



Maharaja Agrasen College

Form No. - VII

Vasundhara Enclave, Delhi – 110096

Requisition No.: _____

Proforma to Attend Conference / Seminar / Workshop

Budget Head

Maintenance A/c (_____) Dev. A/C Stu. Soc. Fund
(_____)

Name of the Employee: _____

Designation: _____

Conference / Seminar / Workshop

Title

: _____

Organised by :

Date(s): _____ Venue :

Presenting Paper in Conference/Seminar/Workshop : Yes / No

Financial Assistance from other sources: _____

Financial Assistance sought from the college :

Particulars of Expenses	Amount (₹)
1. Registration Fee (Rs.)	
2. Travel Assistance	
3. Accommodation	
4. Any other, pl specify:	
Total (Rs.)	

Requisition by: _____

Forwarded

by: _____

Signature

Signature

Sanctioned **Rs.** _____ for expense no.

(s) _____

- A.O.,MAC

- Bursar, MAC

- Principal, MAC