

**Performa for Seeking Financial Assistance by the Teachers under the
head “Travel Grant” out of Unassigned Grant**

Performa for Applying for Travel Grant

(Please submit this application atleast 3 months in advance)

1.	Date of application applying for grant	
2.	Name of the Department	
3.	Name of the Teacher with Designation & Basic Pay/Salary	
4.	Title of the Research Paper	
5.	Paper Accepted on (Please enclose Acceptance letter & attach the Oral/Paper Abstract of the paper)	
6.	Name of the Conference/Seminar	
7.	Place of the Conference/Seminar	
8.	Name & detail of the Organizers	
9.	Dates & duration of the Conference/Seminar	
10.	Registration fee required	

11.	Approximate TA/DA required	
12.	Period of duty leave	
13.	Arrangement for classes	
14.	Details of the last travel grant received	
15.	Please state , if any grant received or likely to be received for this Conference or seminar from any other source	

Signature of Teacher

Recommendation of the Chairman

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