



ज्ञान-विज्ञान विमुक्तये

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi - 110 002

9447110857

↳ Dr. Manohar D. Mullassery

7 SEP 2016

F. No. 6-179/2016(TG)

The Principal
Fatima Mata National College,
Kollem, Dist. Kollem - 691 001 Kerala

Sub: Travel Grant to college teachers for presenting papers in International Conference(s) – Acceptance of proposal.

Sir/Madam,

With reference to the application on the subject cited above, I am directed to inform you that the Commission has accepted the proposal for financial assistance to **Fatima Mata National College, Kollem, Dist. Kollem - 691 001 Kerala** in respect of **Dr. Manohar D. Mullassery** for presenting the paper entitled **Humic Acid Removal From Aqueous Solution Using Aluminium Pillared Bentonite Clay and its Recovery** in the conference **5th International Science Congress** to be held in **Nepal** from **8th - 9th December, 2015** and has agreed to provide grant to the extent of 100% of the approved expenditure on this account to the Institution subject to the conditions indicated in Appendix-I. The proposal is approved with the condition that the College should be fit under section 2(f) & 12(B) of the UGC Act, failing which it will be considered cancelled automatically.

You are requested to submit the following documents alongwith the claim in the prescribed format.

1. Statement of account giving details of expenditure incurred on various items Viz-travel, Airport Tax, Registration fee, visa fee and daily allowance with supporting documents/vouchers.
2. Utilisation Certificate in the prescribed format (Appendix-II) from the college duly signed by the Principal and University Auditor/Chartered Accountant for the total expenditure incurred on the visit.
3. Details of assistance received or facilities provided by the organizers of the conference or any other similar Indian/foreign agency.
4. Amount made available by the College/University/State Govt. and other sources.
5. Amount payable for each item by the University Grants Commission as per terms and conditions.


6. A brief note on the participation of the teacher concerned in the International Conference.
7. Certificate of participation in the conference.
8. Conversion rate of US Dollar into Indian Currency from (any bank/or other financial Institution).
9. Copies of the ticket travelled abroad from the airport to the venue of the conference and back alongwith boarding passes.
10. E-ticket is acceptable provided the amount or the fare is clearly reflected on the ticket.
11. Certificate from Air India as a proof of shortest route with economy class return excursion air fare for the journey.
12. Visa fee receipt as per embassy rate.
13. As the grants to the colleges are to be sent electronically only, therefore it is requested that details of Bank Account number of **Principal/Director/Dean** may be sent to UGC in the enclosed mandate form.

Yours faithfully,

(Mrs. Pramod Sharma)
Under Secretary

Copy to:

1. **Dr. Manohar D. Mullassery**
Assistant Professor, Deptt. of Chemistry,
Fatima Mata National College, Kollem, Dist. Kollem - 691 001 Kerala
2. **The Registrar, University of Kerala, Thiruvananthapuram-695 034**
3. **Guard File.**


(Sunita Kalra)
Section Officer

P.S. The candidate(s) who are unable to attend the conference may inform the commission invariably.

Appendix-I

Terms and conditions for the grant approved by the Commission for visit of the College teachers almost for presenting paper at International Conference.

1. Commission's assistance towards expenditure on visit abroad of a College teacher for presenting paper at an International Conference would be limited to 100% of the admissible expenditure on the following items on production of receipt with the claim:-
 - a) Persons selected for participation should travel by excursion ticket in sectors by the cheapest air ticket (in any case not exceeding air India fare). Actual fare not exceeding AC-II class train fare will be admissible from the college headquarter/residenceto the nearest air port and back. If the journey performed by taxi (receipt may be enclosed) / own car (distance may be mentioned), the fare should be restricted to AC-II class train fare / road mileage according to distance, may be given.
 - b) Actual train/bus fare from the Airport abroad to the town where the conference is held and back. (Receipt may be enclosed).
 - c) Registration fee. (Receipt may be enclosed).
 - d) Airport tax. (Receipt may be enclosed).
 - e) Visa fee. (Receipt may be enclosed).
 - f) Daily allowance will be paid as per the existing rates of Govt. of India. (Attendance certificate may be enclosed).

(The above are inclusive rates and cover all expenses on abroad, lodging, incidental expenditure and internal travel with in the country concerned and no other per diem rates are allowed)

- g) For the payment of daily allowance the Government of India's rates will be followed D.A. will be paid for the duration of the conference plus four days i.e. two days before and two days after the conference. If the journey period is less than two days before and two days after than actual DA will be given for the journey period.

APPENDIX-II

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI - 110 002**

Proforma for claiming re-imburement of the expenditure incurred under the Travel Grant Scheme to attend Conference abroad.

