

JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi-110062

No.: AS/ATR-EC(68th)/JH-5/2023
Dated: 23rd April, 2024

NOTIFICATION

As recommended by the 65th Finance Committee {Ref.:FC-65 (13) 8} duly approved by the Executive Council {Ref.:EC-68 (6)/dt. 19.12.2023}, the following guidelines are formulated for providing financial assistance from Jamia Hamdard to the faculty members for attending conferences / seminars / symposiums etc. abroad, which is notified as under:

1. International travel for attending the international conference (etc.) by a teacher of JH shall not exceed 50% of total expenditure.
2. The international event should be organized by a Scientific Society where a teacher of JH has been invited as a speaker or oral presentation.
3. The applicants shall submit a proof of application of partial or full support made to other funding sources such as DST, CSIR, ICMR, AYUSH, UGC etc. If an applicant has managed partial full support from the organizer/other sources, or bearing her/his own expenses, a proof /undertaking for the same may be provided.
4. Persons who have already availed ITG (International Travel Grant) from the University will be allowed to submit a new application only after completion of three (03) years. Any new application, even if the new conference is scheduled after the completion of three years, will not be entertained within the three year span / cooling period.
5. The application only in the prescribed proforma duly forwarded by the Head/Dean to the Registrar at least two months before the date of the event shall be considered and processed. (Proforma attached)
6. The ITG Committee may seek any other information or clarification from the applicant as per the circumstances. If required, applicants may update their files for reconsideration within additional documents minimum 15 days before the conference.


23/4/2024
(Dr. M.A. Sikandar)
REGISTRAR

Copy to:

1. All Deans of Schools
2. All HoDs/Directors/Principal, RCN (for circulation to all teachers concerned)
3. Chairman, International Travel Grants Committee (ITG)
4. Finance Officer
5. Director, IQAC / R&D Cell
6. Deputy Registrar
7. A.R. (Establishment)
8. Secretary to Vice-Chancellor
9. P.A. to Registrar
10. Guard File

JAMIA HAMDARD

Hamdard Nagar, New Delhi 110062

INTERNATIONAL TRAVEL GRANT (ITG) APPLICATION FORM

(Application for financial assistance for the University teachers for attending International Conferences/ Symposia/ Seminars/ Workshops etc.)

ORAL PRESENTATION ONLY**[Application to be Filled in by Hand in Original Format only]****A. Details about the applicant**

1.	Name of the Applicant	
2.	Employer ID	
3.	Designation	
4.	Nature of Appointment	Permanent/ Regular/ Contractual etc. (Pl specify)
5.	Department/ School Mobile: Email:	
6.	Field in which the paper is to be presented	

B. Conference Details:

7.	Name/title of the conf.	
8.	Organizers (Pl. attach supporting docs)	
9.	Country and town where the conference will be held	
10.	Duration (Exact dates)	
11.	The role of applicant	Invited Speaker/ Oral presentation etc. (Pl specify & also attach documentary proof)
12.	Copy of the abstract/paper	Please attach

13.	Authors (Assistance to be provided only to the first/corresponding author)			
14.	Financial assistance (Registration fee etc.) from any other source and/or the organizers, or the expenses to be borne by self (Please attach copy of the documentary proof, or an undertaking in case of self)			
15.	Estimate of total expenses including Registration fee, Air Fare, Visa fee etc. (Attach supporting docs)			
16.	Fund required from the Jamia Hamdard (a) Airfare (both ways) (b) Registration fee (c) Visa fee (c) Per-diem? Total in Rs.			
17.	Give details and attach proof of approaching any other funding source for financial assistance.			
18.	Has the applicant availed any financial assistance from Jamia Hamdard for international travel in last three years?			
	Conference, Organizers, Country, and Topic of paper	Date of Conf.	Financial Assistance from JH (in Rs)	REMARKS OF THE ACADEMICS SECTION
19.	Proposed date of joining the duty after the conference is over			

20.	Any other information the applicant would like to give in support of the case/attach a one/two-page CV	
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CHECKLIST & UNDERTAKING

Tick the box	Undertaking
	I have CHECKED AND ATTACHED all relevant documentary proofs as indicated in the above ITG (grant) application format and certify that the details given above are correct and no facts have been hidden or manipulated.
	If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to Jamia Hamdard.
	The amount received will be used for the purpose for which it has been requested.
	In case the complete or partial financial assistance is received from the organizers or any other agency at a later date after the conference, I shall pay back the total amount released by the Jamia Hamdard.
	I shall abide by the decision of the Jamia Hamdard.

Kindly read the ITG sanction guidelines available in Academic section.

Signature of the applicant with Date

Signature of HOD/Dean
(Please Date and Stamp)

Registrar

Observations/recommendations of ITG Cttee.

PROFORMA FOR CLAIMING/RE-IMBURSEMENT OF THE EXPENDITURE INCURRED UNDER THE TRAVEL GRANT SCHEME TO ATTEND CONFERENCE ABROAD

Date: ____ / ____ / ____

1. Name of the teacher/ claimant :
2. School and Department :
3. No. and Date of approval letter :
(Please attach copy)
4. Name and Place of conference :
5. Dates of Conference :
6. Details of actual expenditures :
 - (i) Air fare (to-and-fro, Economy class)
(Attach original invoice and boarding passes) :
 - (ii) Registration fee
(Attach original proof of payment of registration fee) :
 - (iii) Visa fee
(Attach proof of payment in original) :
 - (iv) Any other, such as original food receipts, hotel bill, etc. :
(Attach original)
 - (v) DA for ____ days (From: ____ to ____) :
7. Proof of attendance : Yes / No (Pl attach)
8. Brief note on participation : Yes / No (Pl attach)
9. Assistance from other funding sources : Yes / No (Pl attach)
10. Total expenses : Rs.
11. Amount to be claimed from JH : Rs.

Certified that the details are correct and if the information is found to be incorrect on a later date, entire amount paid by the University will be refunded and an action may be initiated against the teacher providing false information.

Signature of the claimant _____
(Date and Stamp)

HOD/Dean Registrar Accounts