

Bank Account No. \_\_\_\_\_

P.F. No. \_\_\_\_\_

**PANJAB UNIVERSITY, CHANDIGARH**

Application for financial assistance out of the Budget Head "Improvement of Education" Sub Head **A-Secretarial Assistance; B-Advancement of Research & Education (Books etc.); C- Attending Conference/Workshop/Seminar/Symposium within India** (TA/DA, Registration fee etc.) by the University teachers working on regular basis.

*Please fill-up separate form for each sub-head  
(Only for Teachers working on regular basis)*

**PART (I):**

1. Name: \_\_\_\_\_ 2. Designation: \_\_\_\_\_ 3. Deptt. \_\_\_\_\_
4. Indicate Sub-Head A/B/C under which grant has been requested. \_\_\_\_\_
5. Purpose for which grant is required \_\_\_\_\_
6. Amount of grant requested (for B/C, give break-up of expenditure) Rs. \_\_\_\_\_
7. Advance required (advance will not be allowed if the amount is below Rs.1500/-) Rs. \_\_\_\_\_
8. Grant/Subsidy already received under sub heads A, B and C so far in the Current financial year. Rs. \_\_\_\_\_
9. If under sub head C, Please state:-
  - a) Name of Institute and Date of Conference :  
(i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_  
(iv) \_\_\_\_\_ (v) \_\_\_\_\_ (vi) \_\_\_\_\_
  - b) Venue (attach a copy of invitation & acceptance of paper to be presented or the certificate) \_\_\_\_\_
10. For Sub-Head C: **I certify that:**
  - a) The academic work of the department /institute allotted to me will/has suffer and satisfactory arrangements as approved by the Chairman have been made during my absence (w.e.f. \_\_\_\_\_ to \_\_\_\_\_).
  - b) **No financial assistance is being paid to me for this Conference from any other source.**
  - c) Registration fee **without late fee** is Rs. \_\_\_\_\_.
11. Whether the organizer of the above said conference/ workshop/ Seminar/ Symposium etc. will/has provide any **boarding and/or lodging** during the conference days. Yes  No

**Signature of the Applicant**

**PART (II): Recommendation of the Chairman/H.O.D.**

**For Sub Head A & B :** Certified that Dr./Prof. \_\_\_\_\_ is working on regular basis in the deptt./Institute. The application is forwarded and **recommended for grant/subsidy for Rs. \_\_\_\_\_ out of Budget Head "Imp of Education" sub head A/B.**

**For Sub Head C :** Certified that Dr./Prof. \_\_\_\_\_ is working on regular basis in the deptt./Institute and the statements made in items 5 to 11 above are correct. The application is forwarded and recommended for sanctioning the **registration fees without late fee and TA/DA/Local conveyance** as per rule w.r.t. conference and journey days from \_\_\_\_\_ to \_\_\_\_\_.

**Check List:**

- (i) Invitation/Demand letter and receipt vide which the registration fee is mentioned/paid.
- (ii) Acceptance/Certificate of paper to be presented.

A.R. (D.U.I office)

Signature with Seal of H.O.D

**PART (III) (FOR USE OF D.U.I. OFFICE):**

**Sub Head A & B:** As per recommendation of Chairman/H.O.D at pre-page the **grant/subsidy sanctioned for** Rs. \_\_\_\_\_ out of the budget head "Improvement of Education" **Sub Head A/B (i.e. Secretarial assistance, for typing and mailing of research papers, Purchase of reprints/books, membership of Scientific societies etc.)**

**Sub Head C:** As per recommendation of the Chairman/H.O.D as at part-II pre-page the **following financial assistance/grant/subsidy for attending conference at \_\_\_\_\_ (within India) sanctioned:**

- i) T.A. as per entitlement (**Rail/Bus**) only.
- ii) Local conveyance as per rule.
- iii) D.A. @ 1/4<sup>th</sup> on conference day' and full D.A. of the journey days as per certificate given by the applicant at **Sr. No. 11** at pre-page.
- iv) Full D.A. as per rule (Conference + journey days) if lodging/boarding not provided by the sponsored/ organizers.
- v) Registration fee **without late fee** for Rs. \_\_\_\_\_.
- vi) Advance 80% (T.A. by Rail/Bus, Registration fee & local conveyance as per entitlement) for Rs. \_\_\_\_\_ as requested at Sr. No.7 pre-page and amount available at **Part V (iii) whichever is less.**

**D.U.I.**

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**PART (IV):** Returned to the Chairperson for necessary action.

**Chairperson/H.O.D.**

**Department of \_\_\_\_\_**

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**PART (V): (For the Use by the Accounts Branch out of Sub Budget Head A/B/C)**

- i) Total provision is out of Budget Head (A/B/C) for Rs. \_\_\_\_\_ for the **current financial year** \_\_\_\_\_.
- ii) The **financial assistance/subsidy** for Rs. \_\_\_\_\_ has already been sanctioned/paid as per certificate given by the applicant/ at Sr. No. 8 pre-page and office record T.A. bill register page no. \_\_\_\_\_ Sr. No. \_\_\_\_\_.
- iii) Balance subsidy available for Rs. \_\_\_\_\_.

**Audit**

**Sr. Asstt. (Accounts)**

**Dealing Official (Accounts)**

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**PART (VI):** Submitted to Vice-Chancellor for special sanction: (If applicable)

Vice-Chancellor's order

**Vice-Chancellor**

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Forwarded to *F.D.O.* for comments (if necessary):