

CENTRAL RESEARCH INSTITUTE FOR JUTE AND ALLIED FIBRES  
Indian Council of Agricultural Research  
Barrackpore, Kolkata – 700 120, West Bengal

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Check list for attending Workshop / Seminar / Symposia / Training / Summer School

1. Name of the Scientist with Designation
2. Division to which attached :
3. Details of workshop/ seminar/ training /summer school etc. now proposed :
4. Name of the project from which paper has been prepared for presentation :
5. Abstract / paper for presentation (copy to be furnished) :
6. Participation without any presentation :
7. Financial involvement in the proposal including TA / DA / Registration etc. :
8. Details of workshop/ seminar/ training /summer school etc. attended during the current year :
9. Recommendation of HOD

Date:

**Signature of the Applicant**

10. Comment of Administration / Finance

11. Availability of fund (to be furnished by office)

**Approval of the Director**