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# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

**Application for travel grant for PhD students receiving institute assistantship**

**Form – Gen 26**

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|  | Name of the Student: |  | |
|  | Roll No.: |  | |
|  | Academic Division: |  | |
|  | **Conference Details\*:**  Name:  National/International:  Venue:  Country:  Period:  Organizers: | (Attach announcement of the conference/\*purpose of travel.) | |
|  | 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.: | |
|  | 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 | |
| **To be Filled by the Office of the Academic Division** | | | |
|  | Balance Grant of the Student: |  | |
|  | Fund Code: |  | |
| The application and enclosures are scrutinized and they are satisfying the guidelines. Further, remarks if any:  Signature of the Dealing Official with Date: | | | |
| Approved/ Not Approved/ Referred the Matter to DPPC  Signature of the HoD with Date | | | |
| If applicable, comments of the DPPC as per the minutes:  Signature of the Member Secretary, DPPC with Date | | | Approved/ Not Approved  Signature of the HoD with Date |