

**काशी हिन्दू विश्वविद्यालय Banaras Hindu University**  
 प्रायोजित शोध एवं औद्योगिक परामर्श प्रकोष्ठ Sponsored Research and Industrial Consultancy Cell

**Form for approval of Journey under PDF Scheme<sup>1</sup>**

|  |   |  |                             |
|--|---|--|-----------------------------|
| <b>1. Applicant Details</b>              |   |  |                             |
| (a)                                      | Name  | (b)  | Employee No.                |
| (c)                                      | Designation   | (d)  | Department                  |
| (e)                                      | Faculty   | (f)  | Institute                   |
| <b>2. Event Details</b>                  |   |  |                             |
| (a)                                      | Nature of Event   | <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Seminar <input type="checkbox"/> Academic meeting   |                             |
| (b)                                      | Duration of event   | From: _____<br>To: _____   |                             |
| (c)                                      | Place of event  | City: _____<br>Country: _____  |                             |
| (d)                                      | Travel dates  | Departure: _____<br>Arrival: _____   |                             |
| (e)                                      | Mode of travel  | <input type="checkbox"/> Air <input type="checkbox"/> Train  |                             |
| (f)                                      | Tentative expenditure   |  |                             |
| (g)                                      | Presentation of research/ Paper   | <input type="checkbox"/> Oral <input type="checkbox"/> Poster <input type="checkbox"/> Research discussion   |                             |
| (h)                                      | Institution to be visited   |  |                             |
|  | Enclosures related to event/event   | <input type="checkbox"/> Brochure of the Event <input type="checkbox"/> Acceptance letter/ invitation from the event organisers <input type="checkbox"/> Copy of the Paper/ abstract accepted for presentation |                             |
| <b>3. Certificate from the Applicant</b> |   |  |                             |
| <b>Certified that:</b>                   |   |  |                             |
| (a)                                      | Theme (or one of the themes) of the event/ meeting is in my area of academic interest   | Yes <input type="checkbox"/>   | No <input type="checkbox"/> |
| (b)                                      | Leave has been applied on the ERP and expenditure on travel and related expense shall be met out my PDF grant where sufficient balance is available | Yes <input type="checkbox"/>   | No <input type="checkbox"/> |

Date:

Signature of Applicant

|  |   |                              |                             |
|--|---|------------------------------|-----------------------------|
| <b>4. Action by the Head of the Department</b>   |   |                              |                             |
| (a)  | Journey and leave approved. A copy of this approval be provided to the faculty member for record.   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b)  | On presentation of TA Bill within 30 days of return, it may be got forwarded by the undersigned and sent to SRICC along with required enclosures for reimbursement as per rules | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| *In case the proposal is not approved by the HoD, specific reasons may be furnished to the applicant |   |                              |                             |

Date:

Head/Coordinator  
Department/School/Centre

Section Officer

<sup>1</sup> This form should accompany the TA bill. Approval should be obtained prior to undertaking journey.