1. Name
2. No. & Date of UGC's Approval
3. Name & Place of Conference attended
4. Duration of the Conference attended
5. Duration of the stay abroad
6. Detail of actual expenditure incurred: -

a) AC-II Class Rail fare or actual **Rs.** _____

Bus fare within India (from Place of duty to nearest Airport and back)

Date	From	To	Distance (Approx K.M)	Receipt enclosed Yes/No	Page No:

b) Air fare (by Economy class Or Excursion ticket) Total fare Discount given by the travel agent NetPage No. payable
(Photocopy to be attached)

c) Fare from Airport (abroad) upto the venue of the conference & back **Rs.** _____

Date	From	To	Distance (Approx K.M)	Receipt enclosed Yes/No	Page No:

d) Daily allowance for _____ days **Rs.** _____

(i) Dollar rates page no. _____ (ii) No. of days _____ X _____ dollar rates X _____
per day DA (dollar) = Rs. _____ (Receipt enclosed Yes/No.) Page No. _____

e) Registration fee paid. (Receipt enclosed Yes/No) **Rs.** _____
Page No. _____

f) Airport tax paid (Photocopy to be attached). **Rs.** _____
(Receipt enclosed Yes/No) Page No. _____

- g) Visa Fee. (Receipt enclosed Yes/No) Rs. _____
 Page No. _____
- h) Conversion rates (enclosed Yes/No) Rs. _____
 Page No. _____
- i) Brief note of participation (enclosed Yes/No) Rs. _____
 Page No. _____
- j) Attendance Certificate (enclosed Yes/No) Rs. _____
 Page No. _____
- TOTAL Rs. _____
- k) Assistance received from INSA/DST/
 ICAR/CSIR or any other agency Rs. _____
- l) Balance amount to be reimbursed By UGC Rs. _____

Certified that

1. The details gives above are correct and if the information is found to be incorrect on a later date, entire amount paid by the University Grants Commission will be refunded.
2. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down by the UGC.
3. In case financial assistance is received from the organizers or any other agency, the amount paid by the University Grants Commission will be refunded.

(Signature of Applicant)

CERTIFICATE BY HEAD OF THE INSTITUTION

1. Certified that details given above have been verified and found correct.
2. The Applicant has not availed assistance from University Grants Commission for visiting abroad during past three /two years. (In case of SC/ST/OBC non creamy layer)/Physically Handicapped

Signature _____

(Name in Block Letters)

Principal/Dean
(Seal)

Dated

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI - 110 002**

APPENDIX-III

UTILIZATION CERTIFICATE

Certified that the expenditure of Rs. _____

On the visit of _____

from _____ to _____

present his/her paper at the _____

has been incurred in accordance with terms & conditions laid down by the University Grants Commission in its letter No.F. _____ dated _____

and all the conditions of the grant have been fulfilled: -

Accountant Auditor/Chartered
Accountant with Registration
number and seal

Principal/Dean

MANDATE FORM**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS****A. DETAIL OF ACCOUNT HOLDER:-**

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/E-MAIL	

B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND E-MAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES THANWHATIS THE BRANCH <u>IFSC</u> <u>CODE</u>	
IS THEBRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCONT NUMBER(LATEST)	
MICR CODE OF BANK	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected to me as a participant under the scheme.

(.....)

Signature of customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank Stamp)

(.....)

Signature of customer

Date:

1. Please attach a photocopy of cheque along with the verification obtain from the bank.
2. In case your bank branch is presently not RTGS enabled, then upon its up gradation to RTGS Enabled branch, please submit the information again in the above proforma to the Department at earliest.

	Name of the Country	Daily Allowance (US \$)	Sl. No.	Name of the Country	Daily Allowance (US \$)
1	Afghanistan	75.00	38	Chad	60.00
2	Albania	75.00	39	Chile	75.00
3	Algeria	75.00	40	China	100.00
4	American Samoa	60.00	41	Colombia	75.00
5	Angola	75.00	42	Comoros	60.00
6	Anguilla	75.00	43	Congo	60.00
7	Antigua	75.00	44	Cooks Island	60.00
8	Argentina	75.00	45	Costa Rica	75.00
9	Armenia	75.00	46	Croatia	75.00
10	Australia	100.00	47	Cuba	75.00
11	Austria	100.00	48	Cyprus	100.00
12	Azerbaijan	75.00	49	Czech Republic	75.00
13	Aruba	75.00	50	Denmark	100.00
14	Bahamas	75.00	51	Djibouti	60.00
15	Bahrain	75.00	52	Dominica	75.00
16	Bangladesh	60.00	53	Dominican republic	75.00
17	Barbados	75.00	54	Ecquador	75.00
18	Belgium	100.00	55	Egypt	75.00
19	Belize	60.00	56	El Salvador	75.00
20	Belarus	75.00	57	Eritrea	60.00
21	Benin	60.00	58	Equatorial Guinea	60.00
22	Bermuda	75.00	59	Estonia	75.00
23	Bhutan	60.00	60	Ethiopia	60.00
24	Bolivia	75.00	61	Fiji	100.00
25	Botswana	75.00	62	Finland	100.00
26	Bosnia Herzgovina	75.00	63	France	100.00
27	Brazil	75.00	64	French Guyana	60.00
28	British Virgin Islands	60.00	65	Gabon	60.00
29	Brunei	100.00	66	Gambia	60.00
30	Bulgaria	75.00	67	Gaza (PNA)	75.00
31	Burkina Faso	60.00	68	Georgia	75.00
32	Burundi	60.00	69	Germany	100.00
33	Cameroon	60.00	70	Ghana	60.00
34	Canada	100.00	71	Gibraltar	100.00
35	Cape Verde Islands	60.00	72	Greece	100.00
36	Cayman Islands	60.00	73	Grenada	75.00
37	Central African Rpubli	60.00	74	Guadeloupe	75.00

