



SAHA INSTITUTE OF NUCLEAR PHYSICS, KOLKATA

APPLICATION FORM FOR FOREIGN TRAVEL ON OFFICIAL BUSINESS

Personal Data

NAME		DESIGNATION	
DIVISION		PHONE EXT.	
E-MAIL		MOBILE #	
BASIC PAY		GRADE PAY	

Proposed Travel

DESTINATION(S)	IF THERE ARE MULTIPLE DESTINATIONS, ITEMISE:		
PURPOSE OF VISITING EACH DESTINATION (SUPPORTING DOCUMENTS NEED TO BE ATTACHED)			
LEAVE CATEGORY:	FROM:	TO:	TOTAL # OF DAYS ON LEAVE:

Funding already received from institute for foreign travel during the current block year (for post-docs, students and non-academic members, just provide any previous funding)

FINANCIAL YEAR	DESTINATION & PURPOSE OF VISIT	DURATION OF VISIT	FUNDS RECEIVED FROM INSTITUTE

ATTACH SEPARATE SHEET IF YOU NEED MORE SPACE FOR PREVIOUS FUNDING RECEIVED FROM INSTITUTE

Financial Requirements (applicable only to applicants who would submit TA/DA claim form to the institute)

EXPENSE HEAD	REQUIRED / NOT REQUIRED	ESTIMATED COST
VISA & PROCESSING FEE		
HEALTH INSURANCE		
REGISTRATION FEE IF APPLICABLE		
AIR FARE		
COST OF OTHER MODES OF TRANSPORTATIONS. LIST THEM: 1. 2. 3. 4.		
ACCOMMODATION COSTS		
DAILY ALLOWANCE		# OF DAYS:
ANY OTHER COSTS SPECIFY:		
TOTAL ESTIMATED COST		
ADVANCE AMOUNT REQUIRED		

Source of Funds

PROJECT HEADS & SUB-HEADS	ANY OTHER INSTITUTE FUNDS	ANY OTHER GOI FUNDS	ANY EXTERNAL SOURCE OF FUNDS

Mandatory Justification by the applicant

In accordance with the austerity measure by the Ministry of Finance, Government of India (vide memorandum No. 7(2)/E.coord/2013 dated 18 Sep 2013) and subsequent directive of the Department of Atomic Energy (vide DAE OM no. 41/001/2013-ER/2974 dated 15 Oct 2013), every applicant for a foreign trip *funded by the Government of India* for the purpose of attending study tours, workshops, conferences has to satisfy one of the conditions below:

- A. The foreign visit is mandatory under existing international commitments.
- B. The consequences of not making the foreign visit is undesirable.

In the space below, the applicant should provide justification for A and/or B above with supporting documents, if needed.

Signature of Applicant

**Signature of PhD supervisor
(in case applicant is a student)**

List of Attachments

1. Invitation letter(s).
2. Information related to the visit (name and description of conference/workshop/school, nature of collaboration in case of collaborative visits) and the role of the applicant.
3. Declaration of expected / committed financial support, if any, for the proposed foreign visit from all the sources (other than SINP) in respective expenditure heads.
- 4.
- 5.
- 6.

All required documents are attached. NOC required / not required from the Institute.

Signature of Applicant

4. CONSENT OF PI OF PROJECT (IF APPLICABLE)

RELEVANCE/NECESSITY FOR PROJECT

AVAILABILITY OF FUNDS

OBJECT HEAD

RECOMMENDED / NOT RECOMMENDED [KINDLY STRIKE OFF THE ONE NOT APPLICABLE]

JUSTIFICATION:

Signature of PI, Project Name:

5. CONSENT OF DIVISIONAL STAFF (FACULTY) COMMITTEE (or Registrar, as applicable):

DISCUSSED IN MEETING HELD ON _____

OR THROUGH E-MAILS (eDSC/eDFC), only in case of urgency:

RECOMMENDED / NOT RECOMMENDED [KINDLY STRIKE OFF THE ONE NOT APPLICABLE]

JUSTIFICATION:

Signature of HoD, Division Name:

(or recommendation of the Registrar for employees in administrative sections and others as applicable)

6. COMMENTS OF SINP ADMINISTRATION

ESTABLISHMENT SECTION	ACCOUNTS SECTION
AVAILABILITY OF LEAVE	AVAILABILITY OF FUNDS
Signature of EO	Signature of AO/DCA

7. COMMENTS OF THE DIRECTOR

APPROVED (*Note to Establishment Section & Registrar: Kindly furnish the NOC for the applicant*)

NOT APPROVED

COMMENTS:

Signature by the Director, SINP