

Government of India
NATIONAL BOARD FOR HIGHER MATHEMATICS
(Department of Atomic Energy)
OYC Building, C.S.M. Marg, Mumbai 400 001

**APPLICATION FORM FOR TRAVEL GRANT TO ATTEND A CONFERENCE
OR MAKE A SHORT VISIT FOR COLLABORATIVE WORK**

Before filling in the form please read carefully the notes at the end of the form

1. (a) Name of applicant (in capitals
with expanded initials)

- (b) Date of birth

- (c) Designation and address

- E-mail
- Telephone
- Telex/Telegraphic address

- (d) Field of specialization
(Attach copy of Biodata
and list of publications
in the relevant field)

- (e) Name and address of employer

2. (a) Title of conference/meeting/
symposium/programme

- (b) Place and dates

- (c) Organizers (Attach a separate
sheet giving details of topics to
be covered, main speakers etc.)

3. (a) Proposed date of departure

- (b) Proposed duration of stay

- (c) Sector over which applicant would like to travel

4. Role of the applicant and
reasons for participation
(If presenting a paper attach
seven copies of the abstract
and indicate whether the paper
has been accepted)

5. (a) Support for local hospitality being provided by organizers Full % Partial No Support
(Attach copy of letter from organizers. Amount (if known)
See notes at the end of the form).

(b) Support for living expenses from other sources

- i. Name of the agency
- ii. Support applied for
- iii. Support granted

(c) Support for travel being provided by organizers

(d) Support for travel from other sources

- i. Name of the agency
- ii. Support applied for
- iii. Support granted

6. Registration fee :

(NBHM will not reimburse the Registration Fee)

7. (a) Sector for onward journey by air

(b) Sector for return journey by air

(c) Actual economy class lowest excursion fare by the shortest route by AIR-INDIA
(Attach a certificate from Air-India/Travel Agent.)

(d) Actual cheaper economy class excursion fare and name of Air-line you propose to use
(Attach a certificate from a travel agent)

(e) Actual Cost for Health Insurance

(f) Actual Visa fee

(g) Train / bus fares (with full details)

(h) Taxi fares (with full details)

8. Details of your foreign trips during the last five years:
(Attach a separate sheet if necessary)

<u>Period</u>	<u>Place/Country</u>	<u>Purpose of trip</u>	<u>Who provided travel support</u>
---------------	----------------------	------------------------	------------------------------------

9. Amount Needed from NBHM:

10. If any of the trips in Item (7) was supported by NBHM, give further details

11. Name and designation of the official authorized to receive funds on behalf of the Institution as a possible advance towards travel grant.

Date

Signature of the applicant

Certificate

(To be signed by the official named in Item 10)

I undertake to receive from the Department of Atomic Energy advance towards travel grant and to submit a utilization certificate for the same after completion of the journey by the recipient. The DD/cheque may be drawn in favour of

.....

Date

Signature

Seal

Name

Designation

NOTES

1. NBHM should receive the application at least 3 months before the date of the programme.
2. Return EIGHT copies of the completed form along with enclosures in appropriate order to The Member Secretary, National Board for Higher Mathematics, Anushakti Bhavan, OYC Bldg., CSM Marg, Mumbai 400 001.

3. NBHM does not offer support to cover living expenses. On the other hand while evaluating the application, considerable weight is given to:

(a) support for local hospitality offered by organizers of the programme

(b) a longer stay supported by the hosts.

Enclose copy of letter from organizers as evidence of support for local hospitality.

4. Normally, air travel should be by the national carriers, Air India or Indian Airlines. Applicants may travel by other airlines provided they offer cheaper airfares. A certificate to this effect from Air-India / Travel Agent should be produced along with the application form/claim.

5. The travel grant may be utilized to cover two-way train journey by 3-tier AC or bus journey and related taxi charges required to reach the nearest airport from the place of residences in India. It can also be utilized for Two-way second class train journey or bus journey and related taxi charges to the nearest airport from the place of residence in the country visited. The unspent balance must be returned to DAE.

6. All receipts / vouchers / tickets for airfares / train fares / bus fares / taxi fares, boarding passes accommodation, registration fee etc. must be preserved for later submission to the parent institution / NBHM

7. Travel grant covers health insurance and visa fee as per rules.