**UNDERTAKING**

1.0 It is informed that my application for paper presentation in “Conference Title” scheduled to be held from xx to xx, 20\_\_\_ in country, submitted to HEC under Travel Grants Program; has been approved for an amount of Rs.xxx/- (Rupees xxx Only) copy of HEC sanction letter is attached.

2.0 I therefore request the University Authorities to kindly extend an amount of Rs.xxx/- as advance against HEC sanction, so that, I may participate in aforementioned conference.

3.0 I hereby declare that I will be liable to bear and deposit the remaining balance (if any) to the University, if amount extended by IIU as advance at par with the HEC Sanction i.e.
Rs. xxx/- (Rupees xxx Only) in favor of grantee is not fully reimbursed by HEC. Furthermore, I also declare that the undersigned will observe the budgetary limits of different sub-heads of HEC sanctioned amount to meet different expenditure for participation in the conference because; re-appropriation in the budget heads is not permissible, as per University and HEC policy.

*Signatures*

**Name**

Designation,

Department,

Faculty