



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

FORM – 13A

APPLICATION FOR PERMISSION AND FINANCIAL ASSISTANCE FOR ATTENDING CONFERENCE FROM DEPARTMENTAL HEAD
(Conference shall hereinafter include workshop, symposium, seminar and other similar meetings)

1. Name of the applicant:
2. Designation:
Dept./Section/Centre / Incase of Student, details thereof:.....
3. a) Title of the Conference for which financial assistance is sought :
- b) Nature of the Conference (International / National etc.) :
- c) Venue : Country :
- d) Period : From : To :
- e) Name of the Organiser(s) :
4. Nature of participation: Presenting a paper / poster OR Chairing a session OR other (please specify and tick)
5. Estimate of the Financial Assistance requested for the Conference :
 - a) Registration fee (please attach documentary evidence) :
 - b) Travel (please attach an estimate of the travel cost from a travel agent) :
 - c) Daily Allowances (admissible for the duration of the Conference / Seminar etc. plus two days - one day before and one day after the Conference / Seminar etc) :

Total (in rupees, please specify conversion rate used) : ₹

(Also please enclose a copy of:

a. Announcement of call of papers	b. Acceptance letter
c. Full paper / poster	d. Details of registration & other fees

6. Details of the assistance sought/available from any other source(s), including project:

Sl. No.	Agency/Project (please state the project no. in case of project)	Amount of assistance sought / granted / available	In case of assistance from project	
			Amount granted	Sign. of Dean, R&D

7. a) Advance required: Yes / No If yes, amount required : ₹
- b) Bank A/C no. of the applicant (preferably Canara Bank) :

It is certified that my participation in the above Conference will be in the interest of teaching and/or research at this Institute and all arrangements will be made to take care of my academic commitments including teaching and research during the period of my leave/absence. **I shall apply for leave separately in standard Leave Application format.**

It is requested that permission and financial assistance may please be granted to me to attend the said Conference abroad as stated above.

Date:

Signature of the employee/student

Emp/Roll_No.: _____

TO BE FILLED BY OFFICE OF THE CONCERNED DEPARTMENT:

Name of the applicant:

Name of the Department:

Application and enclosures checked & found to be in order / not in order		Amount of fund available	₹
Amount of assistance from the Institute provided		₹	
Financial Assistance granted for the present Conference	Registration Fee	₹	Account Head:
	Travel Support	₹	
	Dearness Allowance	₹	
	Any other	₹	

1. *Please request applicant to apply for Special CL separately in standard Leave Application format.*
2. *Please send the original to Finance & Accounts Section and a copy to Administration (in case of Non-Faculty) , Faculty Affairs (in case of Faculty and Academic Section (in case of Student) for further necessary action.*

Approval of the concerned HOD

FOR OFFICIAL USE OF FINANCE & ACCOUNTS SECTION:

1. Application and enclosures checked and found to be in order / not in order.
2. Fund available under the A/C Head as mentioned above.

Dealing Official (F&A)

Signature of JR / AR (F&A)