

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

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. Details of support for previous travel with dates and name of the conference:
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8. Details about the conference/other travel for which the Institute support to be requested.

(a) Title of the paper to be presented (Attach a copy of letter of acceptance)/purpose of travel if not conference:

(b) Name of the conference \_\_\_\_\_

(c) Dates of Conference/travel from \_\_\_\_\_ to \_\_\_\_\_

(d) Venue \_\_\_\_\_

(e) Name of Organizing agency (give full details) \_\_\_\_\_

9. Details of the Financial Support requested:

(a) \*Return Air Fare (Economy Class) \_\_\_\_\_

(b) Registration Fee \_\_\_\_\_

(c) Others \_\_\_\_\_

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

10. Total amount of support requested: \_\_\_\_\_

11. Whether advance required (max. 80% of total sanctioned amount), Yes or No \_\_\_\_\_

(Signature of the Student)

Specific recommendation of Thesis Supervisor/Project Mentor

(Signature and Name of the Thesis Supervisor/Project Mentor)

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Recommended for attending the conference/Travel:

(Convener, DPGC)

(Head of the Department)

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

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Official/In-charge  
(DOAA Office)

AR/DR/JR  
(DOAA Office)

PMRF Coordinator

Approved  
Dean, Academic Affairs

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Dealing Astt./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](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 .....

.....

during .....Dates.....

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