This duly filled in form along with the enclosures, should reach NBHM office

by **Email:** [**psmsnbhm@dae.gov.in**](mailto:psmsnbhm@dae.gov.in) **&** [**nbhm.tg@gmail.com**](mailto:nbhm.tg@gmail.com)

at least **Three Months** before the start of the event)

# **Before filling in the form please read carefully the notes at the end of the form**

1. (a) Name of applicant (in capitals   
    with expanded initials)

(b) Date of birth

(c) Designation and address

E-mail:  
 Telephone/Mobile:

(d) Field of specialization  
 (Attach copy of Biodata   
 and list of publications   
 in the relevant field)

(e) Name and address of employer

1. (a) Title of conference/meeting/  
    symposium/programme

(b) Place and dates

(c) Organizers (Attach a separate   
 sheet giving details of topics to   
 be covered, main speakers etc.):

1. (a) Proposed date of departure:

(b) Proposed duration of stay:

(c) Sector over which applicant would like to travel:

1. Role of the applicant and   
   reasons for participation   
   (If presenting a paper attach   
   a copy of the abstract and

indicate whether the paper   
has been accepted)

1. (a) Support for local hospitality Full % Partial No Support  
    being provided by organizers   
    (Attach copy of letter from organizers. Amount (if known)  
    See notes at the end of the form).  
     
   (b) Support for living expenses   
    from other sources:
2. Name of the agency:

ii. Support applied for:

iii. Support granted:

(c) Support for travel being provided by organizers

(d) Support for travel from other sources

1. Name of the agency:

ii. Support applied for:

iii. Support granted:

1. Amount sought from the NBHM:
2. (a) Sector for onward journey by air

(b) Sector for return journey by air

(c) Actual economy class lowest excursion fare by

The shortest route by AIR-INDIA

(Attach a certificate from Air-India/Travel Agent)

(d) Actual cheaper economy class excursion fare   
and name of Air-line you propose to use

(Attach a certificate from a travel agent)

(e) Actual Cost for Health Insurance

(f) Actual Visa fee

(g) Train / bus fares (with full details)

(h) Taxi fares (with full details)

1. Details of your foreign trips during the last five years:   
   (Attach a separate sheet if necessary)

Period Place/Country Purpose of trip Who provided travel support

1. If any of the trips (previous)   
   was supported by NBHM,   
   give further details
2. Name and designation of the official   
   authorized to receive funds on behalf   
   of the Institution as a possible advance   
   towards travel grant.

**Bank Account (PFMS linked) details**:

Date Signature of the Applicant

## **CERTIFICATE**

(To be signed by the official named in Item 10)

I undertake to receive from the Department of Atomic Energy advance towards travel grant and to submit a utilization certificate for the same after completion of the journey by the recipient.

I hereby state that:

1. utilization certificate for which application for grant is being forwarded to NBHM, will be submitted within 12 months from the date of closure of financial year; and
2. that no utilisation certificate(s) is/are pending against the Institute for the grants given to the beneficiary of their Institute by DAE, for more than 12 months from the closure of the financial year.

The DD/cheque may be drawn in favour of ................................................................................................

Date Signature

Seal Name

Designation

## **NOTES**

1. NBHM should receive the application **at least Three Months before the start of the event/visit.**
2. A duly filled in form along with the enclosures completed in all respect, should reach NBHM office by **Email:** [**psmsnbhm@dae.gov.in**](mailto:psmsnbhm@dae.gov.in) **&** [**nbhm.tg@gmail.com**](mailto:nbhm.tg@gmail.com)

1. NBHM does not offer support to cover living expenses.
2. The air travel on Government account both Domestic and International travel can be made by private airlines. Tickets shall be purchased only through the three authorized agencies viz.

**1) Balmer & Lawrie, 2) IRCTC and 3) Ashoka Travels.**

1. The travel grant may be utilized to cover two-way train journey by 3-tier AC or bus journey and related taxi charges required to reach the nearest airport from the place of residences in India. It can also be utilized for Two-way second class train journey or bus journey and related taxi charges to the nearest airport from the place of residence in the country visited.

The unspent balance must be returned to DAE in the form of DD **in favour of ‘Pay and Accounts Officer, DAE, Mumbai’ and send to Under Secretary (R&D-II), Anushakti Bhavan, Department of Atomic Energy, C.S.M Marg, Mumbai – 400 001**

1. UC to be submitted in GFR12-A Format by email.
2. All receipts/vouchers/tickets for airfares/train fares/bus fares/taxi fares, boarding passes accommodation, and registration fee etc. to be submitted to the parent institution / NBHM in original.
3. Travel grant covers health insurance and visa fee as per rules.