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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 3/2/TG-137/HRD-2024(3)

Date: 19/2/25

Dr. Prabhakara S
Professor, Dept of Genetics
Rajarajeswari Medical College Hospital
Bangalore, Karnataka - 560074
prabhakargene@gmail.com

**Subject: Asian and Oceanian Parkinson's Disease and Movement Disorders Congress (AOPMC)
Keio Plaza Hotel, Hana Ballroom, Tokyo, Japan 21-03-2025 To 23-03-2025– reg.**

Dear Sir/Madam,

I am glad to inform you that the competent authority of ICMR has sanctioned a sum of Rs. 1,05,272/- (Rupees One Lakh Five Thousand Two Hundred and Seventy Two only) towards airfare (economic class), and Visa fee to facilitate financial support for attending/participating the above mentioned conference.

If you are willing to avail the same, it is requested to convey your acceptance within 15 days of receipt of this letter, failing of which it will be assumed that you are not willing to avail the same. In the event of you not being able to utilize this amount for various reasons even after confirming your acceptance, you need to communicate the same through email immediately. The terms and conditions are given below:-

1. Air ticket booked by any other agencies other than mentioned in (DoE) OM no.19024/03/2021/E.IV dated 16.02.2022 is not permissible under the Govt. of India norms. For local travel from your place to board international flight, Govt. of India rules as applicable as per your entitlement will be followed. Journey is permissible for two days prior to date of the Conference and returning journey within two days after the Conference.
 2. The actual amount will be reimbursed (as per sanctioned amount above) after your return from the Conference/seminar/symposium/workshop and submitting the documents to the ICMR as indicated in the existing guidelines.
 3. You will have to submit your duly filled claim sheet & mandate form along with cancelled cheque copy within one month after the completion of the conference (claim sheet & mandate form can be downloaded from ICMR website, the link is:
<https://main.icmr.nic.in/content/international-travel-non-icmr-scientists>)
- ICMR Award letter
 - Participation report, certificate and copy of presented paper/poster in the proceedings/abstract book.
 - Original copies of the air ticket showing air fare and boarding pass (as per Government orders only).
 - Visa fees receipt with a detailed breakup.
 - Award letter from other funding agencies, if awarded.
 - Any other relevant documents.

You are requested to submit the original boarding pass (with signatures)/bills/vouchers. The claim should be submitted within one month of the commencement of the conference, through proper channel, duly forwarded by competent authority of your host institute. All the correspondences to be made on the following email ID: travelgrant.nonicmr@gmail.com

Yours faithfully


Administrative Officer – HRD