

SGRIP CLAIMS

Check List:

1. Top Sheet of the Claims (To be filled by OIR)
2. Claim Form in Specified Format with all vendor codes and professional code assigned to visitor)
Use Link:<https://international.iitkgp.ac.in/funding2/>
3. Copy of Approval Letter
4. Copy of Invitation Letter
5. Signed and filled-up Form No 10F (With copy of SSN or TIN)
Use Link:<https://international.iitkgp.ac.in/funding2/>
6. Bank details of the guest (Account Holder's Name, A/c No., SWIFT Code and Routing Code and void cheque)
Use Link:<https://international.iitkgp.ac.in/funding2/>
7. Indian bank account details in case SGRIP visitor wants payment in Indian Bank
8. Tax Residency Certificate (From country of domicile if tax benefit is being sought)
9. Travel Tickets
10. Boarding Passes
11. All bills pertaining to the visit must be duly signed/certified by the host faculty on the flip side.
12. One Page Report (In MS.Word.doc in prescribed format in both hard & Soft copies)
Use Link:<https://international.iitkgp.ac.in/funding2/>
13. Set of in-activity pictures (in classroom/lab/lectures etc.) softcopy format
14. Self attested Address Proof of visitor if different from the address listed in the passport
15. The copy of Passport (including immigration stamping of the date of arrival and departure)
16. Undertaking by Visitor mentioning the duration of stay in India for Teaching/Research/or any other Academic Enterprise in an Educational Institution in the present year (Use Prescribed Undertaking form)
17. Undertaking by Visitor mentioning the duration of stay in India for Teaching/Research/or any other Academic Enterprise in an Educational

- Institution in the past 03 years (Use Prescribed Undertaking form)
18. E-mail address & Phone number of visitor
19. The copy of Certificate if any, obtained from Income Tax Department in India for deduction of tax at lower / nil rate.
(Not applicable for Foreign citizens)
20. The copy of Permanent Account Number (PAN) of each individual professor, if available. (Not applicable for Foreign citizens)

Note:

- In the absense of TRC and 10F, 30% tax will be deddected from honorarium.
- If the International visitor accepts the above, a written declaration will have to be provided by the visitor, and counter signed by the Faculty coordinator.