

दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI



Ref. No. Estab.(T)/V/001/2014/Eng -24  
Delhi, the 14 August, 2018

Dr. Anju Gurawa,  
Assistant Professor,  
Department of English,  
University of Delhi,  
Delhi-110 007.

Subject : Grant of Financial Assistance

Madam,

Please refer to your application dated 09-07-2018 for grant of financial assistance out of unassigned grant, "to present a paper at a conference of ACE 2018 Asia Conference of women, 2018 at Toshi Centre Hotel, Tokyo, Japan from 13-15<sup>th</sup> October, 2018."

In this connection, it is informed that the University Authority has sanctioned the financial assistance as per details mentioned below:-

- (a) Air Travel fare Rs. 68,634/- (approx.) out of Merged Scheme/ University Development Fund (UDF)/Maintenance Grant
- (b) Registration fee of Rs. 10,000/- (maximum), per diem & hotel accommodation, as per University rules out of Merged Scheme/ University Development Fund (UDF)/ Maintenance Grant.

As per the instructions of the Govt. of India, the air tickets for your journeys to the places to which Air-India flights are available should be purchased from the Air-India only. Even for the destinations to which Air-India flights are not available, it is required to have tickets of other Airlines through the Air-India.

It is requested to submit a certified photocopy of the above mentioned paper, presented at the Conference, on your return from the Conference immediately.

The Joint Registrar, (Finance)/Section Officer, Finance - X of the University may be contacted along with copies of sanction of the grant and other relevant documents, for release of the sanctioned financial assistance/registration fee, etc.

You are requested to apply for appropriate leave as admissible for the period as may be due at your credit.

You are also requested to submit the bill within one month of your joining the University, else interest shall be levied on advance drawn by you till the date of submission of bill/claim.

It is also conveyed that expenditure incurred on account of

- (i) VISA fee,
- (ii) Airport tax,
- (iii) to and fro conveyance charges

from residence to the Airport and from nearest Airport to the destination & back are not admissible.

Yours faithfully,

Deputy Registrar (Estab.T)

Copy for information and necessary action:-

1. The Head, Department of English, University of Delhi, Delhi-110007.
2. The Joint Registrar (Finance), University of Delhi, Delhi-110007.
3. The Section Officer, (Finance-X) University of Delhi, Delhi-110007.
4. The Sr. Asstt., Estab.-V, D.U. for reporting to Unassigned Grant Advisory Committee.

Section Officer (Estab-V)