

**CSIR Travel Grant Scheme for Conference Participation Abroad**  
**(For CSIR Regular Scientists)**  
International Science and Technology Affairs Directorate  
(ISTAD)  
Council of Scientific & Industrial Research  
New Delhi

Application Proforma

(Total no. of pages: 4)

Attach recent Passport  
size photo  
or  
Upload photograph in  
jpg format

All columns are mandatory (Incomplete form shall not be entertained)  
(Please mark (√) the applicable category)

(Please attach one page brief CV)

1. <i>Travel Grants for CSIR Scientists for preidentified major International Conferences</i>	<input type="checkbox"/>
2. <i>Travel Grants for CSIR Scientists for International Conferences of their own choice</i>	<input type="checkbox"/>
3. <i>Travel Grants for CSIR Young Scientists below the age of 45 years</i>	<input type="checkbox"/>

I. Name with designation : \_\_\_\_\_

II. Name of CSIR Laboratory : \_\_\_\_\_

III. About the International Conference:-

<u>Title:</u>
<u>Place:</u>
<u>Period:</u>

IV. Personal Particulars:

1. Name of the Candidate																
2. Designation & Name of CSIR Laboratory																
3. Date of joining CSIR with OASIS Registration no.																
4. Educational qualification																
5. Date of Birth																
6. Area of specialization																
7. Email/Fax./Phone																
8. Number of Publications/Patents <i>(Please enclose list of most recent publications of last two years)</i>																
9. Membership of National and International Academic bodies  (a) Awards/honors won  (b) List of foreign visits in last three years	<hr/> <hr/> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Country</u></th> <th style="text-align: left;"><u>Period</u></th> <th style="text-align: left;"><u>Purpose</u></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Country</u>	<u>Period</u>	<u>Purpose</u>	1.			2.			3.			4.		
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1.																
2.																
3.																
4.																
10. Whether applied to other scientific agencies viz. DST/DBT/INSA/other funding sources? Any outcome?	<hr/> <hr/> <hr/>															
11. Details of last International Conference attended :  <i>(Please attach a copy of last deputation report)</i>	a. Name of conference _____  b. Place of conference _____  c. Date of conference _____															

12. Conference & Travel details:

a) Date/Time of Departure  
from India.....

b) Date/Time of Arrival  
to host country.....

c) Date/Time of Departure  
from host country .....

d) Date/Time of Arrival  
in India .....

(enclose copy of complete itinerary)

13. Title of the Paper to be presented : \_\_\_\_\_  
(Please enclose a copy of the submitted abstract  
and documentary evidence showing that the same  
has been accepted for presentation)

14. Mode of presentation  
(Please tick as applicable)

: (a) Oral  (b) Poster

15. Special role in the conference  
(Please tick as applicable and enclose  
documentary evidence for confirmation)

(a) Presiding / Chairing session  
(b) Delivering plenary, keynote or invited talk

16. Financial Details:

(I) From CSIR

(II) Other Sources

a) Cost of international air travel :  
(in equivalent Indian Rupees)

b) Visa fees & medical fees, if any :  
(in equivalent Indian Rupees)

c) Cash allowance<sup>1</sup> :  
(in equivalent Indian Rupees)

d) Cost of accommodation<sup>2</sup> :  
at moderate rates  
(in equivalent Indian Rupees)

e) Registration fee :  
(in equivalent Indian Rupees)

f) Admissible DA :

g) Part cash allowance<sup>3</sup> :  
(in equivalent Indian Rupees)

Total: \_\_\_\_\_

<sup>1</sup> Cash allowance is calculated based on itinerary. Normally it is duration of conference or meeting plus one day additional.

<sup>2</sup> Accommodation is to be calculated based on number of nights spent.

<sup>3</sup> Part cash allowance is 25% of the cash allowance - in case boarding & lodging is provided.

17. Ratio of the external funding to the total expenditure: .....%

18. In case of project fund, please indicate the title(s) of the project(s), project no. and name of the sponsor. Also indicate whether provision exists for foreign tour in the project.

19. Availability of Funds  Yes  No

Signature with stamp of FAO/COA  
(To be certified by FAO/COA)

20. I undertake to submit to CSIR a detailed 'Visit Report' on the subject of the conference etc. along with a copy of the proceedings within 4 weeks of my return to India. I also confirm that I have not received travel grant for participation in conference abroad from ISTAD (CSIR) during the last three years.

Signature of Applicant

### 21. Vigilance Clearance

There is no vigilance case pending or contemplated against **him/her** at laboratory level. It is also confirmed that **he/she** has not received travel grant for participation in conference abroad from ISTAD (CSIR) during the last three years. The above information is verified & correct as per records of our Laboratory.

Name & Signature of Authorized Signatory with stamp  
(COA or AO/SO of Laboratory)

### 22. Recommendation/Remarks of Chairman of ISTAG

Place:

Date:

Signature of Chairman ISTAG with stamp

### 23. Director's Recommendation

1. I recommend/*do not recommend* the visit \*:  Yes  No

2. Detailed justification from the Director as the applicant is **below/above 45 years\***

Date:

Signature of Director with Stamp

Place:

\* please strike off the one whichever is not applicable

Application with all enclosures as one complete set may be sent by email & by post to ISTAD, CSIR at least 45 days in advance of the scheduled conference at the following address:

Head, International Science and Technology Affairs Division,  
Council of Scientific & Industrial Research, Anusandhan Bhawan,  
2, Rafi Marg, New Delhi 110001  
E-mail: istad@csir.res.in

(Queries/clarifications, if any, may be forwarded by e-mail only.)