

Resource Mobilization for Advancement of Research

Application for Financial Assistance / Paid Leave out of the head “Research & Development”

Name		Date of Application	
Employee ID		School Name	
Mobile No		E-Mail Id	
Financial Year			

Choose Correct Sub Head:

Sl. No	Sub Head	Choose Any
A	Advancement of Research & Education	
B	Attending / Paper Presentation in Conference / workshops / Seminar / FDP / Symposium within India / Abroad	
C	Claim for Financial Incentive related to Paper Publication in UGC CARE list Journal / SCOPUS Indexed Journal	

If Under Sub Head A, Please State the Purpose: (Attach Separate Sheet, if required)

If Under Sub Head B, Please State: (Attach a copy of invitation & acceptance of paper to be presented)

Name of the Institute			
Date of the Event			
Venue			
Amount of Registration			
Paid Leave of absence if any required	From _____	to _____	No. of Days _____

If Under Sub Head C, Please State: (Attach a copy of Publication)

Name of the Journal / Book / Chapter	
Link of UGC Care List or Scopus Index	
ISBN / ISSN No	
Amount of Incentive Claim (As per AJU Research Policy)	

For Sub-Head A & B: I certify that:

- a) The academic work of the department/university allotted' to me has/will not suffered/suffer and satisfactory arrangements as approved by the Dean/HOD of the school have been made during my absence with effect from_____ to _____
- b) No Financial assistance is being paid to me for this Conference from any other source

Signature of the Applicant

As per the application of the applicant and as per the existing AJU research policy, the following financial Assistance/grant/incentive of Rs. _____ or / and paid leave_____ days, may be sanctioned.

I found above application is in order and recommend to Director and honorable Vice chancellor for approval.

Signature of the Dean / HOD

Date of Approval

Signature of the Director

Date of Approval

Signature of the Vice-Chancellor

Date of Approval

(For the Use by the Accounts Branch out of Budget Head Research & Development)

The financial assistance/grant/incentive for Rs. _____ (in words _____) has been sanction/paid vide
Cheque No _____ or via Bank transfer vide UTR no. _____
and / or in cash dated_____.

Audit

Sr. Asstt. (Accounts)

Finance Officer