



PONDICHERRY UNIVERSITY

(A Central University)

PLANNING & DEVELOPMENT SECTION

Bharat Ratna Dr.B.R. Ambedkar Administrative Building
R. Venkataraman Nagar
Kalapet, Puducherry – 605 014

S. MURUGAIYAN,
Assistant Registrar (P & D)

Off : 0413-2654262
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PU/PD2/556/2012/ 35

Date : 11.04.2014

CIRCULAR

Please find enclosed herewith the additional Criteria for availing travel assistance for attending the Training / Seminar / Conference / Workshop etc. within India to adhere the same in future.

/ By Order /


(S. MURUGAIYAN)
Assistant Registrar (P&D)

Encl : (1) Criteria for availing travel assistance within India.
(2) Form-A for travel assistance within India

To


All Faculty / Officers
Pondicherry University.

Copy to :

1. The A.R. to V.C – for kind information of the Vice-Chancellor
2. The P.S. to the Director, SEI&RR – for kind information of the Director
3. The A.R., O/o. the Registrar – for kind information of the Registrar
4. The P.S. to the F.O. – for kind information of the Finance Officer
5. The P.S. to the Director of Research – for kind information of the Director

CRITERIA FOR AVAILING TRAVEL ASSISTANCE WITHIN INDIA

- 1) The Organizing Institution should be NAAC accredited with a minimum of 'Grade-B' (OR) the Organizing Agency / Society should be of National level.
- 2) The beneficiary needs to indicate the specific utility of attending the programme, which is to be authenticated by the HOD/Dean.
- 3) After attending the programme beneficiary should submit a report giving the details of participation and lectures delivered, if any.


DIRECTOR 10/4/14
STUDIES, BI & RR
PONDICHERRY UNIVERSITY

REQUEST FOR FINANCIAL ASSISTANCE - TRAVEL
PONDICHERY 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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Registration fee</td> <td style="width: 20%;"></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.)

... from pre-page.

Assistance availed previously (if any)	:	
Signature of the Applicant	:	
Recommendation of the H.O.D with justification on how participation of the applicant leads to value addition in teaching, research and extension activities (separate sheet may be enclosed)	:	
Endorsement and 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 _____.

S.O. (P&D)