

INDIAN STATISTICAL INSTITUTE

Year	No.

Application for Travel Grant (For Travel Abroad)

To
The Director
ISI, Kolkata

(Through proper channel)

1. (a) Name :
(b) Roll No. :
(c) Date of joining the Institute :

2. (a) Unit/Division/Centre :
(b) Designation :

3. (a) Name of Conference(s)* :

(b) Dates :
(c) Venue(s) :
(d) Your role in Conference(s) : Chairing a Session/Organising, Co-ordinating or convening
a Session/Presenting an invited/contributed paper / participating
in a poster session/(Please specify):

(e) Title(s) of paper(s) :

(f) Name(s) of Co-author(s),if any :
along with affiliations :
:

4. Proposed travel plan :

5. (a) Proposed date of departure :
(b) Proposed date of return :

P.T.O.

* Conference includes Symposium, Convention, Workshop or similar meetings

6. If the Proposed tour includes any other type of academic programme(s)
 (a) Date of such programme(s) :
 (b) Venue(s) of such programme(s):
 (c) Organisation(s) concerned :
- (d) Nature of such programme (s):
7. If some financial support for attending the proposed conference(s) and / or other programmes has already been assured or is expected:
 (a)Support : Expected / assured / already received
 (b)Source of financial support :
- (c)Amount of financial support
 (d)Items(s) covered by financial support: Salary / honorarium / travel expenses (whole)/travel expenses (Part)%_____/living expenses/registration fee/others (Please specify):

8. Last time you attended a conference abroad availing TG fund:

- (a) Date, month, and year :
 (b) Option and Amount of support :
 (c) Date of adjusting the suspense :

9. Leave without pay (More than 2 months) taken during the last 4 years:

10. Plan

A	B	C
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[C : Registration fee and per diem allowance as per rules; B: 50% of shortest route excursion fare;
 A: B + C]

- (A/B) Travel (50% of return excursion air fare) : Rs.
 (A/B) Air port taxes : Rs.
 (A/C) Registration Fee : Rs.
 (A/C) Living Expenses : Rs.
 during conference @ Rs. for days : Rs.
 during Journey @ Rs. for days : Rs.

Total : Rs. _____

Date :

(Signature of the Applicant)

Forwarded

(Signature(s) of forwarding authority)

Please attach the following:

1. Conference Announcement/Brochure/any other document containing information on Registration fees, arrangements for accommodation etc., with tariff etc.
2. Letter of invitation/letter of acceptance of paper for the conference:
3. Letter(s) from ISI co-author(s) stating his/her/their non-participation at the conference.
4. Full text of the Paper(s) to be presented at the conference.
5. All letters of invitations for visits, lectures, seminars or other academic work during the proposed tour.
6. All letter assuring/declining/keeping in abeyance financial support for any part of the proposed tour.
7. Statement from Air-India/ISI Travel Cell giving the fare structure for the proposed tour.

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TRAVEL GRANT COMMITTEE

Processing Sheet

Name of Applicant : _____

Notes by Convenor for members:

_____ (Signature)

Comments by TGC member 1:

_____ (Signature)

Comments by TGC member 2:

_____ (Signature)

Comments by TGC member 3:

Date (Signature)

Comments by TGC member 4:

Date (Signature)

Comments by TGC member 5:

Date (Signature)

Recommendations to the Director :

Date (Signature of Chairman / Convenor)