

**Application of Financial Assistance for Participation in International Conference with MHRD
CPDA / IRITPP Funds**

Name of the Department / School/Centre _____

1. Faculty Members/Scientific Staff/Name : _____ Employee Code : _____

2. Conference : Title _____

Venue : _____ Dates _____ (copy of announcement is attached).

3. Paper Accepted for

a) Oral presentation Yes / No b) Poster presentation Yes / No

c) Invited to give a talk Yes / No d) Invited to chair a session Yes / No.

Copy of letter of acceptance is attached for a / b / c / d .

4. Registration Fee : Rs. _____ Estimated Airfare :Rs. _____

5. Financial Assistance with MHRD Funds last availed : Period _____

(As per rules, the advance should be adjusted within 15 days of completion of the tour / rejoining duty)

6. Special Casual leave requested from _____ to _____

(As per rules, one day prior and one day later programme is permitted for Special Casual Leave)

7. NOC for Visa: Yes / No. Period from _____ to _____.

(Kindly attach the invitation letter (s) / supporting document (s) for each visit for which NOC is required.)

Date : _____

Signature

I have verified (i) the International character of the Conference and (ii) the acceptance of the paper / invitation to give an invited talk or chair a session. I recommend that financial assistance with MHRD Funds (CPDA) / IRITPP funds may be provided for the block period **April 2019 to March 2022**, as per the existing rules of the Institute.

Date _____

(Head of the Dept / School / Centre)

Prof. / Dr. _____ Dept/ School/ Centre _____ has (a) so far not availed (b) has already availed of Financial Assistance with MHRD Funds for participation in an International Conference being held in the block period April 2019 to March 2022. He / She may be granted Special Casual Leave from _____ to _____. The Proposal for grant of the CPDA advances towards Air Fare / Registration Fee/ DA / Visa Fee etc. is submitted for approval

(a) Available balance in CPDA Rs. _____.

(b) Since, there is no balance in CPDA, Advance is proposed from IRITPP fund for approval.

Date: _____

(Asstt. Registrar, Admin I)

NOC, SCL & Advance / Financial Assistance from CPDA/ IRITPP Funds / (a) approved as per rules / (b) not approved.

Dean (FacultyAffairs)

Financial Assistance will be given for the following :

- a) Cost of Air Travel : Receipt of actual payment and Boarding Passes are to be produced. Mere mention of the fare on the air – ticket is not sufficient.
- b) Incidental Travel Expenses : Visa charges, health / accident insurance, airport taxes, road / rail journey from the nearest airport to the place of Conference / Residence and back.
- c) Registration Fee.
- d) Daily Allowance for the duration of the Conference (and associated workshop, mini conference etc., if any) and two additional days continuous with the days of the conference as per guidelines in force. The total number of days for which D.A. is payable will, however, not exceed seven.