



GRANT CELL

APPLICATION FOR GETTING FINANCIAL ASSISTANCE FOR PRESENTING PAPER AT INTERNATIONAL ACADEMIC CONFERENCE / SEMINAR / SYMPOSIA UNDER U.G.C. UNASSIGNED TRAVEL GRANT SCHEME.

A. BIO-DATA

01. Name :
- Date of birth :
- Age :
02. Designation :
03. Name of the Department :
04. Field of Specialization :
05. List of publication :
(*attach separate sheets*)
06. Whether a member of National/ International professionals bodies. :
07. If YES, specify the name of the body :
08. Date of appointment to the present post. :
09. Date of confirmation in the substantive post. :
10. Date of superannuation :
11. Basic pay :

B. CONFERENCE DETAILS

12. Name/title of the conference to be attended. :
13. Brief details of organizers with complete address. :
14. Name of the town where the conference will be held. :
15. Duration of the conference :
(*Date & month*)
16. The role of the applicant in the Conference/Symposium. :
 - (a) Presiding/chairing a session :
(*If YES, attach documentary evidence*)
 - (b) Delivering a plenary lecture/invited talk :
(*attach documentary evidence alongwith a copy of the text of the lecture/talk*)

- (c) Presenting a paper :
(please attach full paper)
- (d) Title of the paper :
17. Whether the paper has been accepted for presentation ? (attach documentary evidence and a copy of the full paper to be presented in the conference) :
18. Indicate the mode of presentation indicate oral/poster/both. (attach documentary evidence) :
19. Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors along with their addresses. :
20. Whether "no objection" certificate (s) from the co-author (s) have been obtained. : YES / NO
21. Indicate the complete travel plan from the proposed date & time of departure from the place of working to the conference and back. :
22. Do the conference authorities send the paper for review before accepting it? If YES, attach the documentary evidence and also the criteria followed by them, if any. :
23. Assistance required from Unassigned Grant. :

SR. No.	Particulars	AMOUNT
01.	Fare by train/bus to travel within India to reach the nearest airport & back	
02.	Airfare (both ways)[by economy class or excursion ticket not exceeding Air India fare]	
03.	Airport tax	
04.	Registration fee [attach documentary evidence]	
05.	Maintenance allowance required (indicate the number of days and the rate)	
Grand Total Rs.....		

***** Please attach supporting documents for airfare, air port tax from Air India & conversion rate from S.B.I.**

24. Has the applicant approached the organizers / any other agency to :
- [a] Waive registration fee ?
 - [b] Support air travel ?
 - [c] Get the maintenance allowance ?
 - [d] Support for boarding and lodging ?
 - [e] Any other ? (specify)

25. If YES, to any one of the above items :
Indicate the latest position and the Amount likely to be made available.
26. Indicate the agency / institution to whom :
applied for meeting the remaining [50%]
cost involved in attending the conference.
27. Has the applicant availed the financial assistance from Unassigned Grant for
attending seminar/conference/symposium etc. in the last 06 months prior to the date
of the present conference ?

NAME OF THE CONFERENCE ATTENDED	PLACE & DATES OF CONFERENCE	FINANCIAL ASSISTANCE AVAILED (IN RS.)	UNIVERSITY SANCTION LETTER NO. WITH DATE

28. Any other information the applicant :
would like to give in support of the case

I certify that

- (a) The details given above are correct.
- (b) If the information supplied is found to be incorrect at a later date, I shall reimburse the entire money to the University.
- (c) The money received will be used for the purpose for which it is requested.
- (d) In case financial assistance is received from the organization or any other agency, I shall pay back the amount granted by the University.
- (e) I shall be abide by the rules & regulations of the University and U.G.C.

