

CHECK LIST

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

2. Date of Birth: Date ___ Month ___ Year 19 ___

3. Major discipline in which it falls (Pl 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 (Pl tick mark \checkmark)	Page No of Application / Annexures
a.	Application Proforma		From <u>2</u> to ___
b.	Reprints as per col 25 – Annexure III	Yes / No	From ___ to ___
c.	Full paper along with an abstract as per col 13b	Yes / No	From ___ to ___
d.	Letter of acceptance from the organizers for Oral / Poster Presentation as per col 13c	Yes / No	From ___ to ___
e.	Air India Memo as per col no 18	Yes / No	From ___ to ___
f.	Annexure II as per col 16	Yes / No	From ___ to ___
g.	Any other	Yes / No	From ___ to ___

Signature of the Candidate : _____

TO BE FILLED BY CSIR COMMITTEE EXPERT

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

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

Recommendations of Expert: Regret **OR** 50% Air Fare (subject to maximum of Rs 30,000/-) **OR** Amount Rs _____
(Maximum - Rs 30,000/-)

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 PARTIAL FINANCIAL ASSISTANCE
FOR TRAVEL GRANT FOR ATTENDING SEMINAR/SYMPOSIUM/CONFERENCE
(FOR NON CSIR, REGULAR/ ADHOC / CONTRACT EMPLOYEE ONLY)**

**(READ THE INSTRUCTIONS ATTACHED &
SEND THE APPLICATION TYPED IN TIMES NEW ROMAN FONT SIZE 10)**

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

2. Date of Birth : (dd/mm/yy) Date ___ Month ___ Year 19 ___

3. Nationality: _____

4. Whether SC/ST/OBC/PH/GEN (Pl tick mark)

5. Gender : Male / Female (Pl tick mark)

6. a-Are you Regular / Adhoc / Contract Employee: YES / NO (Pl tick mark)

(If no then use Application Proforma meant for Non Regular Employee)

b- If Yes, then Pl tick mark - Regular / Adhoc / Contract Employee

c- Designation: _____ (Assistant Prof/Associate Prof/Professor/Research Scientist etc.)

7. A. Present Place of work (Dept. & Inst.): _____

City _____ State _____ Pin _____

Contact No with STD Code _____ Mobile No _____

E-mail IDs _____

B. Basic Pay: Rs. _____

8.. Major discipline in which it falls (Pl tick mark)

S. No.	Discipline	Mark <input type="checkbox"/>
i.	Chemical Science	
ii.	Engineering	
iii.	Mathematical Science	
iv.	Physical Science	
v.	Earth Science	
vi.	Life Science	
vii.	Medical Science	
viii.	Multi-discipline	

9. Field of Specialization: _____

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

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

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

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

13. Whether personally presenting a research paper YES / NO (Pl tick mark ✓)

a. If yes, whether the paper has been accepted for presentation at the meeting: YES / NO (Pl tick mark ✓)

b. Full paper along with an abstract attached: Yes / NO (Pl tick mark ✓)

c. Letter of acceptance from the organizers attached for Oral / Poster Presentation: Yes/ NO (Pl tick mark ✓)

d. Is it for oral presentation or for poster session : ORAL / POSTER/ Attend only (Pl tick mark ✓)
(Pl Highlight / mark also in acceptance letter attached)

14. a. Pl indicate which of the CSIR Lab/Instt. is working in the same area of Conference / Seminar/ Workshop etc.

b. Whether the Applicant has any CSIR funded Research Scheme under him as Principal Investigator or Co-investigator
:_____

15. Purpose of visit & its possible impact in the Indian context: _____

16. 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 Annexure II)

17. Details of financial support already assured/approached for the travel from other sources or Parent Organization: _____

18. Estimated cost of Air Travel in Indian currency: Rs. _____

19. Amount of assistance sought / Requested from CSIR out of estimated Total Air Fare as above (as per rule 50% of Air Fare subject to Rs 30000/- is admissible) : Rs. _____

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.

20. Name of Authority to whom NEFT/RTGS payment is to be made (Pl 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.

21. Communication Address: _____

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

22. Permanent Address : _____

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

23. Membership of National & International bodies: _____

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

Name of Degree	University / Institute	Year of Passing
1. M Sc / MBBS / BE/ B Pharm/_____ (PI tick mark ✓)		
2. PhD / MD / ME/ M Pharm/_____ (PI tick mark ✓)		

25. Research papers published in refereed journals **in the last five years** by the applicant giving names of all authors, title, name of the journal, volume, year and page numbers. **Reprints of the two best papers in the last five years** 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 ___
:				

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

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

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

Date: _____ Signature of the applicant _____

Recommendation of Director/Registrar/Dean/MS/ Principal/Head of the Institute giving justification and relevance for seeking assistance: _____

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

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

***NOTE :For Persons working as Adhoc / Contract employee --- Applications should not be forwarded for attending the Conference / Seminar / Symposia / Workshop etc beyond the Adhoc / Contract Period**

GENERAL TERMS AND CONDITIONS

CSIR has a scheme for providing partial travel assistance to any deserving bright young Indian Scientist 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/Institutes.
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 those candidates who have not received travel support in the previous three years are eligible for consideration.
4. Candidates who do not have published papers in refereed journals may not be considered.

AIR TRAVEL / GENERAL

5. 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.
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 candidates 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. Pl attach filled check list after all the pages of Application numbered.
9. 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
CSIR Complex, Opp Institute of Hotel Management
Library Avenue, Pusa, New Delhi- 110012, India
Tel: 011- 25841037**

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