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Presentation to the National/ International Seminar/Symposia/ Conference etc**

Date:

To

In-charge, PME Cell
ICAR-NINFET
Kolkata

Subject:

Sir,

I am enclosing herewith an abstract entitled “ _____
_____ ” with a request that the permission may
kindly be granted for submission of the same in the “ _____
_____ ” to be held at _____
_____ during _____.

S.No	Item	Particulars
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2	Dead line/last date of submission of abstract/full paper to the organizers	
3	Name of the society/organization	
4	Cost of travel/boarding & lodging/fee including registration fee borne by ICAR/ Institute/ organizer/ sponsor/ self	
5	Whether care has been taken that the publication will not leave to premature discloser in case filing of patent is envisaged	
6	Whether the issue of plagiarism has been taken care	
7	Whether all minimum requirements including format, introduction body, conclusion, works cited page, conventions' (grammar and spelling) etc. for submission of manuscript have been taken care of	

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- i) The data/results/schemes/ideas given in the abstract is based entirely on the work of our research work from institute funded project “ _____ ” and need not necessarily represent the views of the Institute/ICAR; and
- ii) Due credit of authorship has been given to each contributor of the abstract/paper.

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