75	Guam	60.00	117	Mali	60.00
76	Guatemala	75.00	118	Malta	100.00
77	Guinea	60.00	119	Martinique	75.00
78	Guinea Bissaw	60.00	120	Macedonia	75.00
79	Guyana	75.00	121	Mauritania	60.00
80	Haiti	75.00	122	Mauritius	60.00
81	Honduras	75.00	123	Mexico	75.00
82	Hong Kong	100.00	124	Micronesia	100.00
83	Holy See (Vatican)	100.00	125	Moldova	75.00
84	Hungary	75.00	126	Monaco	60.00
85	Iceland	100.00	127	Mongolia	60.00
86	Indonesia	75.00	128	Montserrat	75.00
87	Iran	75.00	129	Morocco	60.00
88	Iraq	75.00	130	Mozambique	60.00
89	Ireland	100.00	131	Myanmar	60.00
90	Israel	75.00	132	Namibia	75.00
91	Italy	100.00	133	Nauru	60.00
92	Ivory Coast	60.00	134	Nepal	60.00
93	Jamaica	75.00	135	Netherlands	100.00
94	Japan	100.00	136	Netherlands Antilles	75.00
95	Jordan	60.00	137	New Caledonia	60.00
96	Kampuchea Cambodia	75.00	138	New Zealand	100.00
97	Kazakhstan	75.00	139	Nicaragua	75.00
98	Kenya	60.00	140	Niger	60.00
99	Kiribati	60.00	141	Nigeria	60.00
100	Korea (North)	60.00	142	Niue	60.00
101	Korea (South)	100.00	143	Norway	100.00
102	Kuwait	75.00	144	Oman	75.00
103	Kyrgyzstan	75.00	145	Pacific Islands	75.00
104	Laos	60.00	146	Pakistan	60.00
105	Latvia	75.00	147	Panama	75.00
106	Lebanon	60.00	148	Papua New Guinea	100.00
107	Lesotho	60.00	149	Paraguay	75.00
108	Liberia	60.00	150	Puerto Rico	75.00
109	Libya	60.00	151	Principality of Liechtenstein	100.00
110	Lithuania	100.00	152	Peru	75.00
111	Luxembourg	100.00	153	Philippines	75.00
112	Macao	60.00	154	Poland	75.00
113	Madagascar	60.00	155	Portugal	100.00
114	Malawi	60.00	156	Qatar	75.00
115	Malaysia	75.00	157	Reunion	60.00
116	Maldives	60.00	158	Republic of Palau	75.00

159	Republic of Slovenia	100.00	187	Thailand	75.00
160	Republic of San Marino	100.00	188	Togo	60.00
161	Romania	100.00	189	Tonga	60.00
162	Rwanda	60.00	190	Trinidad & Tobago	75.00
163	Samoa	60.00	191	Tunisia	60.00
164	Sao Tome & Principe	60.00	192	Turkey	100.00
165	Saudi Arabia	75.00	193	Turkmenistan	75.00
166	Senegal	60.00	194	Turks & Caicos	75.00
167	Seychelles	75.00	195	Tuvalu	60.00
168	Sierra Leone	60.00	196	Uganda	60.00
169	Singapore	75.00	197	U.A.E.	75.00
170	Slovak Republic	75.00	198	U.K.	100.00
171	Solomon Islands	60.00	199	U.S.A.	100.00
172	Somalia	60.00	200	Russian Federation	75.00
173	South Africa	75.00	201	Ukraine	75.00
174	Spain	100.00	202	Uruguay	75.00
175	Sri Lanka	60.00	203	US Virgin Islands	60.00
176	St. Kitts and Nevis	60.00	204	Uzbekistan	75.00
177	St. Lucia	60.00	205	Vanuatu	75.00
178	St. Vincent & Grenadines	60.00	206	Venezuela	75.00
179	Sudan	60.00	207	Vietnam	60.00
180	Suriname	75.00	208	Yemen	60.00
181	Swaziland	60.00	209	Yugoslavia	75.00
182	Sweden	100.00	210	Wallis Futune Islands	60.00
183	Switzerland	100.00	211	Zaire	60.00
184	Syria	75.00	212	Zambia	60.00
185	Tajikistan	75.00	213	Zimbabwe	75.00
186	Tanzania	60.00			