ALL INDIA INSTITUTE OF SPEECH AND HEARING

**LIBRARY AND INFORMATION CENTRE**

SH/LIC/SF/E.1197/2014-15 11.06.14

Sub: Permission to attend training programme-reg.

Submitted to the Director.

 Please find enclosed an application in prescribed form for permission to attend the Training Programme on Bibliometrics and Research Output Analysis to be organized by the Information and Library Network Centre (INFLIBNET), an Inter-University Centre of University Grants Commission, Ahmedabad on 30 July – 1 August, 2014 along with justification.

 Dr.Shijith Kumar C

 Library and Information Officer

**Justification for Attending the Training Programme**

The training programme will help in understanding the advanced bibliometric methods for assessing and prioritizing information resources, especially journals. Also, advanced methods and techniques in measuring the publication output of the faculty and staff can be learned. The training will also help in studying the latest tools, techniques and procedures pertaining to bibliometrics.

Submitted to the Director. 03.07.14

Sub: Permission to travel by private airlines-reg.

Ref: OM No.SH/E.1(1197)/2014-15 dated 20.06.14

Respected Madam,

 With reference to the above, I have been permitted to attend the Training Programme on Bibliometrics and Research Output Analysis, organized by the Information and Library Network Centre (INFLIBNET), an Inter-University Centre of University Grants Commission, at Ahmedabad on 30 July – 1 August, 2014. In this regard, permission may be given to travel by private airlines because it is economic (around Rs. 3000 less than that of Air India) and time saving.

Yours faithfully,

 Dr.Shijith Kumar C

 Library and Information Officer

Submitted to the Director. 09.07.14

Sub: Attending training programme-sanctioning advance-reg.

Ref: OM No.SH/E.1(1197)/2014-15 dated 20.06.14

Respected Madam,

 With reference to the above, I have been permitted to attend the Training Programme on Bibliometrics and Research Output Analysis, organized by the Information and Library Network Centre (INFLIBNET), an Inter-University Centre of University Grants Commission, at Ahmedabad on 30 July – 1 August, 2014. In this regard, this is to request you to sanction advance TA/DA. The details of tickets booked are enclosed herewith.

Yours faithfully,

 Dr.Shijith Kumar C

 Library and Information Officer