Place :

(Signature of the applicant)

Date :

RECOMMENDATIONS OF THE HEAD OF THE DEPARTMENT

- Note:-**(A) The application will be processed only if
- (i) all the columns of this application form are filled.
 - (ii) necessary enclosures are attached.
 - (iii) full text of paper is enclosed.
- (B) The application must reach the University office at least **60 days** before the commencement of the Conference/ Seminars/Symposia.
- (C) In support of estimated expenditure please enclose relevant papers. The estimates submitted for air fare should be under excursion category by the cheapest available air ticket **(in any case not exceeding Air India fare.)** Please attach a certified copy of Air fare by excursion economy class from AIR INDIA office and air port tax to destination.
- (D) Please enclose conference circular and brief details of the organizers to decide the standing / reputation of the organizer.
- (E) Please attach a certificate for Dollar to Rupee conversion.

PLEASE ENCLOSE SUPPORTING DOCUMENTS Where in the check list the applicants answer is Yes (strike off whatever is not applicable). All the Documents may be enclosed as in the order given below.

CHECK LIST

1. Applicant has paper(s) accepted at the Conference(Acceptance Letter)Yes/No
2. Applicant has been sanctioned any travel support
by any other agency Yes/No
3. Certificate from Air India Office indicating the cost of return air
fare Excursion/Economy class by shortest route. Yes/No
4. Copy of abstract of paper(s) Yes/No
5. Brochure/Announcement of the Conference Yes/No
6. Technical programme of the Conference Yes/No
7. Applicant has availed assistance in last three years Yes/No
8. Conference is organised by ICSU or its affiliated bodies Yes/No
9. **DOLLAR TO RUPEE CONVERSION CERTIFICATE FROM APPROVED AGENCY** Yes/No
OR S.B.I.
10. Document for Registration fees Yes/No



PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR CHHATTISGARH

PROFORMA FOR CLAIMING RE-IMBURSEMENT OF THE EXPENDITURE INCURRED UNDER THE TRAVEL GRANT SCHEME TO ATTEND CONFERENCE ABROAD FROM U.G.C.'S UNASSIGNED GRANT

- 1. NAME :
- 2. NO. & DATE OF UNIVERSITIES APPROVAL LETTER :
- 3. NAME & PLACE OF CONFERENCE ATTENDED :
- 4. DURATION OF THE CONFERENCE ATTENDED :
- 5. DURATION OF THE STAY ABROAD :
- 6. DETAIL'S OF ACTUAL EXPENDITURE INCURRED :

I. AC-II SLEEPER/FIRST CLASS RAIL FARE OR ACTUAL BUS FARE WITHIN INDIA (FROM PLACE OF DUTY TO NEAREST AIRPORT AND BACK) :

II.

SR. No.	AIR FARE [By ECONOMY CLASS OR EXCURSION TICKET] (ORIGINAL TO BE ATTACHED)	TOTAL FARE	DISCOUNT GIVEN BY THE TRAVEL AGENT	NET PAYABLE
01.				
GRAND TOTAL RUPEES.....				

III. FARE FROM AIRPORT (ABROAD) UP TO THE VENUE OF THE CONF. & BACK (ORIGINAL TO BE ATTACHED) :

IV.

DATE	DEPARTURE FROM	DATE	ARRIVAL AT	MODE OF CLASS OF TRAVEL	TICKETS NUMBERS	FARE PAID	D.A. ADMISSIBLE
1	2	3	4	5	6	7	8

GRAND TOTAL RUPEES.....		
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V. **REGISTRATION FEE PAID** :
(ORIGINAL TO BE ATTACHED)

