



**RABINDRANATH TAGORE CENTRE  
FOR HUMAN DEVELOPMENT STUDIES**



A joint initiative of  
University of Calcutta & Institute of Development Studies Kolkata  
(Sponsored by UGC)

**Application for getting financial assistance to attend international  
conferences/symposia under the 'Travel Grants' scheme.**

**A. BIO – DATA**

1. Name :
- Date of birth :
2. Designation :
3. Official address with pin code :
4. Field of Specialization :
5. List of publications in the  
specific field :  
(attach separate sheets)
6. Date of appointment to the  
present post :
7. Basic pay :

**B. CONFERENCE DETAILS**

8. Name / title of the conference  
to be attended :
9. Name of the organizers with  
complete address :
10. Name of the country and town  
where the conference will be held :
11. Duration of the conference :  
(date & month)

12. The role of applicant in the conference / symposium
- (a) Presiding /chairing a session :  
(if yes, attach documentary evidence)
- (b) Delivering a plenary lecture/ invited talk :  
(attach documentary evidence along with a copy of the full text of the lecture/talk)
- (c) Presenting a paper :  
(please attach full paper)
13. Whether the paper has been accepted for presentation ? :  
(attach documentary evidence and a copy of the full paper to be presented )
14. Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors along with their addresses :
15. Whether 'no-objection' certificate(s) from co-author(s) have been enclosed? :  
(attach photocopy of the certificate(s))
16. Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back. :
17. Indicate the amount to be paid to the organizers as registration fee. :
18. Assistance required from the Centre
- (a) Travel within India to reach the nearest airport :
- (b) Airfare (both ways) :
- (c) Registration fee :
- (d) Per-diem required (indicate the number of days and the rate) or actual (whichever is less) : -----
- Total (in Rs.) \_\_\_\_\_

19. 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? :  
(e) Any other? (specify) :
20. If 'YES' to any one of the above items, indicate the latest position and the amount likely to be made available :  
(attach documentary evidence)
21. Indicate the agency / institution to whom applied for meeting cost involved in attending the conference. :
22. Proposed date of joining the duty in the institution after the conference is over :
23. 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 money to the Centre.  
(c) The money 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 Centre.  
(e) I shall abide by the decision of the Centre.

Place: (Signature of the applicant)

Date: Designation

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