

REQUEST FOR FINANCIAL ASSISTANCE - TRAVEL

PONDICHERRY UNIVERSITY

Planning and Development Section

Date :

Sub : Request for financial assistance to attend National / International Conference / Seminar / Workshop **WITHIN INDIA** - Reg.

Name of the Applicant Designation Department/Centre School	:											
Date of Appointment	:											
Name of the Programme (Brochure enclosed)	:											
Duration of the Programme	:											
Venue & State	:											
Details of the Organizing Agency (Invitation letter enclosed)	:											
Participation / Presentation of Paper (Enclose the abstract and acceptance letter)	:											
Relevance of the Seminar / Conference to the academic programme (maximum 50 words)	:											
Type of Programme	:	International / National / Regional										
Financial Assistance Requested from University (Breakup details enclosed)	:	<table border="1"> <tr> <td>Registration fee</td> <td></td> </tr> <tr> <td>Airfare</td> <td></td> </tr> <tr> <td>Taxi fare</td> <td></td> </tr> <tr> <td>Boarding and lodging</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>	Registration fee		Airfare		Taxi fare		Boarding and lodging		Total	
Registration fee												
Airfare												
Taxi fare												
Boarding and lodging												
Total												
Duty leave (Maximum of 30 days in an Academic Year may be granted for the above programme)	:	No. of days availed : _____ (during this academic year) No. of days requested : _____ now (including travelling period)										
Alternative arrangements during my absence	:											
Signature of the in-charge	:											
Financial Assistance from other sources	:											

(P.T.O.)

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Assistance availed previously (if any)	:	
Signature of the Applicant	:	
Recommendation of the H.O.D with justification	:	
Recommendation of the Dean	:	
Office Use Only (P&D)		
Maximum amount permissible (as per U.G.C. norms)	:	TA/DA as per University rules & Registration fee subject to a maximum of `10,000/- may be paid on 100% basis once in 6 months.
Maximum amount permissible (as per University norms)	:	Registration fees
		Air fare
		Taxi fare
		Accommodation and food
		Total
Availability of funds	:	
Assistance availed during XII Plan period	:	<u>National</u> <u>International</u>
Eligibility	:	
Remarks	:	

Hence, it is submitted for orders, whether the request may be considered without financial commitment on the part of the University / with financial assistance of ` _____/- under _____.

A.R. (P&D)

REQUEST FOR FINANCIAL ASSISTANCE - TRAVEL

PONDICHERRY UNIVERSITY

Planning and Development Section

Date :

Sub : Request for financial assistance to attend International Seminar / Conference / Workshop **IN ABROAD** - Reg.

Name of the Applicant Designation Department/Centre School	:											
Date of Appointment	:											
Name of the Programme (Brochure enclosed)	:											
Duration of the Programme	:											
Venue & Country	:											
Details of the Organizing Agency (Invitation letter enclosed)	:											
Participation / Presentation of Paper (Enclose abstract and Acceptance of the abstract)	:											
Type of Programme	:	International Conference / Seminar / Workshop										
Financial Assistance Requested from University (Enclose complete break up & invoice for Air fare)	:	<table border="1"> <tr> <td>Registration fee</td> <td></td> </tr> <tr> <td>Airfare</td> <td></td> </tr> <tr> <td>Taxi fare</td> <td></td> </tr> <tr> <td>Per-diem charges</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>	Registration fee		Airfare		Taxi fare		Per-diem charges		Total	
Registration fee												
Airfare												
Taxi fare												
Per-diem charges												
Total												
Duty leave (Maximum of 30 days in an Academic Year may be granted for the above programme)	:	No. of days availed : _____ (during this academic year) No. of days requested: _____ now (including travelling period)										
Justify how your participants in Seminar / Conference will benefit teaching and research activities (maximum 100 words)	:											
Alternate arrangements during my absence	:											
Signature of the in-charge	:											
Financial Assistance from other sources	:											
Assistance availed previously (if any)	:											

(P.T.O.)

REQUEST FOR FINANCIAL ASSISTANCE – ORGANIZING PROGRAMMES

PONDICHERY UNIVERSITY
Planning and Development Section

Date :

Sub : Request for Permission with financial assistance to organize International / National / Regional level Conference / Seminar / Workshop / Symposium at Dept. of _____ - Reg.

Ref :

Name of the Coordinator of the Programme Designation Department / Centre School	:	
Title of the Programme (Broucher / Minutes of the Department Organizing Committee enclosed)	:	
Type of Programme	:	International / National / Regional
Duration of the Programme	:	
If Co-Sponsored, Details of the Co- sponsoring agency	:	
Financial Assistance Requested (a) From University (b) From other sources	:	
Total Expenditure involved (Breakup details enclosed)	:	
Financial Assistance from other sources	:	
Relevance of the proposed event to the academic programmes of the Department / Centre (Not exceeding 200 words)	:	
Whether holding the proposed event has been approved / recommended by Programme Committee or Faculty Committee? (Enclose the signed Minutes)	:	
If any sanctioned previously	:	
Signature of the Coordinator	:	
Recommendations of the H.O.D with justification	:	
Recommendation of the Dean	:	

(P.T.O.)

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<u>Office Use Only</u>	
Maximum amount Permissible (as Per U.G.C. norms)	: International Rs.3,00,000/- National Rs.2,00,000/- Regional/State Rs.1,00,000/- Level
Maximum amount permissible (as per University norms)	:
Availability of funds	:
Details of sanction accorded to the Department during XII Plan period	:
Remarks	:

Hence, it is submitted for orders, whether the request may be considered without financial commitment on part of the University / with financial assistance of ` _____/- under _____.

A.R. (P&D)