



TRAVEL GRANT FORM

(Application for getting financial assistance to attend international conference/symposia under the travel grant scheme)

1. NAME :
- DATE OF BIRTH :
- AGE :
2. DESIGNATION :
3. OFFICIAL ADDRESS :
- with pin code
4. Field of specialization

passport size recent
 photograph duly signed by
 the applicant

5. Details of Conference/Congress etc. to be attended now.
 (Please attach zerox copy of the announcement and Programme)

About the Paper		Whether the paper accepted or invited to Chair/Co-chair	Place & Country	Date	
Title	Area (Branch of Philosophy)			From	To

CONFERENCE DETAILS

6. Name/title of the conference to be attended :
7. Name of the organizers with complete address and website of the Conf/Seminar/etc. :
8. Name of the country and town where the conference will be held :
9. Duration of the conference (date & month) :
10. The role of the applicant in the conference /symposium/workshop etc. :
- (a) Presiding/chairing a Session :
- (if yes, attach documentary evidence)
- (b) Delivering a plenary lecture/invited talk (attach documentary evidence along with a copy of the full text of the lecture/talk.) :
- (c) Presenting a paper (please attach full paper) :
11. Whether the paper has been accepted for presentation? (attach documentary evidence & a copy of the full paper to be presented in the conf.). :
12. Indicate the mode of presentation (attach documentary evidence) oral/poster/both :
13. Indicate whether the paper has been co-authored. :
- In case it is co-authored give names of the authors along with their addresses.
14. Whether 'no-objection' certificate (s) from the :

co-author (s) have been enclosed? (attach photocopy of the certificate (s))

15. Indicate the complete travel plan from the proposed:
date and time of departure from the place of working to the conference and back.

16. Indicate the amount to be paid to the organizers as :
registration fee.(Proof of Payment as receipt be enclosed)

17. Assistance required from the Council
(a) Travel within India to reach the nearest airport :
(b) Airfare (both ways - by Air India) :
(d) Registration fee :
Total (in Rs.) :

18. Has the applicant approached the organizers/any :
other agency to about the following :
(a) Waive registration fee?
(b) Support air travel?
(c) Get the maintenance allowance?
(d) Support boarding and lodging?
(e) Any other? (specify)

19. If 'YES' (in item 18) to any one of the above items :
indicate the latest position and the amount likely to be made available
(attach documentary evidence).

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

21. Has the applicant availed the financial :
assistance from ICPR 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:

22. 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 ICPR.
- (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 ICPR.
- (e) I shall abide by the decision of the ICPR.
- (f) The paper to be presented has not read/presented in any Conference/Seminar etc.

Place:
Date:

(Signature of the applicant)
Designation

RECOMMENDATION OF THE HEAD OF THE DEPT/INST.

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.....
.....

Signature
(Name)
(Office Seal)

CERTIFICATE BY HEAD OF THE INSTITUTION

I certify that:

- (i) The applicant has not availed the provision during the last 3 financial years.
- (ii) The applicant has enclosed all the relevant documents.
- (iii) The information provided in the application is correct.

Application of the applicant is forwarded for consideration.

Signature :
Name :
Designation :
Address :
Date :
Office seal :

CHECK-LIST DOCUMENT ENCLOSED	
• Programme Brochure of the Conf./Seminar. Etc.	<input type="checkbox"/>
• Invitation letter to attend the Programme	<input type="checkbox"/>
• Acceptance of the Paper	<input type="checkbox"/>
• Air Fare Certificate	<input type="checkbox"/>
• Bio-data Showing Publication, Researches etc.	<input type="checkbox"/>
• Full Paper/Abstract	<input type="checkbox"/>
• Total enclosures	<input type="checkbox"/>

Note :

1. Air ticket may be purchased through the Air India only.
2. In case Air India is not operating its flights to any sector tickets for other flight may be arranged through Air India only.
3. In case of approval 90% of the airfare be released, remaining 10% will be released only after submission of the requisite as per the sanction letter.