

CHECK LIST

1. Full Name (PI tick mark \checkmark - Dr/Mr./Ms) _____
First Name Middle Name Last Name
(In block CAPITAL letters)
2. Date of Birth : Date__ Month__ Year 19__
3. Major discipline in which it falls (PI tick mark \checkmark)

S. No.	Discipline	Mark \checkmark
i.	Chemical Science	
ii.	Engineering	
iii.	Mathematical Science	
iv.	Physical Science	
v.	Earth Science	
vi.	Life Science	
vii.	Medical Science	
viii.	Multi-discipline	

4. ALL THE PAGES OF APPLICATION / ANNEXURES SHOULD BE NUMBERED AND FILLED BELOW

S.NO	Details of Annexure	Enclosed Yes / No (PI tick mark \checkmark)	Page No of Application / Annexures
a.	Application Proforma		From 2 to ____
b.	Designation Proof as per col no 5 – Annexure I	Yes / No	From ____ to ____
c.	Full paper along with an abstract as per col 12b	Yes / No	From ____ to ____
d.	Letter of acceptance from the organizers for Oral / Poster Presentation as per col 12c	Yes / No	From ____ to ____
e.	Annexure II as per col 15	Yes / No	From ____ to ____
f.	Air India Memo as per col no 17	Yes / No	From ____ to ____
g.	Reprint as per col 24 – Annexure III	Yes / No	From ____ to ____
h.	Any other	Yes / No	From ____ to ____

Signature of the Candidate: _____

TO BE FILLED BY CSIR COMMITTEE EXPERT

5. Estimated cost of Air Travel in Indian currency: Rs. _____
(As per instruction 5 - **excursion economy** class by **Air India** only).

6. Amount of assistance sought / Requested from CSIR: Rs. _____

Recommendations of expert :Regret / Full Air Fare / Half Air Fare /Rs. _____

Signature of Expert : _____



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

HUMAN RESOURCE DEVELOPMENT GROUP
CSIR COMPLEX, OPP INSTITUTE OF HOTEL MANAGEMENT
LIBRARY AVENUE, PUSA, NEW DELHI- 110012, INDIA
Tel: 011- 25841037 Website: <http://csirhrdg.res.in>

APPLICATION PROFORMA FOR FOREIGN TRAVEL GRANT FOR YOUNG SCIENTISTS/RESEARCH SCHOLARS etc & NON REGULAR EMPLOYMENT

(Read the Instructions Attached And Send the Application Preferably Typed in Arial Font 10 Size)

1. Full Name (PI tick mark \checkmark - Dr/Mr./Ms) _____
(In block CAPITAL letters) First Name Middle Name Last Name

2. Date of Birth: Date__ Month__ Year 19__

3. Nationality: _____

4. a- Whether SC/ST/OBC/PH/GEN (PI tick mark \checkmark)

b- Gender: Male / Female (PI tick mark \checkmark)

5. Are you a Regular / Adhoc / Contract Employee: YES / NO (PI tick mark \checkmark)

(If yes then use Application Proforma meant for Regular / Adhoc / Contract Employee)

Designation: _____
(JRF/SRF/RA/Pool Officer/Junior Resident Doctor/Senior Resident Doctor/Research Scholar/Post Doctorate Fellow /Ph.D.Student/ Emeritus Scientist or any other research fellow etc. A certificate from your employer as proof of your designation / Fellowship etc to be enclosed in **Annexure – I**)

6. What is the amount of your stipend **per month** Rs. _____ and source: _____

7. Major discipline in which it falls (PI tick mark \checkmark)

S. No.	Discipline	Mark \checkmark
i.	Chemical Science	
ii.	Engineering	
iii.	Mathematical Science	
iv.	Physical Science	
v.	Earth Science	
vi.	Life Science	
vii.	Medical Science	
viii.	Multi-discipline	

