

**APPLICATION FOR SPECIAL LEAVE FOR PAPER PRESENTATION IN CONFERENCE/SYMPOSIUM**

1. NAME OF APPLICANT(In BLOCK letter):
2. DESIGNATION: STAFF No:
3. DEPARTMENT:
4. NAME OF CONFERENCE/SYMPOSIUM (Submit the copy of the Conference Brochure):
5. CONFERENCE/SYMPOSIUM SPONSORED BY: (IEEE/Springer/Elsevier/T&F/other)
6. VENUE OF CONF/SYMP:  
CITY:  
STATE:  
COUNTRY:
7. DATE OF CONF/SYMP:
8. SPECIAL LEAVE REQUIRED FROM \_\_\_\_\_ TO \_\_\_\_\_
9. CLAIM NUMBER IN THE CURRENT FINANCIAL YEAR: 1<sup>ST</sup> / 2<sup>ND</sup>
10. TITLE OF PAPER (Submit the copy of the ACCEPTANCE LETTER)

11. NAME OF AUTHORS (In BLOCK letter)

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| 1. | 3. |
| 2. | 4. |

SIGNATURE OF APPLICANT

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FOR OFFICE USE:

COMMENTS BY SCRUTINISERS:

NAME & SIGNATURE OF SCRUTINISERS:

COMMENTS BY VICE PRINCIPAL:

RECOMMENDED FOR SPECIAL LEAVE FOR \_\_\_\_\_ DAYS FROM \_\_\_\_\_ TO \_\_\_\_\_

RECOMMENDATION BY PRINCIPAL, BCREC:

APPROVED BY GENERAL SECRETARY, BCREC SOCIETY