**Form – Gen 26**

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# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

**Application for Travel Grant for PhD Students Receiving Institute Assistantship**

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|  | Name of the Student: |  |
|  | Roll No.: |  |
|  | Academic Division: |  |
|  | **Conference Details\*:**Name: | (Attach announcement of the conference/\*purpose of travel.) |
|  |
| National/International: |  |
| Venue: |  |
| Country: |  |
| Period: |  |
| Organizers: |  |
|  | Participation Details: | (Attach copy of paper and acceptance letter) |
|  | **Estimate for Grant:**Registration Fee:Travel:Daily Allowances:Total in Rs.: | (Attach supporting documents. Specify conversion rate. DA admissible for duration of the conference plus two days the during travel.) |
|  | Grant Requested: |  |
|  | Advance Amount: | Required/Not Required. Rs.: |
|  | Bank AC No. of the Applicant (Same as stipend/ assistantship) |  |
|  | IFSC Code, Bank Name |  |
|  | I declare that my participation in the above said conference will be in the interest of my research at this Institute. I shall apply for leave separately (If applicable). Further, I request that permission and travel grant may please be granted to me to attend the abovesaid conference. |
| Date: | Signature of the Student |
| Recommendations of the Supervisor: This is to certify that the above said conference **is/ is not** in the interest of the research of the student. The travel grant **may be/may not** be permitted. Special Recommendations, if any: |
| Date: | Signature of the Supervisor |

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| **To be Filled by the Office of the Department**  |
| Name of the Applicant: |  |
| Name of the Academic Division |  |
| Amount of Fund Available for the Applicant: | ` | Fund Code: |  |
| Amount of Assistance provided for this Conference: | ` | Fund Head: | TRAVEL |
| Financial Assistance granted for the present Conference | Registration Fee: | ` | **Remarks if any:** |
| Travel Support: | ` |  |
| Dearness Allowance: | ` |
| Any Other: | ` |
| The application and enclosures are scrutinized and they are satisfying the guidelines. Signature of the Dealing Official with Date |
|  |
|  | **Approved** |  |  | **Not Approved** |  |  | **Referred the Matter to DPPC**  |  |  |
| Signature of HoD with Date |

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| **In Case, the Matter was Referred to DPPC** |
| **Comments of the DPPC as per the minutes:**Signature of the Member Secretary, DPPC with Date | **Approved / Not Approved**Signature of HoD with Date |

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| **For Official Use of Finance and Accounts Section**  |
| Amount of Advance to be disbursed  | Remarks of advance calculation / fund availability: |
| ` |
| Application and enclosures checked and found to be in order / not in order.Dealing Official (F&A) |
| Signature of JR / AR (F&A) |