

**CHECK LIST TO BE SUBMITTED TO THE DIRECTOR, IBSD, IMPHAL ALONG WITH THE
PROPOSAL SEEKING PERMISSSION TO ATTEND SELF PROPOSED
TRAINING/WORKSHOP/CONFERENCE/SEMINAR, ETC.**

1	Name of Scientist/Officer	:	
2	Designation with full official address	:	
3	Title of the Training/ Conference/ Seminar/ Workshop sought to be attended	:	
4	Duration along with date	:	
5	Place and organization	:	
6	Name of the organization(s) sponsoring the Training/ Conference/ Seminar/ Workshop	:	
7	i) Is there provision of paying TA/Da by the organizing agency?	:	
	ii) If the answer to 7 (i) is 'Yes' Reason, if any, for not availing the same.	:	
8	The Training/ Conference/ Seminar/ Workshop last attended by the applicant along with date	:	
9	(i) Has he submitted a report on Training/ Conference/ Seminar/ Workshop last attended	:	
	(ii) If answers to 9 (i) is 'Yes', date of submission	:	
10	(i) Has he given a seminar based on the Training/ Conference/ Seminar/ Workshop last attended by him	:	
	(ii) If answers to 10 (i) is 'Yes', date of seminar given	:	
11	(i) Is the applicant presenting a paper or presiding a session or acting as a Rapporteur in a session (strike off, if not applicable)	:	
	(ii) If answers to 11 (i) is 'Yes', please indicate the title of the paper and enclose the letter conveying acceptance of the same for presentation or appointment as a session Chairman/Rapporteur.	:	
12	The source of fund from which the Ta/DA is sought to be paid.	:	
Counter-signature of the Controlling Officer with Recommendation			Signature of the applicant