



Application for Travel Grant for PhD Students Receiving Institute Assistantship

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|---|---|---|
| 1. | Name of the Student: | |
| 2. | Roll No.: | |
| 3. | Academic Division: | |
| 4. | Conference Details*: | (Attach announcement of the conference/*purpose of travel.) |
| | Name: | |
| | National/International: | |
| | Venue: | |
| | Country: | |
| | Period: | |
| | Organizers: | |
| 5. | Participation Details: | (Attach copy of paper and acceptance letter) |
| 6. | Estimate for Grant: | (Attach supporting documents. Specify conversion rate. DA admissible for duration of the conference plus two days the during travel.) |
| | Registration Fee: | |
| | Travel: | |
| | Daily Allowances: | |
| | Total in Rs.: | |
| 7. | Grant Requested: | |
| 8. | Advance Amount: | Required/Not Required. Rs.: |
| 9. | Bank AC No. of the Applicant (Same as stipend/ assistantship) | |
| 10. | IFSC Code, Bank Name | |
| <p>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.</p> | | |
| Date: | | Signature of the Student |
| <p>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:</p> | | |
| Date: | | Signature of the Supervisor |

| 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 | | | |
| <input type="checkbox"/> Approved | | <input type="checkbox"/> Not Approved | |
| <input type="checkbox"/> Referred the Matter to DPPC | | | |
| Signature of HoD with Date | | | |

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

| 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) | |