8. Field of Specialization: _____

9. Name of Conference/Symposium/Workshop etc: _____

10. Place / Venue of Conference/Symposium/Workshop etc: _____

11. Period of the Symposium/Seminar/Conference/Workshop etc:

From			To		
Date	Month	Year	Date	Month	Year
		20__			20__

12. Whether personally presenting a research paper: YES / NO (PI tick mark ✓)
- a) If yes, whether the paper has been accepted for presentation at the meeting: YES / NO (PI tick mark ✓)
- b) Full paper along with an abstract attached: Yes / NO (PI tick mark ✓)
- c) Letter of acceptance from the organizers for Oral/Poster Presentation attached: Yes / NO (PI tick mark ✓)
- d) Is it for oral presentation or for poster session : ORAL / POSTER/ to Attend only (PI tick mark ✓)
(PI. Highlight / mark also in acceptance letter attached)
13. Whether the senior author of the paper is attending the conference: YES / NO (PI tick mark ✓)
If yes, the source of funding for his travel may be indicated: _____
14. Purpose of visit & its possible impact in the Indian context: _____
15. Extent of financial support assured by the inviting foreign organization (attested photo copies of letters from the foreign inviting organization agreeing to meet the expenses etc. must be enclosed as **Annexure -II**)
16. Details of financial support already assured/approached for the travel from other sources or Parent Organization:____

17. Estimated cost of Air Travel in Indian currency: Rs. _____
18. Amount of assistance sought / Requested from CSIR Out of total Air Fare as above Rs. _____

Note: In case the grant is sanctioned, the journey should be strictly performed by the shortest route in **excursion economy class by Air India only**. Tickets must be purchased directly from the booking counters/Website of Air India Airlines or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC as warranted under Govt. of India orders in this subject.

Travel by Air India is mandatory. In case of deviation because of operational or other reasons or on account of non availability, relaxation/permission may be obtained from Under Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan Safdarjung Airport New Delhi 110003. . **Grant will not be reimbursed** without relaxation/permission from Ministry of Civil Aviation if travelled by other than Air India airlines.

In case tickets are booked by **other than** Authorized Travel Agents viz M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC, candidates are required to **submit Departure Certificate** (duly signed with seal) from the tickets issuing Airlines, showing the ticket number and breakup of amount charged. Grant will be reimbursed as per Departure certificate only. **Grant will not be reimbursed** without the Departure certificate and genuine reasons of not purchasing the tickets from Authorized Travel Agents, However such reimbursements will be considered on its merits/ genuine reasons only and it does not entail them from reimbursement of the grant.

19. Name of Authority to whom NEFT/RTGS payment is to be made (PI tick mark ✓):

S.No.	Authority	Mark ✓
i.	Director	
ii.	Registrar	
iii.	Dean	
iv.	Finance Officer	
v.	Medical Superintendent	
vi.	Principal	
vii.	Any Other Authority designated by your Organization/Institute (Kindly specify _____)	

Note: Grant will be released in the account of Institution/Organization etc. only.

20. Communication address: _____

City _____ State _____ Pin _____
 Contact No with STD code _____ Mobile no _____
 e-mail ids _____

21. Permanent address: _____

City _____ State _____ Pin _____
 Contact No with STD code _____ Mobile no _____

22. a) Name of the Supervisor : _____

b) Place of work of the Supervisor _____

Supervisor Address: _____

Dept: _____ Institute _____
 City _____ State _____ Pin _____
 Contact No with STD code _____ Mobile no. _____
 e-mail ids _____

23. Educational qualifications (strike out whichever not applicable and PI tick mark ✓ whichever applicable)

Name of Course	University / Institute	Year of Passing / Expected Completion Year of Ph D	%age of Marks	Division
1. M Sc / MBBS / BE/ B Pharma/ _____ (PI tick mark ✓)				
2. PhD / MD / ME/ M Pharma/ _____ (PI tick mark ✓)				

24. Research papers published in refereed journals by the applicant giving names of all authors, title, name of the journal, volume, year and page numbers. **Reprint of the one best paper** should be appended with **as Annexure – III** (Please do not include abstracts, conferences proceedings etc.)

