

**GOVERNMENT OF RAJASTHAN
DEPARTMENT OF SCIENCE AND TECHNOLOGY
IV FLOOR MINI SECRETARIAT
JAIPUR**

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TRAVEL SUPPORT FORMAT

FOR ATTENDING INTERNATIONAL CONFERENCE / SEMINAR /SYMPOSIUM / WORKSHOP

I. ABOUT THE SCHEME

The Department has a scheme under which, financial assistance towards travel cost is considered for presenting a research paper or chairing a session or delivering a keynote address in an international scientific event (conference/ seminar/symposium/workshop etc.), which are not sponsored by International Council of Scientific Unions (ICSU). The scheme provides full economy class to and fro fare by shortest route. The scheme does not provide assistance towards maintenance, registration fee, airport tax, taxi fare and other costs.

II. ELIGIBILITY:

- a. Professors/ permanent faculty/ Scientists of the State working in Universities/Colleges/State Government Research Departments/ Institution are eligible for travel support to participate in conferences etc. on selective basis.
- b. The applicant has an accepted paper for presentation (oral/poster) or an invitation to chair a session or as a keynote speaker.
- c. The applicant has NOT availed of financial assistance from DST in the last three years.
- d. The scientific event should be of an international character. (Invitations of personal nature such as carrying out post-doctoral work, informal training programmes etc. and applications to attend annual meetings of professional societies will not be considered.) .
- e. The application complete in all respects, forwarded through proper channel and received 2 months prior to date of conference.

Note: The air passages are to be booked directly on a National Carrier i.e. Air India/ Indian airlines, as the case may be. EVEN TO PLACES WHERE AIR INDIA/INDIAN AIRLINE FLIGHTS DO NOT OPERATE, the passage is to be booked THROUGH AIR INDIA/INDIAN AIRLINES.

III. ENCLOSURES:

The following documents are to be forwarded:

- a. Three copies of the completed application form and Bio-data of applicant. the bio-data should contain, apart from other details, chronological list of 5-year research publications..
- b. Certificate in proof of date of birth
- c. Invitation from organizers.

- d. Detailed announcement of the conference (Please attach Photocopy of the announcement)
- e. Letter of acceptance of paper for presentation and / or invitation from organizers to chair the session / participate as a key note speaker.
- f. Abstract of the paper to be presented by the applicant at the conference.
- g. A Certificate from Air-India indicating the cost of return air fare by economy / excursion class by shortest route.
- h. A copy of letter from other national or international agency committing to bear partial cost of TRAVEL and other expenses, if any.
- I No objection certificate from co- authors
- J Certificate of being permanent faculty of the institution

IV. GENERAL INSTRUCTIONS

- a. The Scientists may please ensure that all the essential documents mentioned in para above are properly attached with the application and tagged with the application. **INCOMPLETE APPLICATIONS ARE LIKELY TO BE REJECTED.**
- b. The financial assistance will not exceed the actual **economy class** fare to extent committed by this Department.
- c. The Department, in the event of selection will initially issue a commitment letter agreeing to the support. The committed amount will be reimbursed to the scientist only on his return in India after participation in the conference and on submitting a detailed report, a copy of air ticket etc. within two months from the date of the conference.
- d. The decision on the application is expected to be communicated about four weeks before the commencement of the conference. No interim correspondence will be possible.
- e. The application complete in all respects together with enclosures as indicated at Para III above, must reach the Department of Science and Technology at least eight weeks prior to the commencement of the conference duly forwarded by the Head of the Institution (applicant may apply by an advance copy but the application duly forwarded through Head of the institution and/or competent authority must reach the office 15days before leaving the Country) . If the application is not received in time, the request will not be considered.
- f. Personal visits are not necessary.
- g. Mere submission of application for grant would not make the applicant entitled for the travel support through GOR
- h Application may be addressed to :
Commissioner
Department of Science & Technology
Room No 506, IV floor,Mini Secretariat, Jaipur, Rajasthan, India
Atten: (R & D Division)
Envelop may please be superscribed : Application for International Travel Support

APPLICATION FORM

- Important:** (i) Separate application should be submitted for each event (conference/ symposium/ workshop etc).
(ii) Age will be considered as on the date of start of the event.
(iii) Complete application including all supporting documents must be **tagged** properly, and should reach **at least 2 Months before the commencement of the event.**

NOTE: COMMITMENT FOR FUNDING MAY BE WITHDRAWN IF ANY OF THE INFORMATION FURNISHED BY THE APPLICANT IS FOUND FALSE AND MAY DEBAR THE CANDIDATE FOR FUTURE SUPPORT UNDER THIS SCHEME.