VI. **AIRPORT TAX PAID** :
(ORIGINAL TO BE ATTACHED) _____

TOTAL RUPEES _____

VII. **ASSISTANCE RECEIVED FROM INSA/DST/ICAR/CSIR OR ANY OTHER AGENCY.**

VIII. **BALANCE AMOUNT TO BE RE-IMBURSED FROM U.G.C. UNASSIGNED GRANT.**

THE FOLLOWING CERTIFICATES ARE ENCLOSED

01. **COUNTER FOIL OF AIR INDIA TICKET IN ORIGINAL.**
02. **A XEROX COPY OF FIRST COUPON OF AIR TICKET.**
03. **A CERTIFICATE FROM AIR INDIA INDICATING THE COST OF RETURN AIRFARE BY ECONOMY EXCURSION CLASS BY SHORTEST ROUTE.**
04. **AIR PORT TAX PAID IN ORIGINAL.**
05. **CERTIFICATE OF PARTICIPATION AT THE CONFERENCE.**
06. **REPORT OF VISIT IN THE ATTENDED FORMAT.**
07. **SUPPORT FROM OTHER AGENCIES.**
08. **ORIGINAL RECEIPT OF REGISTRATION FEE PAYMENT.**
09. **DOLLAR TO RUPEE CONVERSION CERTIFICATE FROM APPROVED AGENCY OR S.B.I.**

CERTIFIED THAT :-

- [I]. **THE DETAILS GIVEN ARE CORRECT AND IF THE INFORMATION IS FOUND TO BE INCORRECT ON A LATER DATE, ENTIRE AMOUNT PAID BY THE UNIVERSITY FROM UNASSIGNED GRANT WILL BE REFUNDED.**
- [II]. **THE EXPENDITURE HAS BEEN UTILIZED FOR THE PURPOSES FOR WHICH IT HAS BEEN APPROVED, IN ACCORDANCE WITH THE TERMS & CONDITIONS LAID DOWN BY THE U.G.C.**
- [III]. **HAVE NOT AVAILED ASSISTANCE FROM UNIVERSITY GRANTS COMMISSION FOR VISITING ABROAD DURING PAST THREE YEARS.**
- [D] **IN CASE FINANCIAL ASSISTANCE IS RECEIVED FROM THE ORGANIZERS OR ANY OTHER AGENCY, FOR SOME NEED THE AMOUNT PAID BY THE UNIVERSITY WILL BE REFUNDED.**

- [E]. PLEASE ATTACH CERTIFIED COPY FROM AIR INDIA OFFICE FOR AIR FARE BY EXCURSION CATEGORY DESTINATION AND DOLLAR-RUPEES CONVERSION CERTIFICATE.
- [F]. I HAVE CLAIMED EXACT AMOUNT OF AIRFARE PAID TO AGENT/AIRLINES AFTER DEDUCTING THE COMMISSION WHILE PURCHASING THE TICKET.

(SIGNATURE OF APPLICANT)

FORWARDED BY HEAD / REGISTRAR



**REPORT OF PARTICIPATION IN INTERNATIONAL
CONFERENCE/SEMINAR/SYMPOSIA ETC. BY THE FACULTY MEMBER
SUPPORTED BY U.G.C. UNASSIGNED GRANT SCHEME**

UNIVERSITY COMMITMENT LETTER No. & DATE :

1. NAME OF THE FACULTY MEMBER : -----

2. ADDRESS : -----

3. NAME OF THE CONFERENCE : -----

4. PLACE : -----

5. DURATION OF CONFERENCE : -----

6. ORGANIZATION OF CONFERENCE (No. Of PARTICIPATING COUNTRIES, No. Of SESSIONS, No. Of PAPER PRESENTED etc)[NOT MORE THAN 100 WORDS] -----

6. ACADEMIC HIGHLIGHTS OF THE CONFERENCE INCLUDING MAJOR RECOMMENDATIONS AND THE FOLLOWING :

[I] NEW DEVELOPMENTS PRESENTED AT THE CONFERENCE : -----

[II] NEW DEVELOPMENTS RESULTING FROM THE CONFERENCE. [200 WORDS] :-----

[III] NAME OF THE PUBLICATION IN CASE YOUR WORK IS RECOMMENDED FOR PUBLICATIONS. -----

7. PARTICIPANTS CONTRIBUTION TO THE CONFERENCE. [100 WORDS] :-----

8. GROUP OF INDIAN SCIENTISTS WORKING IN THE SUBJECT AREA OF THE CONFERENCE PLEASE LIST THEM WITH ADDRESSES. :-----

9. VISITS TO OTHER SCIENTIFIC INSTITUTIONS, UNIVERSITIES & LABORATORIES DURING YOUR PARTICIPATION IN THE CONFERENCE. (INFORMATION IN DETAILS, WHEREVER APPLICABLE IS TO BE GIVEN IN SEPARATE SHEETS)-----

