

**Guidelines for travel grant to academicians / scientists to give oral presentation in National/
International Conferences/ Seminars/Workshops/ Symposia etc.**



**Science & Technology Department
Government of Odisha**

Bhubaneswar- 751001

Website: www.orissa.gov.in/sciencetechnology

Guidelines for travel grant to academicians / scientists to give oral presentation in National/ International Conferences/ Seminars/Workshops/ Symposia etc.

1. Introduction

To encourage Research & Development in Science & Technology, it is proposed by Science & Technology Department, Government of Odisha to provide financial support to academicians and scientists of the state to attend National/ International Conferences/ Seminars/ Workshops/ Symposia etc. This financial support is expected to help them to disseminate their research findings and interact with other academicians/ scientists to get feedback, which will qualitatively enhance the research output of the individual as well as the state.

1. Objectives

This scheme is meant for providing partial financial assistance to only those scientists/ academicians of the state who are supposed to give oral presentation in National/ International Conferences/ Seminars/Workshops/ Symposia etc. and which will be beneficial to the state.

2. Eligibility criteria

- (a) The applicant should be a permanent faculty of the state Universities/ Government Colleges of Odisha or a permanent research scientist of any of the state funded research institutes of Government of Odisha or research institutes of Govt. of India functioning in Odisha.
- (b) His/her paper should have been accepted for presentation in the Conference/ Workshop/ Seminar.
- (c) The applicant's research/ scientific papers to be presented in the conference/ seminar etc. should be in the field of Science & Technology i.e. the subjects such as Physics, Chemistry, Mathematics, Earth Sciences, Life Science, Agriculture & Allied Sciences and Engineering.

3. How to apply

The duly filled in application form (**Annexure-I**) in duplicate should be sent to the Secretary, State Council on Science & Technology, Science & Technology Department, Government of Odisha, Bhubaneswar-751 001. The completed application must reach the Science & Technology Department, Government of Odisha at least two months prior to the commencement of the event. Incomplete applications will not be considered and no correspondence will be entertained in this regard. The submission of a proposal does not automatically mean that it has the approval of the Science & Technology Department. If the paper is co-authored, then No-Objection Certificate (s) from the author(s) may be attached

applications, only one application will be considered and priority will be given to the principal/presenting author.

4. Nature of financial assistance

The financial assistance shall be provided as per eligibility towards:

- Air fare/ Train fare and
- Registration fees. .

The partial assistance will be provided for registration fee, journey by train and air as per eligibility conditions subject to maximum Rs.30,000/- for National and Rs.70,000/- for International.

5. Procedure for approval of the proposal

The proposal(s) received duly completed in all respects will be evaluated by the Departmental Screening Committee. Based on their recommendation, a final decision will be taken by the Science and Technology Department subject to the availability of funds in the scheme.

Departmental Screening Committee: The Departmental Screening Committee will screen all the application forms and will recommend to Science & Technology Department for taking the final decision for sanction and release of funds. The members of the Departmental Screening Committee include:

1. Director, S & T, S & T Department : Chairman
2. Director (Technical), Biotechnology : Member
Science & Technology Department
3. Dy. Director (Technical), Biotechnology : Member
Science & Technology Department
4. AFA-cum-Under Secretary to Govt, : Member
Science & Technology Department
5. Joint Secretary to Govt, : Member
Science & Technology Department
6. Secretary, State Council on S & T, : Member Convener
Science & Technology Department

6. Release of grant

The amount in the respect of Air ticket/ Train fare, Registration fees shall be disbursed in one installment on submission of the relevant documents by the

applicant as per the guidelines after attending the proposed Conference, Workshop, Seminar etc.

7. Submission of the claim

In order to ensure prompt action in releasing the grant, the applicant is required to submit the following documents in the format as given in **Annexure-II** within **thirty days** after the conference is over:

- (i) A brief note on the participation in the conference
- (ii) The details of assistance received or facilities provided by the organizers of the conference of any other similar Indian/ foreign agency
- (iii) The amount made available by the College/ University/ State Government and other sources
- (iv) Certificate of participation in the conference
- (v) Conversion rate, at the time of actual expenditure, of the currency concerned into Indian Rupee from any bank or other financial institution.
- (vi) Original cash memo/ receipt of expenditure. If the photocopies are to be submitted then it must be signed by the applicant.
- (vii) Details of Bank Account of the Head of the institute may be sent with the claim

