

INDIAN INSTITUTE OF SCIENCE  
BANGALORE - 560 012



REQUEST FOR APPROVAL/FINANCIAL  
ASSISTANCE FOR ATTENDING NATIONAL  
CONFERENCE

(TICK (✓) APPROPRIATE COLUMN WHEREVER APPLICABLE)

1. Name (in Capital Letters)		2. Designation		3. Department		4. Basic Pay	
5. Whether Presenting		a) Paper		b) Chairing a session			
		<input type="checkbox"/>		<input type="checkbox"/>			
<b>DETAILS OF THE CONFERENCE</b>							
a) Title of the Conference				b) Duration		c) Place	
				From To			
				d) Whether the paper has been accepted by the Organisers			
				Yes		No	
				<input type="checkbox"/>		<input type="checkbox"/>	
e) Organised by				f) Supported by			
7. Financial support received/anticipated from sources like- Sponsors of the Conference/ Others (Please enclose supporting documents) for							
a) Travel		b) Daily Allowance		c) Local Hospitality			
8. Financial support required from the institute							
(i) Travel		(ii) Daily Allowance		(iii) Registration Fee			
a) Surface Transport		Required		Not-Required		Rs	
b) Train		<input type="checkbox"/>		<input type="checkbox"/>			
c) Air							
9. Source from which the expenditure is to be met?							
Date & Signature of the Staff Member				Recommendation of the Chairman of the Department			

PTO.

(FOR USE IN THE DIVISIONAL CHAIRMEN'S OFFICE)

Forwarded to the Financial Controller W/c

i) Visit	Approved	<input type="checkbox"/>	Regretted	<input type="checkbox"/>
ii) Financial Assistance approved	Category		Class	
A) Travel -Mode & Class of Journey	a) Surface Transport			
	b) Train			
	c) Air			
B) Daily Allowance	Admissible	<input type="checkbox"/>	Nil	<input type="checkbox"/>
C) Registration Fee	Rs.....only			
Debit Head	1. GARP-PTF-NATIONAL CONFERENCE			
	2.			

Date:

Chairman of the Division

**AIR-TRAVEL-ENTITLEMENTS**

- A) Basic Pay: Rs. 16,400/- and above (Basic pay including NPA & SI)
- B) Basic Pay Rs 12,300/- and above but below Rs. 16,400- if the distance involved is more then 500 KMs and journey cannot be performed overnight (6.00 p.m. - 8.00 a.m.) by a direct train.