

FORM FOR CLAIMING FINANCIAL ASSISTANCE FOR THE SUBJECT CONFERENCES

Name and Designation _____

Department _____

Venue of the Conference : _____

Dates _____

Fare (IInd class, to and fro) _____

Delegation fee/Receipt, if any _____

Dates and year of last
conference attended for
which financial assistance
was received. _____

Have you read any paper at the
Conference, if so, title of the paper _____

Signature of Claimant

CRITERION FOR GRANTING FINANCIAL ASSISTANCE

The financial assistance will be granted according to the following guidelines:

1. First preference will be given to those who have not received any assistance for the last three consecutive years.
2. Second preference will be given to those who have received financial assistance during the last three years but are reading a paper for the present conference.
3. Third preference will be given to those who are not covered under the above two categories.
4. Normally the amount of assistance to an individual will be actual IInd class rail fare (to and fro) in the order of above preferences.
5. Delegation fee will be given last preference. After exhausting all the three categories for T.A., if enough amount is left to reimburse the delegation fee of all the participants, this may be done. However, if the amount is less than the actual expenditure on delegation fees of the claimants, then this may be divided equally among all.
6. No expenses of any kind will be reimbursed for local conferences.

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