

Proforma-"Application for National/International Travel Support".

PUNJAB STATE COUNCIL FOR SCIENCE & TECHNOLOGY

MGSIPA Complex, Sector-26

Chandigarh-160 019

Information for the applicant seeking travel financial assistance for participation in International Scientific Conferences/Training Programmes.

The Punjab State Council for Science & Technology has a scheme for providing financial assistance to scientists / technologists of Punjab for attending scientific conferences/meetings/training programmes abroad.

Information for the applicant:

1. Scientists from Punjab working in educational/research institutes are eligible.
2. The following basic conditions should be fulfilled:-
 - (a) The applicant is working in an educational/research institute of Punjab.
 - (b) The applicant has an invitation and accepted paper for oral presentation in conference, and/or has an invitation to chair a session or is an invited speaker. Poster presentations would not be eligible for sanction.
 - (c) The applicant for oral presentation is under 45 years of age at the time of attending the conference and there will be no age limit for the invited speaker or for chairing a session.
 - (d) The scientist invited to deliver lecture / preside over session or whose paper has been accepted for presentation or invited to attend a course shall be provided 50% travel fare or half maintenance allowance for the duration of stay and registration fee wherever necessary, not exceeding Rs. 10,000/-.
 - (e) Scientist at colleges, universities and research institutions who have a minimum of two research publications in the referred journals shall be eligible to apply. However, to promote young scientists and give them exposure, the first timers shall be encouraged.
 - (f) The applicant has not availed financial assistance from Punjab State Council for Science & Technology (PSCST) in the last 3

years.

- (g) The refund of excess amount, if any, occurring due to receipt of grant from the employer and other funding organizations etc.
 - (h) The conference / training programme/course is of national/ international character.
3. The following documents are to be forwarded:-
- (a) A copy of the complete record sheet in addition to part-I and application form part - II.
 - (b) Evidence to show that the applicant is receiving partial travel support from institution/other sources (other than present source). The communication must specify amount sanctioned towards air travel.
 - (c) Bio-data as per format (Part-III)
 - (d) No. of times the applicant has been abroad for similar purpose.
 - (d) Invitation from organizers, important correspondence from the organizers.
 - (e) Evidence in support of acceptance of paper for presentation and/or invitation from organizers to chair the session or an invited speaker.
 - (f) Call for papers etc of national/ international character.
 - (g) Abstract of the paper to be presented by the applicant in the conference.
 - (h) Technical programme of the conference.
 - (i) Copy of clearance from parent organization.
 - (j) Certificate from Air India indicating the cost of return air fare by economy class/excursion fare by shortest route.
4. Incomplete forms shall not be considered.
5. The financial assistance will not exceed 50% of the actual fare by shortest route. Further, this will be limited to difference between actual air fare and funds received by the applicant from other sources towards air fare which ever is less. Under this scheme no airport tax is considered.

6. If approved, the Council will initially issue a commitment letter agreeing to the support. The amount will be reimbursed to the scientist only on his return to the State after participation in the conference/meeting and fulfilling the terms & conditions.
7. The decision of the applicant will normally be communicated about 6 weeks before the commencement of the conference. No interim correspondence will be entertained.
8. The application in all respects together with enclosures must be received in the Council at least 8 weeks prior to the commencement of the conference/meeting/training programme duly forwarded by the Head of the institution. If the application is not received in time, the request will not be considered.
9. Application may be addressed to **Executive Director, Punjab State Council for Science & Technology, MGSIPA Complex, Sector-26, Chandigarh.**

Envelopes may be superscribed "Application for National/International Travel Support".

10. Please furnish separate applications for different conferences.

Instructions for filling the form:

- (i) Restrict the entry to no. of letters shown in the brackets against the items.
- (ii) Institute, Country and PAC Code will be filled by the Council.

