



IoE-Directorate
प्रतिष्ठित संस्थान-निदेशालय
University of Hyderabad
हैदराबाद विश्वविद्यालय
Gachibowli, Hyderabad – 500046
गचीबोवली, हैदराबाद - ५०००४६



प्रतिष्ठित संस्थान
INSTITUTION OF EMINENCE
राष्ट्रीय अपेक्षाएँ, वैश्विक मानक
National Needs, Global Standards

Application for receiving financial assistance to attend international conferences/symposia under the ‘Travel Grants’ scheme for permanent faculty members and PhD students of the University of Hyderabad.

A. Details about the applicant

1.	Name of applicant and employee ID number (in case of faculty members)/ Registration number (in case of student)	
2.	Name of supervisor (in case applicant is PhD student)	
3.	Department/Centre and School	
4.	Gender	
5.	Category SC/ST/OBC /General	
6.	Designation/Basic Pay/Fellowship type (Non-NET or others)	
7.	Official address with pin code Mobile: Email:	
8.	Main Subject and Field of Specialization	
9.	List of publications in the specific field (attach separate sheets)	
10.	Whether a member/Fellow of national/ international professional bodies or organization (name may be given, if relevant)	

B. CONFERENCE DETAILS

11.	Name/title of the conference to be attended	
12.	Name of the organizers with complete address	
13.	Name of the country and town wherethe conference will be held	

14.	Duration of the conference (date, month & year)	
15.	The role of the applicant in the conference/symposium (a) Presiding/chairing a Session (b) Delivering a plenary lecture/invited talk (c) Presenting a paper (d) Others (Documentary evidence for items 11-15 to be provided)	
16.	Whether the paper has been accepted for presentation? (attach documentary evidence and a copy of the full /abstract paper to be presented in the conference).	
17.	Indicate the mode of presentation oral/poster/both (attach documentary evidence)	
18.	Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors along with their addresses.	
19.	Indicate the complete travel plan from the proposed date and time of departure to the conference and back. (attach complete itinerary)	
20.	Name of journal/proceedings where the full paper will be published (Answer no, if proceedings are not being published) If yes, will the proceedings be peer-reviewed?	
21.	Indicate the amount to be paid to the organizers as registration fee (copy of the Registration Form to be enclosed) Assistance required from IoE (a) Travel within India to reach the nearest airport. (b) Airfare (both ways) (d) Registration fee (e) Per-diem eligibility as per GoI rules (indicate the number of days and the rate) Total (in Rs.)	
22.	Has the applicant approached the organizers/any other agency to: (a) Waive registration fee? (b) Support air travel? (c) Get the maintenance allowance? (d) Support boarding and lodging? Any other? (specify)	

23.	If 'YES' to any of the above items, indicate the latest position and the amount likely to be made available (attach documentary evidence).	
24.	Proposed date of joining the duty in after the conference is over	
25.	Any other information the applicant would like to give in support of the case.	

I certify that

- (a) The details given above are correct.
- (b) If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to the IoE.
- (c) The amount received will be used for the purpose for which it is requested.
- (d) In case financial assistance is received from the organizers or any other agency I shall pay back the amount granted by the IoE.
- (e) I shall abide by the decision of the IoE.
- (f) I understand that advance payment will be made to the supervisor (in case of PhD student) and I will comply with all the regulations regarding settlement of bills after my travel is completed.
- (g) I shall submit the report after completion of the event.

Place:

Date:

(Signature of the faculty member/student)

Signature of the Supervisor
(if relevant)

Signature and Recommendation of the Head of the Department/Centre (in case of multi-departmental Schools)

Signature and Recommendation of the Dean of the School

Signature (Convener of Travel Grant Committee)

Recommendations of the Director, IoE

Vice Chancellor



**Finance & Accounts
University of Hyderabad**

27 July, 2022

CIRCULAR

Sub: Clarification on Air Travel (domestic, international and on account of LTC) – reg.
Ref: 1) Ministry of Finance, Dept. of Expenditure OM No. 19024/03/2021-E.IV dt. 31.12.2021.
2) Ministry of Finance, Dept. of Expenditure OM No. 19024/03/2021-E.IV dt. 16.2.2022.
3) Office Order No. UH/E-II/C1/2022/2666 dt. 17.3.2022 issued by the Registrar, UoH.

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Kind attention of the University fraternity is invited to the above subject and the correspondence under reference.

It can be seen that consequent upon the disinvestment by the GoI in Air India, all the government servants who are entitled to travel by air and whose cost of air passage is borne by the Government (domestic / international / LTC) were permitted to travel by any private airlines subject to the condition that air tickets shall invariably be purchased only from any one of the following authorized agents:

1. M/s Balmer Lawrie & Co. Ltd. (BLCL)
2. Ms Ashok Travels & Tours (ATT)
3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

As the University receives majority of its grants from MoE/UGC and other government funding bodies, **it is mandatory for the University to adhere to these instructions strictly.**

Of late, it has been noticed that various User Units are approaching the Vice-Chancellor to give relaxation to the above rule and allow them / their Visitors to buy tickets directly from the website or other sources, as a special case.

Keeping in view the above background, I am directed to inform all the Deans of the Schools / Heads of the Departments / Centres / Sections **to purchase air tickets only through any one of the above authorized agents (either for their visit or for their guests) and not submit any requests for relaxation from this rule.**

Your kind cooperation in this regard will be highly appreciated.

(Authority: Vice-Chancellor's instructions dt. 27.7.2022)


Finance Officer i/c
27/7/22

To

All the Deans of the Schools / Heads of the Departments / Centres / Sections

Copy to: 1) Both the Dy. Registrars of F&A – for circulation among their Officers/Staff
2) OSD to VC / PA to PVC / PA to Registrar
3) Webmaster – with a request to upload this Circular on the UoH website
4) Director, CC & CNF – to forward to all Users