

**Proforma to be submitted to PME Cell by author(s) for
Forwarding research manuscript for publication
in research journals**

Date _____

To
Head of the Division/ Regional Station/In-charge, PME Cell,
_____ Institute

Subject: Submission of Research Manuscript for publication in scientific journals

Sir,

I/ we are/ am enclosing herewith manuscript of an original scientific research article entitled “ _____ ” with a request that permission may kindly be granted for submission of the same in the “ _____ ” journal / national / international/ other (to specify). I hereby certify that the information given for each of the items listed below is correct.

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2.	Project title : Project Ref No.: Type of project : Institute project/Externally funded/ Contract research / Msc/ PhD research/ any other scheme
3.	Title / Topic/ Name of the activity of the Institute of which the publication is an output.
4.	The manuscript has been thoroughly checked by all the authors (including the authors from other organisations, if any) and are satisfied with its form and content.
5.	Due credit of authorship has been given to each contributor of the article
6.	The sequence in which the authors' names appear has been decided by consensus.
7.	The article has not been submitted simultaneously for publication in any other journal.
8.	Due acknowledgement has been given to funding agencies or for assistance received from individuals / institutes/ sponsoring agencies for carrying out this work.
9.	Care has been taken that the publication will not lead to premature disclosure in cases where filing of patent is envisaged.
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**Proforma to be submitted to PME Cell by author(s) for
Forwarding abstract/ full paper for presentation to the
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Date _____

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Head of the Division/ Regional Station/In-charge, PME Cell,
_____ Institute

Subject: Submission of abstract/ full paper for presentation to the national / international seminar/ symposia / conference etc.

Sir,

I/ we are/am enclosing herewith an abstract / full paper entitled “ _____ ” with a request that permission may kindly be granted for submission of the same in the “ _____ ” national / international seminar/ symposia/ conference/ other (to specify).

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1.	Date/ Location / Venue of the symposium seminar / conference etc.	
2.	Dead line / last date of submission of abstract / full paper to the organizers	
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