APPLICATION FORM FOR TRAVEL GRANT

*Attach recent
passport size
photograph*

A. Details about the Applicant

01	Name	
02	Date of Birth	
03	Sex (Male/Female)	
04	Category of SC/ST/OBC (excluding creamy layer) Physically Handicapped/ General	
05	Designation/ Basic Pay/ Nature of Appointment (Whether Permanent/ Temporary/ Adhoc)	
06	Official address with Pin Code, Telephone No, Fax and E. Mail ID	
07	Indicate the field of paper (to be presented) to be evaluated by the subject expert	
08	List of publications in the specific field (attach separate sheets)	
09	Whether a member of national/international professional bodies	
10	If yes, specify the name of the body	
11	Name of the Institute where working and name of the University/ organization to which it is affiliated	

B. Please attach not more than one page of your brief *Curriculum Vitae* (Attached): **(Yes/No):-**

C. Conference details

13	Name/ title of the Conference/Seminar etc.	
14	Name/Address of the host Organization	
15	Name of the country and town where the	

16	Duration of the Conference (Date, Month & year)	
17	The nature of participation (Delegate/Invited Speaker etc.)	
18	Whether the paper has been accepted for presentation?*	
19	Indicate the mode of presentation oral/ poster/both (attach documentary evidence)	
20	Whether 'No Objection Certificate(s) from the co-author(s) have been enclosed? (Attach photocopy of the certificate (s)	
21	Registration fee (copy of the Registration Form to be enclosed)	
22	Assistance required from the S&T Department I-Outside the Country <i>(a) Travel within India to reach the nearest airport</i> <i>(b) Air fare (both ways)</i> <i>(c) Registration fee</i> II-Inside the Country <i>(a) Train fare (both ways)</i> <i>(b) Registration fee</i>	
23	Has the applicant availed financial assistance from any other Government Institute for attending Seminar/Conference etc. in the last 3 years prior to the date of the present conference If YES , give the details	
	Name of the Conference/Seminar etc attended	
	Place and date of the Conference/Seminar etc	
	Financial assistance availed (in Rs.)	
	Sanction Letter No with date/Department	
24	Whether any Disciplinary Proceeding/ Vigilance case pending against the applicant (Yes/No)	

* Attach documentary evidence and a copy of the full paper to be presented in the conference. The acceptance letter enclosed with the application must be on letter head duly signed by the organizer. If the acceptance/invitation is received by mail then details of conference organizer may be given with acceptance letter.

25. **Certificate:**

Certified that

- (a) The information given from Sl. No.01 to Sl.No.24 is correct.
- (b) If the information submitted is found to be incorrect on a later date, I shall refund the entire amount to the Science & Technology, Department, Govt. of Odisha with interest.
- (c) The amount received will be utilized for the purpose of which it is sanctioned.

(d) In case financial assistance is received from the organizer or any other agency, I shall refund the amount granted by the S & T Department with bank interest as admissible.

(e) I shall abide by the decision of the S & T Department

Place:

Date:

(Signature of the applicant)

Designation

26. Recommendation of the Head of the Institute: The information provided in the application has been verified and found correct. I recommend/ do not recommend the visit.

Head of the Institute

(Signature with Seal)

Annexure – II

Proforma for claiming reimbursement of the expenditure incurred under the Travel Grant Scheme to attend Conference/ Seminar etc.

1. Name:
2. No. and date of Government's approval:
3. Name and place of Conference attended:
4. Duration of Conference attended:
5. Duration of the stay abroad:
6. Scale of Pay....., Grade Pay..... & Present Pay.....
7. Details of actual expenditure incurred (As per eligibility):
 - a) Travel by Rail: Rail fare (actual):-..... Class:-.....
 - b) Travel by Air: Air fare (by Economy class or Excursion ticket) (Photocopy or self attested)
 - c) Registration fee paid (Receipt enclosed **Yes/No**) Page No.
 - d) Brief note of participation (enclosed **Yes/No**) Page No.
 - e) Certificate of Participation (enclosed **Yes/No**) Page No.
 - Total Amount Rs.**
- f) Assistance received from INSA/UGC/ICAR/CSIR or any other agency in respect of above items
- g) Balance amount to be reimbursed by Government Rs.
 - The details given above are correct and if the information is found incorrect on a later date, entire amount paid by the Government will be refunded.
 - The expenditure has been utilized for the purpose for which has been approved in accordance with the terms and condition laid down in the guidelines.
 - In case financial assistance is received from the organizers or any other agency, the amount paid by the Government will be refunded.
- h) Details of Bank Account of the head of the institute:
 - Bank Name:
 - Branch name with Address & Code:
 - Type of the Bank Account:
 - Accounts Number & IFSC Code:

Signature of the Applicant