

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:

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)

Recommended for attending the conference/Travel:

(Convener, DPGC)

(Head of the Department)

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.

Official/In-charge
(DOAA Office)

AR/DR/JR
(DOAA Office)

PMRF Coordinator

Approved
Dean, Academic Affairs

Dealing Astt./Supdt.
(DORD Office)

AR/DR
(DORD office)

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 financial support for the said purpose or any of its equivalent versions at IIT Kanpur.

3. 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 (and advance) 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) 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 the waiver of expenses (additional to approved advance) incurred during my travel.

Signature of the Student.....

Date:

Place:

Recommended by:

Thesis Supervisor/Project Mentor

DPGC Convener

Head of the Department