S.No	Names of all authors	Title	Name of the Journal and Volume, Year and Page Number	Page Numbers- Reprints to be page numbered as part of the Application Proforma
1				From ___ to ___
2				From ___ to ___
:				From ___ to ___
:				

25. Details of foreign travel assistance received earlier from CSIR in the last 3 years:

Organization	Year (Date)	Place Visited	Sanction No.	Amount Received(inRs.)

26. Names and addresses of three Scientists/Experts who are aware of the applicant's work:

Date:

Signature of the Applicant

Recommendation of the supervisor and Head of the department giving justification and relevance for seeking assistance: _____

It is also certified that the information provided by the applicant is correct.

*Signature of the guide : _____

Guide Name _____

Date: _____

*Signature of the Director/ Registrar/ Dean/ MS /
Principal / Head of the Institution along
with **Seal** and Date

***NOTE: Applications should not be forwarded for attending the Conference / Seminar / Symposia / Workshop etc beyond the Enrolment period / Tenure of Fellowship/ Associateship / Project Assistanship etc**

GENERAL TERMS AND CONDITIONS

CSIR has a scheme for providing partial travel assistance to any deserving bright young Indian Research Scholars working in an academic or research institution in India for participating in Conferences, Symposia, etc. held abroad.

ELIGIBILITY CRITERIA

1. He/She should have passed at least M.Sc/B.E./MBBS or equivalent degree from a recognized University / Institute and His/her age should not normally be above 40 years on the date of commencement of the conference. (Please attach copy of the degree)
2. His/her paper should have been accepted for presentation. A copy of the full paper along with an abstract and letter of acceptance from the organizer must be appended with this application.
3. Only Research Scholars who have not received travel support in the previous three years are eligible for consideration.
4. Scholars who do not have published papers in refereed journals may not be considered.

AIR TRAVEL / GENERAL

5. Note: In case the grant is sanctioned, the journey should be strictly performed by the shortest route in **excursion economy class by Air India only**. Tickets must be purchased directly from the booking counters/Website of Air India Airlines or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC as warranted under Govt. of India orders in this subject.

Travel by Air India is mandatory. In case of deviation because of operational or other reasons or on account of non availability, relaxation/permission may be obtained from Under Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan Safdarjung Airport New Delhi 110003. . **Grant will not be reimbursed** without relaxation/permission from Ministry of Civil Aviation if travelled by other than Air India airlines.

In case tickets are booked by **other than** Authorized Travel Agents viz M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC, candidates are required to **submit Departure Certificate** (duly signed with seal) from the tickets issuing Airlines, showing the ticket number and breakup of amount charged. Grant will be reimbursed as per Departure certificate only. **Grant will not be reimbursed** without the Departure certificate and genuine reasons of not purchasing the tickets from Authorized Travel Agents, However such reimbursements will be considered on its merits/ genuine reasons only and it does not entail them from reimbursement of the grant.

6. Complete applications in all respect should reach preferably before two months of the event. **Incomplete applications** in any respect will not be considered
7. The scholar sanctioned a travel grant from CSIR is required to provide to CSIR one reprints of the research paper presented at the conference/ symposium / workshop etc invariably after its publication.
8. PI attach filled check list after all the pages of Application numbered.
9. Result will be available on CSIR HRDG web site www.csirhrdg.res.in and the applicants recommended by the Committee/ Experts will be informed by email /post (to email id provided by candidate).
10. One copy of Application Proforma along with all enclosures should be sent at the address given below :

In-charge Symposia / Travel Grant Unit
COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Human Resource Development Group
Room no 302
CSIR Complex, Opp Institute of Hotel Management

Library Avenue, Pusa, New Delhi- 110012, India
Tel: 011- 25841037

11. Grant will be reimbursed only after receiving the documents as per grant letter within one months from the date of Conference / Seminar / Workshop etc.
12. No application would be entertained without signature of the authorized signatories in the place provided in the application proforma