

M.P. COUNCIL OF SCIENCE & TECHNOLOGY

Vigyan Bhawan, Nehru Nagar, Bhopal – 4620 03
Phone No. : 0755 – 2671610-12, 2671603 Fax : 2671600
Website : www.mpcost.nic.in

TRAVEL GRANT

(Application to seek Travel Grant Assistance)

Maximum financial assistance council provides for the purpose in Rs. 25,000/-

Dear Sir,

I wish to apply for financial assistance to enable to attend to Conference/ Congress/
Seminar/Symposium/ Workshop etc (specify title)

From _____ to _____ at _____
(city) _____ in _____
(state / Country) _____ organized by _____
(Name of the Organization / Institution)

I am furnishing the information sought in this regard and appending the documents/ copies of documents required.

In the event of being granted the assistance I promise to fulfill the conditions of award.

Yours faithfully,

(Signature)

Name in Block
Letters
Designation

Place:

Date :

1. Name in (Block Letters) : _____
(Family Name) (Personal Name)

2. Designation : _____
Sample SAXENA MAHESH CHANDRA

3. Date of entry in present service From _____ To _____

4. Institution :

5. Telephone No. -----® ----- (o)

E- mail ----- Fax No. -----

6. Title of paper of _____
Presentation : _____

7. Nature of participant : _____ (Chairing)
a Scientific Session, Delivering Invited Lectures Presentation of Paper Oral/ oster of
Participating in Seminar/ Symposium) Please see note on page – 3.

8. How the presentation would be beneficial for parent organization / institution or State

9. Earlier participation in Conferences/ Seminars abroad during last four years. (Please
give following details)

(i) Congress/ Conference, etc (ii) Place (iii) Year attended

(iv) Funding Agency :

10. Facilities extended by sponsors/ Organisers of the present Conference:

(i) Travel full / in – part / nil : _____

(ii) Boarding & Lodging full/in-part/nil : _____

(iii) Internal travel full/in –part/nil : _____

11. Registration fee : Amount _____ paid / to pay.

12. Support sanctioned/ promised by other agencies :

| Name of Agency | Nature of Magnitue of Support (Rs.) | Sanctioned/ promised Applied for |
|----------------|-------------------------------------|----------------------------------|
|----------------|-------------------------------------|----------------------------------|

Return fare : National Rs. _____ (Rail / Bus)

International Rs. _____ (Economy class air fare)

From _____ To _____ and back

13. How does the presentation in the Conference /Seminar etc is related to your research.
14. Recommendation of the forwarding authority :

(Signature & Seal)

Date: (SIGNATURE OF THE
APPLICANT)

Seal:

NOTE :

1. Please attach following documents with this application.
 - i) Six copies of full length paper to be presented.
 - ii) An authenticated photocopy of the letter of acceptance with documentary evidence for oral/ poster presentation or chairing of the session from the organization.
 - iii) Six copies of your Bio –data along with list of publication in reputed journals.
 - iv) A photocopy of the fare estimated by "Air India".
2. Evidence for sanction of 50% travel grant by a Central Govt. Body / agency/ statutory body may help early action by the Council.
3. The applicants will have to furnish Ticket No. for rail Journey of ticket counterfoil or a certificate for purchase of air ticket issued by air India on return, alongwith the passport number.
4. On return the payment will be made only after providing the proceedings of the Conference and list of participants.
5. In case of International Conference, please furnish documentary evidence of sponsors acceptance to bear your per day allowance.

The application should be fully completed in all respect mentioned above and duly forwarded by the parent organization / Institution in all respects and be submitted to the Council at least three months in advance to enable early processing and timely issue of sanction.