

Annexure-1

Application for Financial Assistance to attend International Conference

1	Name of the Student			
2	Enrolment Number			
3	Name of the Constituent Institution			
4	Contact details:	Address: Mobile number: Email id:		
5	Name of the Project/Thesis Title			
6	OGCE exam conducted on			
7	Title of the Conference, the student Proposed to attend			
8	Venue of the Conference, Country			
9	Date/duration of Conference	From: To:		
10	The student is participating in the Conference for	Oral/Poster Presentation		
11	Financial Assistance Required			
		Total Amount	Assistance sought From Institute	Assistance sought From other non-DAE sources
	Air fare (At actual)			
	Registration Fee (At actual)			
	Visa Fee (At actual)			
	Local Hospitality (Accommodation/Food)(As per diem applicable to GS. For duration stay restricted to actual No. of day of conference +2 days)			
	Local Travel (At actual)			
	Total anticipated expenditure (restricted)			
12	Name/details of the Outside Agency from which the additional financial assistance, If any, sought by the student			

13	Bank Account Details (into which the sanctioned amount is to be credited)	
13A	SB Account No	
13B	Name of the Bank	
13C	Branch/Location	
13D	IFSC code Number	
14	Remarks/ Additional Information, If Any	

Undertaking by the student:

- i. I understand to submit the bills, air-ticket, boarding pass, in Original, to the Administrative Officer, Within 30 days from the date of completion of the return journey;
- ii. I undertake to travel only by Air India and abide by the guidelines issued, time to time, by the Government of India in this regard.

Date: _____

Signature of student: _____

Approval of the Doctoral Committee:

1. It is certified that the quality of the conference for which the student is being sponsored, is high;
2. It is certified that the APAR grading in the last three years are "Good" or above.
3. It is certified that the student is not under academic extension:

Signature of Guide: _____

Signature of the Chairman
of the Doctoral Committee
(On behalf of the Doctoral
Committee)

Forwarded with recommendations:

Signature of the Dean (Academics) _____

Signature of the Head of CI/OCC or
The authority duly authorized by
The Head of CI/OCC

Documents to be attached along with the application:

1	Invitation letter from conference organizer accepting the paper and inviting the student to attend the conference	
2	OGCE Report	
3	Copies of the Annual Progress Reports (for the last three years)	
4	Copy of the Abstract of the presentation submitted to the conference (this shall bear the affiliation of the student to the Unit() as well as the CI /OCC concerned)	
5	Pre-stamped receipt (in the format enclosed- <u>Anneuxre-3</u>)	
6	Undertaking from the student that additional financial assistance, if any, will be sought only from agencies outside the Department of Atomic Energy and that the student' s contingency grant will not be utilized for this purpose (format enclosed <u>Annexure-4</u>)	

Annexure-2

Settlement of Account- Financial Assistance received from HBNI to attend International Conference

1	Name of the Student				
2	Enrolment Number				
3	Name of the Constituent Institution				
4	Title of the Conference, the student attended				
5	Venue of the Conference, Country				
6	Date/duration of Conference		From: To:		
7(a)	Financial Assistance received from Unit Unit Order No. & Date:		Rs.		
(b)					
8	Financial Assistance Received from other Non-DAE Sources & the details of the Agency which provided the financial assistance		Rs. _____ Details of Agency: _____ _____		
9	Details of Expenditure				
	Expenditure Head	Amount Spent(Rs.)*	Assistance Sought from unit (Rs.)	Assistance sought From other non-DAE sources	Receipt details
A	Registration Fee				
B	Visa Fee				
C	Air Fare				
D	Local Travel				
E	Accommodation				
F	Food				
G	Total				

*indicate the foreign exchange rate for the expenses in foreign currency:

Foreign Currency: _____ Exchange rate : Rs. _____

10	Details of refund made, if any	
10a	Amount:	Rs.
10b	Refunded on:	
10c	Online transaction UTR Number/DD Number and Date	
11	Remarks/Additional Information, if any	

Date: _____

Signature of the Student: _____

Note:

1. A copy of the tour report along with the tour attendance certification should be submitted along with the settlement form;
2. The settlement of accounts should be

Forwarded:

Dean (Academics)

To

Dean, Unit

Annexure-3

Received a sum of Rs. _____ (Rupees _____
_____) from the Account
Officer, **UNIT**(_____), Department of Atomic Energy towards financial assistance for foreign travel to
attend conference, sanctioned under Order No. _____ dated
_____.

Signature:

(to be signed on
Re.1/- revenue
stamp)

Date: _____

Name: _____

Unit Name: _____

Employee Number: _____

Mobile Number: _____

Undertaking from the student seeking financial assistance for foreign travel

1. I hereby state that I will not be seeking financial assistance from any source from within the Department of Atomic Energy (other than the assistance now I am seeking from **UNIT**) or its Units/ Aided institutions/PSUs/ Funding agencies/ Projects. I also undertake that I shall not utilize the students' contingency grant for meeting the expenses (full/part) of the foreign travel.
2. I Have sought/ will be seeking Financial assistance from the following agency, in addition to the assistance sought from **UNIT**, to cover the total expenditure on the foreign travel:

Name of the funding agency:

Amount sought:

Signature: _____

Date: _____

Name: _____

CL Name: _____

Employee
Number: _____

Forwarded:

(Signature of the Dean of Academics)

(Copy of the application made along with the sanction received from the outside agency shall be attached to this undertaking)