

***व्याख्यान हेतु अतिथि की मेजबानी का प्रस्ताव***

***Proposal for hosting Guest for Lecture***

|  |  |
| --- | --- |
| **1. DETAIL OF ORGANIZATION** | |
| Name of Coordinator |  |
| Designation |  |
| Department |  |
| Phone/email |  |
| **2. DETAILS OF GUEST** | |
| Name |  |
| Designation |  |
| Institution |  |
| Country |  |
| MEA Clearance/Permission  (Documents) if applicable |  |
| **3. DETAIL OF THE PROGRAMME [attach Programme Structure, detail of Speakers and their Topics]** | |
| Title of the Programme |  |
| Venue of the Programme |  |
| Duration of the Programme |  |
| **4. TOTAL ESTIMATED EXPENDITURE FOR THE PROGRAMME** | |
| **HEAD** | **AMOUNT [In INR]** |
| Honorarium and TA/DA for experts |  |
| Printing, Stationary, Folders/Kits |  |
| Accommodation and Food/ Refreshments |  |
| Others [Specify] |  |

**DECLARATION**

1. Certified that the details furnished above are correct to the best of my knowledge & belief
2. The amount of financial assistance if granted, will be utilized for the purpose for which it is granted and within the time prescribed by Competent Authority.
3. I also undertake to submit the Utilization Certificate duly executed and
4. Shall ensure compliance of the rules and other conditions prescribed and revised from time to time.

**समन्वयक के हस्ताक्षर**

**Signature of Coordinator**

**वरिष्ठ प्रशासनिक अधिकारी**

**Senior Admin Officer**

**कुलसचिव**

**Registrar**

**निदेशक**

**Director**