DATE :

(Signature)

DEARNNESS ALLOWANCE RATES

Rates of Daily Allowance for Journeys Abroad

SR. NO.	NAME OF THE COUNTRY	DEARNNESS ALLOWANCE [IN US \$]
01.	American Samoa, Bangladesh, Belize, Benin, Bhutan, British Virgin Islands, Burkina Fauo, Burundi, Cameroon, Cape Verde Islands, Cayman Islands, Central African Republic, Chad, Comoros, Congo, Cooks Island, Djibouti, Eritrea, Equatorial Guinea, Ethiopia, French Guyana, Gabon, Gambia, Ghana, Guam, Guinea, Guinea Bissau, Ivory Coast, Jordan, Kenya, Kiribati, Korea (North), Laos, Lebanon, Lesotho, Liberia, Libya, Macao, Madagascar, Malawi, Maldives, Mali, Mauritania, Mauritius, Monaco, Mongolia, Morocco, Mozambique, Myanmar, Nauru, Nepal, New Caledonia, Niger, Nigeria, Niue, Pakistan, Reunion, Rwanda, Samoa, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sri Lanka, St Kitts & Nevis, St. Lucia, St. Vincent & Grenadines, Sudarm, Swaziland, Tanmzania, Togo, Tonga, Tunisia, Tuvalue, Uganda, US Virgin Islands, Vietnam, Yemen, Wallis Futune Islands, Zaire, Zambia.	45=00
02	Afghanistan, Albania, Algeria, Angola, Anguilia, Antigun, Argentine, Armenia, Azerbaijan, Aruba Bahamas, Bahrain, Barbados, Belarus, Bermuda, Bolivia, Botswana, Bosnia, Herzegovina, Brazil, Bulgaria, Chile, Colombia, Costa Rica, Croatia, Cuba, Czech Republic, Dominica, Donimican Rep, Equador, Egypt, El Salvador, Estonia, Gaza (PNA), Georgia, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Hungary, Indonesia, Iran, Iraq, Israel, Jamaica, Kampuchea, (Colombodia), Kazakhstan, Kuwait, Kyrgyzstan, Latvia, Malaysia, Martinique, Macedonia, Mexico, Moldova, Montserrat, Namibia, Nether Autile, Nicaragua, Oman, Pacific, Islands (Trust Territory), Panama, Paraguay, Puerto Rico, Peru, Philippines, Poland Qatar, Republic of Palau, Saudi Arabia, Seychelles, Singapore, Slovak Republic, South Africa, Surinamo, Syria, Tajikistan, Thailand, Trinidad & Tobago, Turkmenistan, Turks & Caicos, U.A.E., Russian Federation, Ukraine, Uruguay, Uzbekistan, Venezuela, Yugoslavia, Zimbabwe,	56=25
03.	Australia, Austria, Belgium, Brunei, Canada, China, Cyprus, Denmark, Fiji, Finland, France, Germany, Gibraltar, Greece, Hong Kong, Holy See. (Vatican), Island, Italy, Japan, Korea (South) Lithuania, Luxembourg, Malta, Micronesian, Nether land, New Zealand, Norway, Papua New Guinea, Principality of Liechtenstein, (Vaduz), Portugal, Republic of Slovenia, Republic of San Marino, Repania, Spain, Sweden, Switzerland, Turkey, U.K., U.S.A.	75=00