

Centre for International Co-operation in Science (CICS)

INSA-CSIR-DAE/BRNS-CICS Travel Fellowship (For Indian Scientists / Researchers affiliated to Indian Institutions)

Claim Proforma

1. Name of the Delegate :

2. Designation & Address :
Phone No.

Email

3. Name of the Research Guide and Mailing Address:
(Research students only to provide)

4. Scientific Meeting: Name:

Venue:

Dates:

5. Expenses (attach original ticket / receipts)
(In the absence of original receipts of registration or accommodation and original boarding passes, CICS will not be able to reimburse grant amount.)
 - a) Airfare Rs.
 - b) Registration Rs.
 - c) Accommodation Rs.

6. Grant received from other sponsors (attach copies of sanction letter)

Source	Amount of Grant
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7. Cheque to be drawn in favour of
(Registrar / Director)

Date:

Signature of the Delegate

Signature of the Forwarding Authority

Note:

1. Claim form should be submitted to the Director, CICS, No.2, Gandhi Mandapam Road, Chennai 600 025
2. Attach a copy of the delegation report, photocopies of passport and visa papers and a passport size photograph. Also attach a copy of the CICS award letter
3. If your claim is not forwarded through proper channel the claim will not be processed
4. Attach duly filled-in Accounts Proforma, Statement of Expenditure, E-ticket indicating the total airfare, receipts for registration and accommodation charges in originals if claiming from CICS, otherwise copies along with the sanction order copy of the Organizers / Parent Institute. **If any one of the above mentioned documents is not available, your claim will not be processed.**
5. Payments will be made by Cheque in favour of appropriate financial authority of your institute