

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110 002**

Proforma for claiming re-imbursement of the expenditure incurred under the Travel Grant Scheme to attend Conference abroad.

A. BIO –DATA

1. Name

Date of birth

Age

(for college teachers the maximum age limit is 62 years as on the date of conference)

(for VC's and commission members they should be in service).

2. Designation

3. Official address with pin code

4. In case of a college, the university to which the college is affiliated

5. Name of the previous university (if any) to which the college was affiliated earlier

6. Field of specialization

7. List of publications in the specific field (attach separate sheets)

8. Whether a member of national/international professional bodies

YES / NO

9. If YES specify the name of the body

10. Date of appointment to the present post

11. Date of confirmation in the substantive post

12. Date of Superannuation

13. Basic pay

NOTE:

(i) One copy of the application alongwith all the enclosures should be sent to Secretary, University Grants Commission, New Delhi – 110 002 at least two months prior to the commencement of the conference.

(ii) The proposal will be processed only if:

(a) all the columns of this application form are filled

(b) the necessary enclosures are sent alongwith the proposal

(c) A full text of the paper is enclosed.

B. CONFERENCE DETAILS

14. Name/title of the conference to be attended
15. Name of the organizers with complete address
16. Name of the country and town where the conference will be held
17. Duration of the conference (date & month)
18. The role of the applicant in the conference/symposium
 - (a) Presiding/chairing a Session
(if yes, attach documentary evidence)
 - (b) Delivering a plenary lecture/invited talk (attach documentary evidence alongwith a copy of the full text of the lecture/talk.)
 - (c) Presenting a paper
(please attach full paper)
19. Whether the paper has been accepted for presentation? (attach documentary evidence and a copy of the full paper to be presented in the conference).
20. Indicate the mode of presentation (attach documentary evidence) oral/poster/both
21. Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors alongwith their addresses.
22. Whether 'no-objection' certificate (s) from the co-author (s) have been enclosed? (attach photocopy of the certificate (s))
23. Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back.

24. Do the conference authorities send the paper for review before accepting it?
- (a) If YES, attach the documentary evidence and also the criteria followed by them, if any

25. Indicate the amount to be paid to the organizers as registration fee.

Assistance required from the Commission

- (a) Travel within India to reach the nearest airport.
- (b) Airfare (both ways)
- (d) Registration fee
- (e) Per-diem required
(indicate the number of days and the rate)

Total (in Rs.)

26. Has the applicant approached the organizers/any other agency to:
(does not apply incase of Vice-Chancellors/ Commission Members)

- (a) Waive registration fee?
- (b) Support air travel?
- (c) Get the maintenance allowance?
- (d) Support boarding and lodging?
- (e) Any other? (specify)

27. If 'YES' to any one of the above items, indicate the latest position and the amount likely to be made available (attach documentary evidence).

28. Indicate the agency/institution to whom applied for meeting the remaining (50%) cost involved in attending the conference.

29 Has the applicant availed the financial assistance from UGC for attending seminar/conference/symposium etc. in the last 3 years prior to the date of the present conference?

(a) If 'YES' give the details in the following table:

| Name of the conference attended | Place and dates of conference | Financial assistance availed (in Rs.) | UGC sanction letter no. with date |
|---------------------------------|-------------------------------|---------------------------------------|-----------------------------------|
|---------------------------------|-------------------------------|---------------------------------------|-----------------------------------|

30. Proposed date of joining the duty in the institution after the conference is over

31. Any other information the applicant would like to give in support of the case.

I certify that

- (a) The details given above are correct.
- (b) If the information supplied is found to be incorrect at a later date, I shall reimburse the entire money to the Commission.
- (c) The money received will be used for the purpose for which it is requested.
- (d) In case financial assistance is received from the organizers or any other agency I shall pay back the amount granted by the Commission.
- (e) I shall abide by the decision of the Commission.

Place:

Date:

(Signature of the applicant)

Designation