WARNING; COMMITMENT FOR FUNDING MAY BE WITHDRAWN IF ANY OF THE INFORMATION FURNISHED BY THE APPLICANT IS FOUND FALSE AND MAY DEBAR THE CANDIDATE FOR THREE YEARS.

PART-I

**PARTIAL FINANCIAL ASSISTANCE FOR PARTICIPATION
IN NATIONAL/INTERNATIONAL CONFERENCE**

APPLICATION FORM

Important: Send only one copy of the application.

**WARNING: COMMITMENT FOR FUNDING MAY BE WITHDRAWN IF ANY
OF THE INFORMATION FURNISHED BY THE APPLICANT
IS FOUND FALSE AND MAY DEBAR THE CANDIDATE
FOR THREE YEARS.**

1. Name(Surname first,
in capital letters):

Address for correspondence:

2. Date of Birth:
3. Sex
4. Designation.
5. Institute details (Deptt.or Div)
where employed.

Name

Address

Telegraphic Address

Phone

Mob

6. Particulars of the
Conference/Training Course
- a) Title

12. Place of the nearest branch of Central Bank of India in your locality.
13. Name with address of authorized officer who can receive draft/cheques.
14. Proposed date to leave India for the Conference and the likely date of return of India.
15. Indicate clearly the benefit expected and the possible outcomes to be derived by attending the Conference to the State within 250 words .
16. Other countries likely to be visited apart from the place of Conference.

Country

Duration

Purpose
17. Financial Assistance details:
Any other information which you may like to furnish in support of your application.
18. Signature of the applicant.
19. Recommendation of Head of Institute/Department.

I undertake to prepare & submit to PSCST a detailed state-of-art Report on the subject of the Conference/Course along with the proceedings immediately on return and furnish any clarification as and when required by PSCST.

Signature of employer
(with seal)
Date

Signature of Applicant

PART-II

Reference No.....

Date of Receipt....

PARTIAL FINANCIAL ASSISTANCE (PFA) FOR PARTICIPATING IN NATIONAL/INTERNATIONAL CONFERENCES

RECORD SHEET

(A) To be filled by the applicant

1. (a) Name

(b) Address (Deptt).

Residence:

Tel.No.

2. Designation.

3. Age, Sex, Date of birth

4. Name of the Conference/Training
School.

5. Place and Date

6. Whether applicant is reading a
paper / chairing a session etc.

7. Number of times the applicant has been
abroad for similar purpose.

8. Particulars of financial assistance
the applicant is receiving towards
air travel, local stay, registration fee.

9. Amount requested from PSCST.
10. Are the findings being presented a result of PSCST funded project/other work. (Sanction number of PSCST project)
- 11 . Have you received any support from PSCST within three years. Give details. (from the date of the conference)
12. Have you got the commitment of PSCST for any other conference for this year. Give details.
13. I declare that the information furnished above is correct.

(Signature)

(B)	Check List	Enclosure	
1.	Applicant has a paper(s) accepted at the Conference.	Yes/No	A
2.	Copy of abstract of paper(s)		
3.	Applicant is a Punjab Govt. Employee.	Yes/No	B
4.	Applicant has availed travel assistance in the last three years from PSCST.	Yes/No	
5.	Applicant has been sanctioned 50% travel support.	Yes/No	C
6.	Certificate from Air India Indicating cost of return air fare.		D
7.	Conference/training course is of international character (Cell for Papers)	Yes/No	
8.	Technical programme of the Conference.		E
9.	Applicant is a young scientist.	Yes/No	
10.	Certificate of date of birth		
11.	Nearest station of Union Bank of India.	Place	G

(C) For Office use only.

1. No.of times applicant has been abroad for similar purpose:
2. No.of applications for this Conference.
3. Date of Screening Committee meeting.
4. Decision of the Committee.
5. Signatures.

6. Concurrence of Finance
7. Date of communication of decision.
8. Amount committed.
9. Date of issue of commitment letter.
10. Necessary documents received on
11. Date when amount released.

