

Application Form for Grant of Financial Support and Advance to PMRF Fellows for Participation in Conferences outside India (or Other International Travel)

1. Name of the Student _____ 2. Roll No. _____
3. Programme _____ 4. Department _____
5. No. of Semesters Completed _____ 6. CPI _____ (Attach a copy of the last semester's grade sheet)
7. Date of Passing the Comprehensive Examination _____ 8. Date of SOTA Seminar _____
9. Details of support for previous travel with dates and name of the conference: _____

10. Details of the Conference for which the Institute support is requested:

(a) Title of the paper to be presented (Attach a copy of the Letter of Acceptance)/purpose of travel if not conference: _____

(b) Authorship Details _____

(c) Name of the Conference _____

(d) Conference/Travel Schedule: From _____ To _____

(e) Venue: _____

(f) Name of the organizing Institute (give full details) _____

11. Details of the Financial Support requested:

(a) *Return Air Fare (Economy Class) _____

(b) Registration Fee _____

(c) Others _____

(e.g., lodging, local transport (as per actuals, on submission of original bills of expense)

12. Details of Financial Support secured from other sources: _____

13. Total amount of Financial Support requested: _____

14. Whether advance required (max. 80% of total sanctioned amount), Yes or No _____

(Signature of the Student)

Recommendation of Thesis Supervisor:

(Name and Signature of Thesis Supervisor)

Convener, DPGC

Head of the Department

Details of the request for financial support have been checked. A grant of Rs. _____ (in words: _____ only) may be sanctioned as per availability in research grant.

Official/In-Charge
(DOAA Office)

AR/DR/JR
(DOAA Office)

PMRF Coordinator

Approved
Dean, Academic Affairs

Dealing Asst./Supdt.
(Account Section)

AR/DR/JR
(Account Section)

***Note:** Air ticket for travel should be Booked from the agencies as mandated in the following office order:
https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/Office-Order-No-14-24-02-22.pdf

UNDERTAKING

I undertake that,

1. I (Name).....

Roll No..... Programme Department

Will be travelling for

.....

duringDates.....

2. I have not received /applied for any Institute financial support for the said purpose or any of its equivalent versions.

3. I am aware that I am not allowed to travel using PMRF research grant if my PMRF tenure has ended. In such case, I will return availed advance (if any).

4. I am aware that tickets for travel should be purchased only through the following travel agencies:

(a) Balmer Lawrie

(b) IRCTC

(c) Ashoka Travels

as mandated vide office order: DIR/IITK/2022/OO-14 dated February 24, 2022.

Signature of the Student

Date:

Place:

UNDERTAKING

(Only for travel scheduled in the next year as per PMRF calendar and not having sufficient balance in the contingency grant in the current year)

I undertake that,

I.....(Name).....

Roll No.....Programme.....Department.....

have applied for travel approval from PMRF research/contingency grant. I am aware that I do not have sufficient balance in PMRF research grant. I am also aware that reimbursement of the incurred expenses (additional to approved advance, if any) depends on the result of my annual review and can be only claimed if my research/contingency grant is renewed for the next year. I will not request a waiver of expenses (additional to approved advance) incurred during my travel. Furthermore, I am aware that if my PMRF tenure ends before the travel date, I am not allowed to travel.

Signature of the Student.....

Date:

Place:

Recommended by:

Thesis Supervisor/Project Mentor

DPGC Convener

Head of the Department