



Ref. No. Estab.(T)/V/001/2002/Edu-27/  
Delhi; the 10 July, 2018

Dr. Susmita Lakhyani,  
Assistant Professor,  
Department of Education,  
University of Delhi,  
Delhi-110007

Subject: - Grant of financial assistance.

Madam.

Please refer to your letter dated 28.06.2018 for grant of financial assistance out of unassigned grant, "to attend an International Conference at Chicago from 09.08.2018 to 11.08.2018".

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

- (a) Air Travel Rs. 1,19,839/- out of Merged Scheme/ University Development Fund (UDF)/ Maintenance Grant.
- (b) Registration fee NIL, per diem & hotel accommodation, as per University rules out of Maintenance Grant.

3. 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.

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

5. 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.

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

7. 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.

8. 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,

*[Signature]*

Deputy Registrar (Estab.T)

Copy for information and necessary action:-

1. The Head, Department of Education, 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)

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