



INDIAN NATIONAL SCIENCE ACADEMY
BAHADUR SHAH ZAFAR MARG, NEW DELHI-110002

ACCOUNTS PROFORMA

To be filled in by the scientist financially supported by the Academy for his/her deputation abroad.

NOTE; (To be submitted within one month from the date of return from visit abroad)

1. Name of the Scientist:
2. Designation & Address:
3. Name of International Conference/
Meeting etc. attended:
4. Place of the Conference:
5. Actual duration of the Conference with date:
6. Financial assistance by Academy: Amount sanctioned:
(a copy of sanction letter be enclosed) Academy letter No.& Date:
7. Date & Place of Departure from India:
8. Date & Place of arrival at venue of Conf.
9. Date & Place of departure at venue of Conf.
10. Date & Place of arrival in India:
11. Fare by shortest route (or excursion fare from
Headquarters to place of Conf. & back):
12. Actual fare paid by the scientists including
FTT **(photocopy of air ticket be enclosed)**
13. Exemption from payment towards travel,
Perdiem or registration, if any:
14. Registration fee, if paid, amount in Rupees

And actual currency be mentioned:
(a copy of registration Receipt be enclosed)

15. ***Kindly intimate if local hospitality has been Provided by the organizers or any other body. Also indicate the number of days for which Hospitality has been provided and the actual Amount sanctioned for this purpose (**a copy Of vouchers for room rent for the duration of Conference be enclosed**)

16. ***Amount received from sponsors, parent institute or other sources (including international agencies) Kindly supply details as under:

Name of the Agency	Amount received	Purpose
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17. Balance amount payable by Academy in the light of sanction at column 6:

18. Name & address in whose favour the Cheque is to be sent:

19. Please enclose a copy of comprehensive Deputation report:

20. Certified that Academy's grant as indicated above has been fully utilized For meeting partial fare/perdiem/registration (as the case may be) as per Academy's guidelines.

Place: (Signature of Applicant)

Date:

Forwarded through **Signature & designation of the forwarding authority**

Seal

Date:

*****Kindly enclose copies of the letters granting hospitality, registration fee and fare etc. if any from sources other than Academy.**