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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद

अनुसंधान भवन, रफी मार्ग, नई दिल्ली- 110001.

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

Anusandhan Bhavan, Rafi Marg, New Delhi - 110 001.

प्रेक्षक

प्रमुख

अंतर्राष्ट्रीय विज्ञान एवं तकनीकी निदेशालय

The Head,

International S & T Affairs Directorate

दिनांक Date: 12.10.2009.
20.

To

The Directors of all the National Laboratories / Institutes of CSIR

Subject: - Revised Proformas for implementation,

- Proforma for Deputation abroad for attending Conference, Symposia, Workshop, Meeting (Total Page. 6) and,
- CSIR Travel Grant Scheme for Conference participation abroad (Total Page. 4)

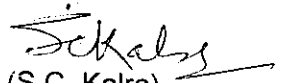
Sir,

I am directed to forward herewith the above revised two proformas for use by all the Scientists of the Laboratories.

All deputation and financial grant proposals are required to be submitted to CSIR Headquarters in these formats henceforth.

Your cooperation is solicited.

Thanking you,


(S.C. Kalra)
Deputy Secretary,
ISTAD

Enclosed:- As above

Proforma for Deputation Abroad for attending Conferences, Symposia, Workshop, Meetings

Council of Scientific & Industrial Research
International Science & Technology Affairs Directorate (ISTAD), New Delhi
Application Proforma

(Total no. of pages: 6)

PART A: GENERAL INFORMATION

(Part A&B to be filled by the Applicant)

(All columns are mandatory to be filled)

Attach recent Passport
size photo
or
Upload photograph in
jpg format

(Please attach one page brief CV)

1. Name of the National Laboratory/Institute :
2. Name of the Candidate
(with Email/Fax/Phone) :
3. OASIS Registration no. :
4. Designation :
5. Basic Pay & Scale of Pay with Pay grade :
6. Date of Birth :
7. Date of Joining the regular CSIR service :
8. Educational Qualifications :
9. Nature of Employment : ☐ Permanent ☐ Contract/Temporary
☐ Probation
10. If on probation or on contract,
please state the period :
11. Area of specialization :
12. List of major R&D publications during
the last 3 years (Attach sheet, if necessary) :

Continued page 2..

PART B: Information about the Conference/Symposium/Workshop/Meeting

1. **Title of the Conference/Symposium/Workshop/Meeting:***

a) Venue :

b) Period of the event :

c) Period of connected visits (if any) :

d) Purpose of visit (*Please (✓) tick mark*) :

☐ *Chairman* ☐ *Keynote Speaker* ☐ *State-of-the-art-rapporteur*

☐ *Panelist* ☐ *Presenting a paper* ☐ *Any Other (Specify)*

Oral ☐
or ☐
Poster
(*Please specify*)

2. Relevance of the theme to the laboratory's thrust area or emerging area or network project/ supra project (*in not more than 50 words*) :

3. **Particulars of any additional visit(s):**

a) *Purpose* :

b) *Justification* :

c) *Sponsorship* :

4. Visits abroad during last 3 years, including fellowships, if any
(use additional sheet, if necessary)

	<u>Countries Visited</u>	<u>Period</u>	<u>Purpose</u>	<u>Funding source</u>
a.	_____			
b.	_____			
c.	_____			
d.	_____			

5. Whether the report(s) on above visits : ☐ Yes ☐ No
were submitted? If yes,
please enclose a copy of the last :
deputation report
6. Itinerary/Flight details (arrival & :
departure to the place of conference)
7. Whether applied to :
DST/DBT/INSA/other
funding sources? Any outcome?
(Please mention)

Date:

Place:

Signature of the Applicant
with designation

PART C: FUNDING ARRANGEMENT

	<i>Requested from Lab/ CSIR</i>	<i>Committed by the Hosts/others</i>
1. (a) International Airfare (Rs.) :		
<i>(i) Conference/Symposium</i> :		
<i>(ii) Associated Visits, if any</i> :		
(b) Registration Fee (in equivalent Indian Rupees) :		
(c) Cash allowance ¹ :		
@ US \$ for no. of Days (in equivalent Indian Rupees)		
(d) Accommodation ² :		
@ US \$ for no. of Days (in equivalent Indian Rupees)		
(e) Part Cash Allowance ³ :		
@ US \$ for no. of Days (in equivalent Indian Rupees)		
Total :		

(f) Ratio of the external funding to the total expenditure:%

(g) In case of project fund, please indicate the title(s) of the project(s), project number and name of the sponsor. Also indicate whether provision exists for foreign tour in the project.

(h) Availability of Funds ☐ Yes ☐ No

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

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

² Accommodation is to be calculated based on number of nights spent.

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

- (i) Whether all documents referred in checklist Part D have been attached? : ☐ Yes ☐ No ☐ Remarks, if any
- (j) Whether any vigilance case pending/ contemplated against him/her at the laboratory level. : ☐ Yes ☐ No ☐ Remarks, if any

Date:

Place:

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

(2) Recommendation/Remarks of Chairman, of ISTAG

Signature of Chairman, ISTAG with date & stamp

(3) Director's Recommendation

1. I recommend/*do not recommend* the visit *: ☐ Yes ☐ No
2. Detailed justification from the Director

Signature of Director with Stamp

Date:

Place:

¹ * please strike off the one not applicable

PART D: SUPPORTING DOCUMENTS

Following documents, to be attached along with the proforma while forwarding the application. Please attach all documents to enable ISTAD CSIR to process the deputation.*

<i>Sno.</i>	Reference(s)
a) <input type="checkbox"/> Letter of InvitationFlag 'A'
b) <input type="checkbox"/> Conference Brochure with Registration Fee details Flag 'B'
c) <input type="checkbox"/> Acceptance of the paperFlag 'C'
d) <input type="checkbox"/> Accommodation cost/details Flag 'D'
e) <input type="checkbox"/> External Funding (attach relevant documents) Flag 'E'
f) <input type="checkbox"/> Funding from CSIR/its Laboratory (Attach a certificate on availability of funding from Administration/ Finance divisions of the laboratory)Flag 'F'
g) <input type="checkbox"/> Copy of the last Deputation ReportFlag 'G'
h) <input type="checkbox"/> Visits made during last 3 years Flag 'H'
<i>i) For Additional Visit(s)</i>	
<input type="checkbox"/> Invitation Letter(s)/e-mailsFlag 'I'
<input type="checkbox"/> Funding arrangement(s) (Attach relevant documents)Flag 'J'

* please tick (✓) whichever is applicable.

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 (Please enclose list of most recent publications of last two years)																
9. Membership of National and International Academic bodies (a) Awards/honors won (b) List of foreign visits in last three years	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; width: 33%;"><u>Country</u></th> <th style="text-align: left; width: 33%;"><u>Period</u></th> <th style="text-align: left; width: 33%;"><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?	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>															
11. Details of last International Conference attended : (Please attach a copy of last deputation report)	<p>a. Name of conference _____</p> <p>b. Place of conference _____</p> <p>c. Date of conference _____</p>															

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 allowance¹ :
(in equivalent Indian Rupees)

d) Cost of accommodation² :
at moderate rates
(in equivalent Indian Rupees)

e) Registration fee :
(in equivalent Indian Rupees)

f) Admissible DA :

g) Part cash allowance³ :
(in equivalent Indian Rupees)

Total: _____

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

² Accommodation is to be calculated based on number of nights spent.

³ 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.

21. Vigilance Clearance

Signature of Applicant

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.)