RECORD SHEET

(To be filled in by the applicant)

1. Name of applicant

Designation and name of the Department

Address of University/ Institution/ College

a) City :

b) State :

c) Pin :

d) Tel. No

. i) Office :

ii) Fax :

iii) Mob :

iv) Res :

v) e-mail :

2. (i) Age: _____ Years _____ Months (ii) Date of Birth

(iii) Sex:M/F

3 Whether belong to SC [] ST [] OBC [] GENERAL [] PH []

4 A. Name of the International Conference/ Seminar/ Symposium/ Workshop:

Venue & country :

B. Start & End date of the Conference :

C. Organisers

D. ICSU Yes/ NO/ Do not Know

E Whether conference is held Annually / Once in two year/
Once in three years / etc.
(please specify)

F. Broad Area of the Conference

Life Science ()

Chemical Science ()

Earth Science ()

Maths & Computer Science ()

5. Purpose of visit

A (i) Presenting Paper oral/ poster

(ii) No. of papers authors Single author/ one of the

B. Chairing a session Yes/ No

C. Keynote speaker Yes/ No

D. Other (please specify)

6. Particulars of financial assistance the applicant is applying for/receiving from other National sources/Organizers, towards travel for attending of conference:

(i) Name of the funding agency

(ii) Sanctioned/committed amount.

7. Details of International events attended during the last three years, (name of the event, dates, venue in chronological order). (Attach separate sheet, if necessary)

(a)

(b)

(c)

8. Total Air-fare by shortest route Economy Class (both ways).

9. Are the findings being presented result out of DST project or other work Yes/No

If Yes, then:

a. DST Project's reference number

- b. Project Title
- c. Duration of Project
- d. Name of Principal Investigator
- e. Status

Ongoing/Completed

- 10. Designation and address of authorised officers viz Registrar/Finance officer etc. for receiving cheques/Demand Drafts.
- 11. Proposed date of leaving India for the Conference and the likely date of return.
- 12. Indicate clearly, the benefit (Attach separate sheet) expected to be derived by (100 words only) attending the Conference
- 13. Any other information which you may like to furnish in support of your application.

14. I declare that the information furnished above is correct and I have not availed support from DST in last three years for this purpose.

Signature of applicant

Recommendation of the Head of the Department/Institute.

Signature & Official
Seal of forwarding authority

PLEASE ENCLOSE SUPPORTING DOCUMENTS Where in the check list the applicants answer is Yes (strike off whatever is not applicable). All the Documents may be enclosed as in the order given below.

CHECK LIST

- | | |
|---|--------|
| 1. Applicant has paper(s) accepted at the Conference | Yes/No |
| 2. Applicant has been sanctioned any travel support by any other agency | Yes/No |
| 3. Certificate from Air India indicating the cost of return air fare Excursion/Economy class. | Yes/No |
| 4. Certificate in proof of date of birth | Yes/No |
| 5. Copy of abstract of paper(s) | Yes/No |
| 6. Brochure/Announcement of the Conference | Yes/No |
| 7. Technical programme of the Conference | Yes/No |
| 8. Applicant has availed assistance in last three years | Yes/No |
| 9. Conference is organised by ICSU or its affiliated bodies | Yes/No |
| 10. Applicant is a young Scientist | Yes/No |
| 11. Documents are properly tagged with the application | Yes/No |

PROFORMA FOR BIO-DATA OF APPLICANT

A. Name & Designation

B. Institution

C. Date of Birth

D. Whether belongs to SC/ST

E. Academic Qualification

S. No	Degree	Year	University/ Institution	% of marks	Remarks
1	High school Inter B.Sc M.Sc Ph.D				
2	a. Positions held b. Scale of pay				
3	Experience				

F. Award/ Prize /Certificate etc. won by the applicant

G. Publications (Number only)

Books

Research Paper :

Report : General articles/ patents/ other (please specify)

NOTE : THIS IS AN INDICATIVE PROFORMA. THE APPLICATION HAS TO BE ACCOMPANIED BY A DETAILED BIODATA OF THE APPLICANT