**PONDICHERRY UNIVERSITY**

REQUEST FOR FINANCIAL ASSISTANCE - TRAVEL

FORM - A

**Planning and Development Section**

Date : 22.11.2012

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) | : | |  |  | | --- | --- | | 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 | : |  |

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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 |  | National  International |
|  | 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)

**PONDICHERRY UNIVERSITY**

REQUEST FOR FINANCIAL ASSISTANCE - TRAVEL

FORM - B

**Planning and Development Section**

Date : 22.11.2012

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) | : | |  |  | | --- | --- | | 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) | : |  |

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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 may be paid on 100% basis once in 3 years. |
|  | Maximum amount permissible (as per University norms) | : | |  |  | | --- | --- | | Registration fees |  | | Air fare |  | | Taxi fare |  | | Per diem charges for \_\_\_\_days (excluding travelling period) |  | | **Total** |  | |
|  | Availability of funds | : |  |
|  | Assistance availed during XII Plan period |  | National  International |
|  | Eligibility | : |  |
|  | 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)

**PONDICHERRY UNIVERSITY**

REQUEST FOR FINANCIAL ASSISTANCE – ORGANIZING PROGRAMMES

FORM - C

**Planning and Development Section**

Date : 22.11.2012

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 | : |  |

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| --- | --- | --- | --- |
|  | Office Use Only |  |  |
|  | 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)