

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**Nelson Mandela Marg, Vasant Kunj, New Delhi - 110 070.**  
[www.aicte-india.org](http://www.aicte-india.org)



**TGS - Offer Letter**

To

**The Principal/Director/Registrar,  
 NOBLE GROUP OF INSTITUTIONS,  
 "PARTH - VATIKA", JUNAGADH - BHESAN ROAD,  
 VIA - VADAL, NR. BAMANGAM,  
 DIST. - JUNAGADH, GUJARAT- 362310**

**Sub: Offer of financial assistance under Travel Grant scheme for attending " IASTEM - 782nd International Conference on Recent Advances in Engineering and Technology " to be held from 22.02.2020 at Melbourne, Australia during the current financial year 2019-20 - reg.**

Sir/Madam,

All India Council for Technical Education is pleased to grant approval of financial assistance towards Travel Grant Scheme for attending IASTEM - 782nd International Conference on Recent Advances in Engineering and Technology w.e.f. 22/02/2020, **towards airfare, registration and per-diem** on reimbursement basis for the financial year 2019-20. The purpose of this offer is to promote research and development activities in various areas of technical education by providing opportunity to meritorious faculty members to interact at International level and update their knowledge and expertise in the concerned fields/ areas of specializations.

HEAD	AMOUNT OFFERED BY AICTE (IN Rs.)
<b>Air-Fare*</b>	Rs. 1,29,565/- ( Rupees One lakh twenty-nine thousand five hundred sixty-five only) as recommended by the Expert or the actual expenditure incurred under Air fare (preferably by Air India) registration fee and per diem or requested amount in application, whichever is less.
<b>Registration*</b>	
<b>Per-Diem*</b>	

**The instructions/guidelines to be followed by the Applicant**

**I Release of funds and maintenance of accounts**

- a. The Principal of the institute and the Applicant of the Conference/Workshop are requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them along with the Proposal, in which the grant is to be released: -

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAATV1344C	SYNDICATE BANK	Bamanagam	Bamanagam Branch, Junagadh	Noble Engineering College	Saving Account	7101216000040	SYNB0007103

In case of any omission the same should be reported to AICTE immediately.

- b. The financial assistance being given can be used for Air Fare (from the nearest airport from place of posting to the nearest airport to the venue of visit), Registration fee (subject to submission of money receipt) & Per Diem allowances as per OM No .7(4) dated 24.09.2000 and any subsequent modification being issued thereon for the days of conference plus maximum two days for journey. The beneficiary has to travel by shortest route under excursion economy class of Air India. On sectors where Air India does not operate, a certificate from Air India Office has to be taken (Certificate from Travel Agent will not be accepted). If the journey is performed partly by Air-India and partly by any other airline, the ticket for the entire journey should be purchased from Air India and not the collaborating airline.
- c. If the assistance received from other sources and the amount offered by AICTE together exceeds the actual expenditure, AICTE support will be limited only to the actual expenditure incurred.
- d. The above offer is strictly limited to participation in the conference for which the travel has been approved by the AICTE. In case the beneficiary is unable to visit the place of conference and utilize the offered amount, immediate information should be sent to AICTE.
- e. The reimbursement will be limited to the extent recommended by the duly constituted expert committee.
- f. The beneficiary should submit a certificate that the amount claimed from AICTE, has not been claimed/reimbursed from any other agency.

## **II Disbursement of funds to the Institution**

- a. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Registrar/Director/Principal of the institute through RTGS.
- b. This grant-in-aid will be released in conformity with the terms & conditions as well as norms of the scheme as already communicated and also being communicated in this letter.
- c. The sanctioned amount is debit to the Non-Plan Head of the scheme of Travel Grant (TG) and is valid for payment during the financial year 2019-20.
- d. The admissibility of claim will be calculated as per the norms of AICTE only. If the expenditure incurred is less than the amount offered, the reimbursement will be limited to the actual expenditure amount.

## **III Submission of documents by the Applicant**

- a. The claims for reimbursement (in the enclosed format) duly supported by the following relevant documents should be sent to AICTE through the Head of the Institution in the enclosed Performa within two months of the completion of the visit: -
  - i) Certified attested copy of passport indicating visa/immigration as proof of undertaking journey.
  - ii) Self-attested certificate for the journey performed.
  - iii) Statement of expenditure incurred against the amount of travel grant offered under different heads.
  - iv) Copies of Air-tickets of Air-India / Indian Airlines (properly legible and in original with original Boarding Pass).
  - v) Certificate from Air-India indicating the shortest route to the venue approved. If journey is not performed by Air-India due to non-availability of flight official certificate from Air-India stating that there is no flight in the concerned sector (either of Air India itself or in collaboration with some other Air-lines) on that particular date.
  - vi) Original receipt of Registration Fee paid.

