FORM – GEN 26

APPLICATION FOR TRAVEL GRANT FOR PHD STUDENTS RECEIVING INSTITUTE ASSISTANTSHIP

1.	Name of the Student:	
2.	Roll No.:	
3.	Academic Division:	
4.	**Conference Details*:** Name: National/International: Venue: Country: Period: Organizers:	(Attach announcement of the conference/*purpose of travel.)
5.	Participation Details:	(Attach copy of paper and acceptance letter)
6.	**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.)
7.	Grant Requested:	
8.	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

9.	Balance Grant of the Student:	
10.	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:	Approved/ Not Approved
  Signature of the Member Secretary, DPPC with Date	 Signature of the HoD with Date