

**INSTITUTE FOR STUDIES IN INDUSTRIAL DEVELOPMENT
NEW DELHI**

APPLICATION FOR DUTY LEAVE / ACADEMIC WORK

- A Name of Faculty Member : _____
- B Designation : _____
- C Purpose : a) Participation in a Conference (incl. as Chairperson/Discussant/Rapporteur
- b) Presentation of Paper
- c) Delivering of Lecture
- d) Member of Working Committee/Delegation
- D Name of the Conference : _____
- E Name of Organiser : _____
- F Location : _____
- G Date(s) of the Conference : From _____ To _____
- H Period of Leave Required : From _____ To _____
- I In case of Presentation of Paper whether TA is required : Yes*/No

Date: _____ Signature _____

* Kindly enclose a copy of the paper and the letter of acceptance by the organizing institution.

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- i) Number of Conferences already attended during the calendar year :
- ii) Number of days of Duty Leave availed :
- iii) Whether TA was claimed from the Institute for (C) 2 above.

Administration

Remarks:

DIRECTOR