

**Application Form for Grant of Financial Support and Advance to PMRF Fellows for Participation in Conferences Outside India (or Other International Travel)**

1. Name of the Student \_\_\_\_\_ 2. Roll No. \_\_\_\_\_  
3. Programme \_\_\_\_\_ 4. Department \_\_\_\_\_  
5. No. of Semesters Completed \_\_\_\_\_ 6. CPI \_\_\_\_\_ (Attach a copy of the last semester's grade sheet)  
7. Date of Passing the Comprehensive Examination \_\_\_\_\_ 8. Date of SOTA Seminar \_\_\_\_\_  
9. Details of support for previous travel with dates and name of the conference:

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**10. Details of the Conference for which the Institute support is requested:**

(a) Title of the paper to be presented(Attach a copy of the Letter of Acceptance)/purpose of travel if not conference:

(b) Authorship Details \_\_\_\_\_

(c) Name of the Conference \_\_\_\_\_

(d) Conference/Travel Schedule: From \_\_\_\_\_ To \_\_\_\_\_

(e) Venue: \_\_\_\_\_

(f) Name of the organizing Institute (give full details) \_\_\_\_\_

**11. Details of the Financial Support requested:**

(a) \*Return Air Fare (Economy Class) \_\_\_\_\_

(b) Registration Fee \_\_\_\_\_

(c) Others \_\_\_\_\_

(e.g., lodging, local transport (as per actuals, on submission of original bills of expense)

**12. Details of Financial Support secured from other sources:** \_\_\_\_\_

**13. Total amount of Financial Support requested:** \_\_\_\_\_

**14. Whether advance required (max. 80% of total sanctioned amount), Yes or No** \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Student)

Recommendation of Thesis Supervisor:

\_\_\_\_\_  
(Name and Signature of Thesis Supervisor)

Convener, DPGC

Head of the Department

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Details of the request for financial support have been checked. A grant of Rs. \_\_\_\_\_ (in words: \_\_\_\_\_ only) may be sanctioned as per availability in research grant.

Official/In-Charge  
(DOAA Office)

AR/DR/JR  
(DOAA Office)

PMRF Coordinator

Approved  
Dean, Academic Affairs

Dealing Astd./Supdt.  
(DORD Office)

AR/DR  
(DORD Office)

**\*Note:** Air ticket for travel should be Booked from the agencies as mandated in the following office order:  
[https://web.iitk.ac.in/july14iitkn/data/directorateoff\\_orders/Office-Order-No-14-24-02-22.pdf](https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/Office-Order-No-14-24-02-22.pdf)

## UNDERTAKING

I undertake that,

1. I ..... (Name).....

Roll No..... Programme ..... Department .....

Will be travelling for .....

.....

during .....Dates.....

2. I have not received /applied for any Institute financial support for the said purpose or any of its equivalent versions.

3. I am aware that I am not allowed to travel using PMRF research grant if my PMRF tenure has ended. In such case, I will return availed advance (if any).

4. I am aware that tickets for travel should be purchased only through the following travel agencies:

(a) Balmer Lawrie

(b) IRCTC

(c) Ashoka Travels

as mandated vide office order: DIR/IITK/2022/OO-14 dated February 24, 2022.

Signature of the Student .....

Date:

Place:

## UNDERTAKING

**(Only for travel scheduled in the next year as per PMRF calendar and not having sufficient balance in the contingency grant in the current year)**

I undertake that,

I.....(Name).....

Roll No.....Programme.....Department.....

have applied for travel approval from PMRF research/contingency grant. I am aware that I do not have sufficient balance in PMRF research grant. I am also aware that reimbursement of the incurred expenses (additional to approved advance, if any) depends on the result of my annual review and can be only claimed if my research/contingency grant is renewed for the next year. I will not request a waiver of expenses (additional to approved advance) incurred during my travel. Furthermore, I am aware that if my PMRF tenure ends before the travel date, I am not allowed to travel.

Signature of the Student.....

Date:

Place:

Recommended by:

Thesis Supervisor/Project Mentor

DPGC Convener

Head of the Department