**Annexure-2**



***Homi Bhabha National Institute***

***2nd Floor, Training School Complex, Anushaktinagar, Mumbai 400094***

***Application for Financial Assistance to attend International Conference***

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Student |  |
| 2 | Enrolment Number |  |
| 3 | Name of the Constituent Institution |  |
| 4 | Contact details: | Address:Mobile number:Email id:  |
| 5 | Name of the Project / Thesis Title  |  |
| 6 | OGCE exam conducted on  |  |
| 7 | Title of the Conference, the student proposed to attend |  |
| 8 | Venue of the Conference, Country  |  |
| 9 | Date/duration of Conference | From:To:  |
| 10 | The student is participating in the conference for | Oral / Poster Presentation |
| 11 | Financial Assistance Required |  |
|  |  | Total Amount | Assistance sought from HBNI | Assistance sought from other Non-DAE sources |
|  | Air fare |  |  |  |
|  | Registration Fee |  |  |  |
|  | Visa Fee |  |  |  |
|  | Local Hospitality (Accommodation/ Food) |  |  |  |
|  | Local Travel |  |  |  |
|  | Total anticipated expenditure |  |  |  |
| 12 | Name/details of the Outside Agency from which the additional financial assistance, if any, sought by the student |  |

|  |  |
| --- | --- |
| 13 | Bank Account Details (in to which the sanctioned amount is to be credited) |
| 13A | SB Account Number |  |
| 13B | Name of the Bank |  |
| 13C | Branch /location |  |
| 13D | IFSC Code Number |  |
| 14 | Remarks/Additional Information, if any |  |

Undertaking by the Student:

1. I undertake to submit the bills, air-ticket, boarding pass, in original, to the Administrative Officer, HBNI, within 30 days from the date of completion of the return journey;
2. I undertake to travel only by Air India and abide by the guidelines issued, time to time, by the Government of India/HBNI in this regard.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval of the Doctoral Committee:**

* + 1. It is certified that the quality of the conference for which the student is being sponsored, is high;
		2. It is certified that the APR grading in the last three years are “Good” or above.
		3. It is certified that the student is not under academic extension:

|  |  |
| --- | --- |
| Signature of the Guide | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of the Chairman of the Doctoral Committee(on behalf of the Doctoral Committee) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Forwarded with recommendation:**

|  |  |
| --- | --- |
| Signature of the Dean (Academics) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of the Head of CI/OCC or the authority duly authorised by the Head of CI/OCC | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Documents to be attached along with the application:**

|  |  |  |
| --- | --- | --- |
| 1 | Invitation letter from conference organizer accepting the paper and inviting the student to attend the conference |  |
| 2 | OGCE Report |  |
| 3 | Copies of the Annual Progress Reports (for the last three years) |  |
| 4 | Copy of the Abstract of the presentation submitted to the conference (this shall bear the affiliation of the student to the HBNI as well as the CI/OCC concerned) |  |
| 5 | Pre-stamped receipt (in the format enclosed – Annexure-4) |  |
| 6 | Undertaking from the student that additional financial assistance, if any, will be sought only from agencies outside the Department of Atomic Energy and that the Student’s contingency grant will not be utilised for this purpose (format enclosed – Annexure-5). |  |

**Annexure-4**

**Receipt**

Received a sum of Rs. (Rupees \_ \_ ) from the Accounts Officer, Homi Bhabha National Institute (HBNI), Department of Atomic Energy towards financial assistance for foreign travel to attend conference, sanctioned under Order No. dated .

|  |  |
| --- | --- |
| Signature : | (To be signed on Re.1/- revenue stamp) |
| Date : |  |
| Name : |  |
| CI Name : |  |
| Employee Number : |  |
| Mobile Number : |  |

**Annexure-5**

**Undertaking from the student seeking financial assistance for foreign travel**

1. I hereby state that I will not be seeking financial assistance from any source from within the Department of Atomic Energy (other than the assistance now I am seeking from HBNI) or its Units/Aided Institutions/PSUs/Funding Agencies/Projects. I also undertake that I shall not utilise the student’s contingency grant for meeting the expenses (full/part) of the foreign travel.
2. I have sought/will be seeking financial assistance from the following agency, in addition to the assistance sought from HBNI, to cover the total expenditure on the foreign travel:

Name of the funding agency :

Amount sought :

|  |  |
| --- | --- |
| Signature : |  |
| Date : |  |
| Name : |  |
| CI Name : |  |
| Employee Number : |  |

Forwarded :

(Signature of the Dean (Academics))

(copy of the application made along with the sanction received from the outside agency shall be attached to this undertaking)