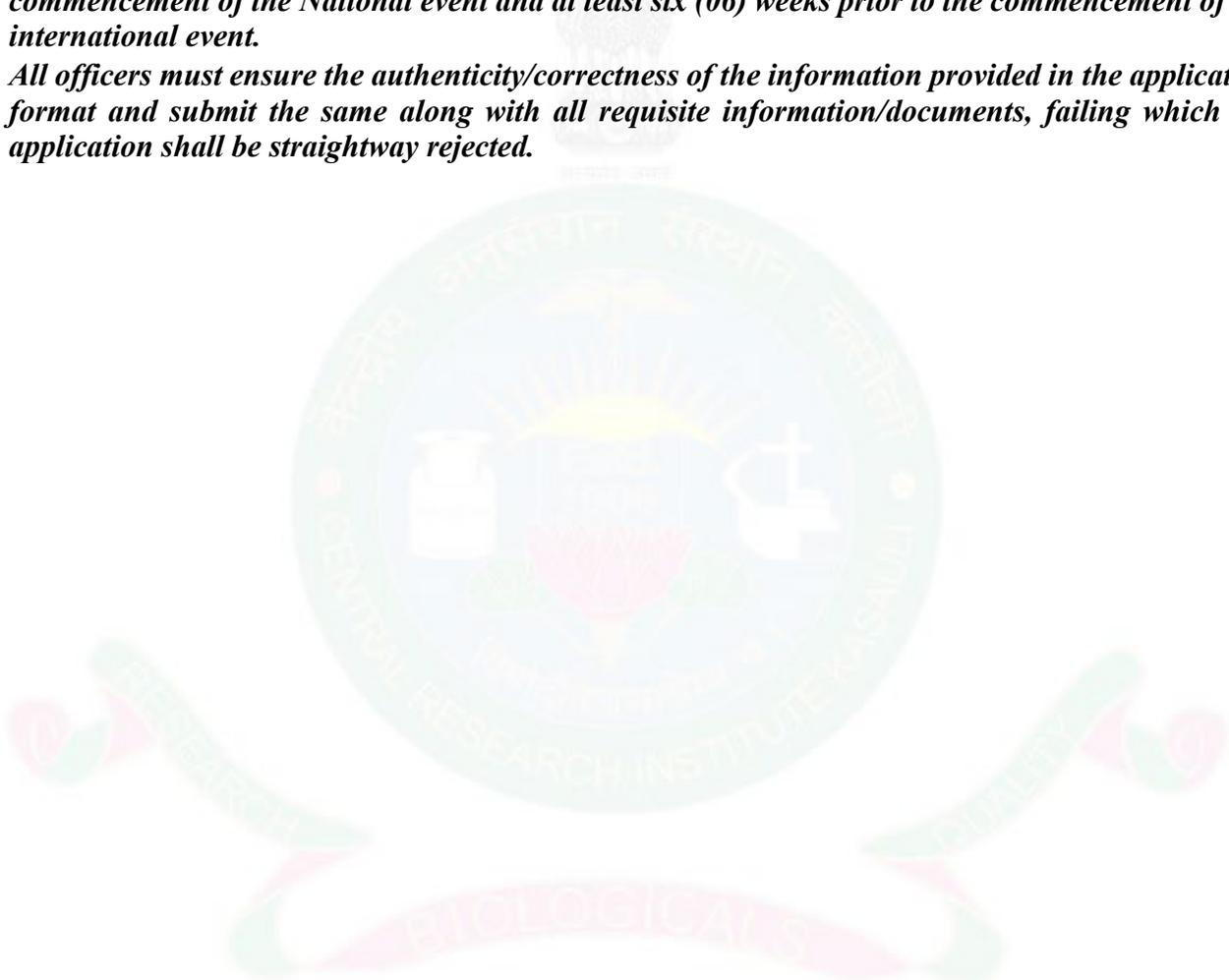
1. Officers are NOT permitted to accept any fee/ honorarium/ remuneration when permitted to participate in scientific event. They can only receive TA/DA from the organizing/sponsoring authority for such activities.
2. In case, a particular officer is paid an honorarium/fee/remuneration in addition to TA/DA by the organizing/sponsoring authority, then he/she has to avail either the leave of the kind due or extraordinary leave (EOL) without pay.

C. Submission of report

1. Officer is required to submit report on the event and participation certificate(s) within a period of 15 days of return.
2. He/ She shall also submit a clear statement along with documentary evidence about TA/DA and fee/ honorarium/ remuneration received/claimed from the organizers/ sponsoring authority.

**Note:**

- a) The Director reserve the right to refuse such permission in public interest.*
- b) Duly filled application form for grant of permission (Annexure I) along with all relevant information/documents, should be submitted through proper channel at least 20 days prior to the commencement of the National event and at least six (06) weeks prior to the commencement of the international event.*
- c) All officers must ensure the authenticity/correctness of the information provided in the application format and submit the same along with all requisite information/documents, failing which the application shall be straightway rejected.*



**Application for permission to attend National/ International Meetings/Conference/ Symposia/ Seminars/ Workshop/ Training etc. in India/ Abroad**

1	Name	
2	Designation	
3	Department	
4	Date of joining	
5	Name of the conference/training	
	Venue	
	Place	
	Duration & Date	
6	Participating as Speaker/Chairperson/Paper presentation (Attach proof)	
7	Proposed date of	Departure
		Arrival
	Total period	
8	Applying for (Yes/No) TA DA	(i) Yes/No (ii) Yes/No
9	Expenditure details- Registration fee..... Travel..... DA ..... Other..... Total.....	
10	TA/DA/ Daily subsistence allowance (DSA) to be received from the organizers/ sponsoring authority	
11	Fee/ Honorarium/ remuneration expected, if any (Specify the amount)	
12	Details of last event attended with or without financial obligations to the institute	
13	Report for the last event submitted vide letter no.	
14	Whether invitation routed through proper channel (Attach proof)	
15	Enclosures: Brochure Letter of invitation Acceptance of paper by organizer Copy of paper (related to mandate of institute) Bond (in case of international event)	Yes/No Yes/No Yes/No Yes/No Yes/No

The information provided by me in the above performa is true to my knowledge & belief. If any discrepancy is found in the provided information, my application is liable to be rejected.

Date:

Signature &amp; Name of the Applicant

**PART-B**

➤ **Remarks of the Head of the Department**

Verification by the HoD:

- (i) Last event attended: .....
- (ii) Officers on duty in the department during the academic event.....
- (iii) Details of the officer who will look after the work in the Department during the period of participation of the event indicated in Part-A above. *(He/she/they cannot avail any kind of leave during this period).***

S.No.	Name & Designation	Signature

***\*While forwarding the applications, the HoD should ensure smooth functioning of the department during the period of participation.***

Recommended/ Not Recommended

Date:

Signature of Head of the Department

➤ **Remarks of Director (Head of the Institution)**

a)	Permission to attend	<b>Recommended</b> <b>Not recommended</b>
b)	Permission to accept TA/ DA/ Daily subsistence allowance (DSA) from Organizers	<b>NA</b> <b>Recommended</b> <b>Not recommended</b>
c)	Financial obligations to the institute	<b>Nil</b> <b>TA</b> <b>DA</b> <b>Registration fee</b> <b>Others</b>

Recommended/ Not Recommended

Date:

Signature of Director (Head of the Institution)