



Departmental Seminar Requisition Form

Seminar record in the google-sheet # ____/____

Date:

Speaker Details:

Name of the Speaker:

Designation and Affiliation:

Email:

Contact number:

Tentative duration of Stay (days):

Invitee Details

Name and PF No. of the invitee:

Email:

Contact number:

Event Details

Title of the talk:

Proposed Date and time of the talk:

Invitee Signature: _____

On behalf of the seminar committee

Forwarded by (Name and Signature): _____

The following are requested to be supported by the institute for the event:

- | | |
|---|--|
| ☐ accommodation and meals (Pl. attach GH form) | ☐ transport in Berhampur |
| ☐ transport to/from Bhubaneswar (___ of 10*) | ☐ Light refreshments for the talk |
| ☐ Airfare (___ of 8) | ☐ Memento: Mug /framed painting/shawl |

HoD

Director (if airfare is needed)

Airfare request includes travel to Bhubaneswar so please tick if airfare is requested but no need to put a number. If airfare is not requested, then mention the number of request. (A maximum of 10 allowed per department per year on top of speakers with airfare).