

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

ACADEMIC SECTION

Guidelines for Facilitating Participation of Research Scholars in Conference/ Symposia / Workshop Etc.

Research scholars are encouraged to apply to external organizations (CSIR, SERB etc.) for travel funding.

Please [click here](#) for the details and link to various external travel grants

GUIDELINES FOR NATIONAL OR INTERNATIONAL CONFERENCE WITHIN INDIA

Maximum of 2 conferences per calendar year. The split up details of the expenditure is as follows.

Outside Palakkad and within India

Budget Head	Eligibility	Remarks
Registration fees	Max up to Rs.5000/-	
Travel	Train II Tier AC (From Palakkad to the nearest railway station of the conference venue by the shortest route)	As per actuals, on production of copy of ticket. In case the Scholar travels by flight or any other mode, the reimbursement should be on actuals subject to an upper ceiling of 2 Tier AC Train charges.
Local Travel (at Palakkad and at the venue of the conference)	4 trips for the whole duration of the conference by Auto/Taxi/Bus (IITPKD to Railway Station/Airport and return, and railway Station / Airport to Conference venue / place of stay and return)	As per actuals, subject to an upper limit of Rs. 500/- per trip on production of bills/self certification.
Lodging	Hostel / Guest House / Hotel for the conference days plus one day each prior to and after the conference days	Actuals, subject to a ceiling of Rs. 1500/- per day on production of bills.
Per diem	The conference days plus one day each prior to and after the conference days.	Rs. 500/- per day (No bills required).
Poster charges	One poster	Maximum amount of Rs. 1500/- per poster on production of bill.

Note: In case the Scholar proceeds on leave before/after the conference, per diem is not allowed for the days on leave. The travel reimbursement will be restricted to the 2 AC tier Train fare from Palakkad to the nearest railway station to the conference venue by the shortest route.

Outside India

Research scholars (full time scholars including CSIR / UGC / project category) may also attend International conferences outside India within the sanctioned limit of Rs. 2 lakhs. They can attend multiple conferences within this limit. However, the total amount to be spent for registration is limited by a ceiling of Rs 50,000. The student should present a paper or a poster to claim for the reimbursement.

Budget Head	Eligibility	Remarks
Travel	As per the government norms. See the attached annexure.	As per actuals on production of copy of ticket. Boarding pass to be produced.
Local Travel (Palakkad and at venue of the conference)	4 trips for the whole duration of the conference by Auto / Taxi / Bus (IITPKD to Railway Station / Airport and return, and railway Station / Airport to Conference venue / place of stay and return)	As per actuals on production of bills
Lodging	Hostel / Guest House / Hotel for the conference days plus two days (one day each prior to and after the conference days)	Actuals subject to an upper ceiling of US \$ 100 per day on production of bills.
Per diem	The conference days plus two days (One day each prior to and after the conference days.)	US \$ 50 per day (No bills required).
Visa Charges	Actual Visa fee	Actuals on production of receipts.
Travel within India for Visa facilitation / interview	Train II Tier AC (from Palakkad to the nearest railway station of the consulate / embassy).	As per actuals on production of copy of ticket. In case the Scholar travels by flight or any other mode, the reimbursement should be on actuals, subject to an upper ceiling of 2 Tier AC Train charges. Boarding pass to be produced in case of air travel. Lodging and per diem as per the National conference travel entitlement.
Travel Insurance charges	Actual Cost	Actuals on production of receipt.
Poster charges	One poster	Maximum amount of Rs.1500/- per poster per conference on production of bills.

Other Terms and Conditions for conferences within India and outside India

1. The travel advance taken, if any, has to be settled within 30 days of completion of the Journey.
2. If the travel is cancelled, and if the scholar has taken an advance from the Institute, the advance has to be returned within 30 days. In case the scholar fails to settle the advance within 30 days from the date of cancellation, the amount of advance may be recovered from the Assistantship.
3. In case the actual expenditure exceeds the upper limit, the Doctoral Committee can recommend it on a case-to-case basis under special circumstances only if attending such a conference/ workshop will benefit the scholar in his / her research. This is applicable for conferences within India only.
4. In case the purpose of the travel is for data collection / lab visit for conducting experiments or meeting with peers for research discussion, the scholar will be permitted to travel within India and the entitlements will be the same as that of conference travel within India. However, the maximum number of days permitted for DA/lodging will be limited to 10 days (including travel and stay) in such cases. International travel for such purposes will not be approved, in general.

International travel grants provided by external organizations

Council of Scientific and Industrial Research (CSIR)

The Scheme is aimed at providing financial assistance to Young Indian Researchers (Ph.D. Students, Research Associates, resident Doctors, etc.), Emeritus Scientists and non-regular researchers for participation / presenting their research papers in international Scientific Events such as conferences/ Seminars/ Symposia/ Workshops/ Short-term School/ courses/ training programs. The scheme provides up to full reimbursement of the actual airfare from the airport (nearest to the place of work in India) to the venue of the Event and back.

Link to website : [Click Here](#)

AICTE-INAE Travel Grant Scheme

An “AICTE-INAE Travel Grant Scheme” for Engineering Students from AICTE approved Engineering College/Institution to present papers abroad has been launched for enhancing the quality of engineering education in the country. The objective of the scheme is to provide partial travel assistance and registration fees to Bachelors and Masters Level engineering students for presenting a research paper in an international scientific event (conference/seminar/ symposium/workshop/ exhibition etc) in order to encourage engineering students to engage in research.

Link to website : [Click Here](#)

Science and Engineering Research Board

International Travel Support (ITS) Scheme provides financial assistance to Indian researchers for presenting a research paper in an international scientific event (conference, seminar, workshop etc.) held abroad. In addition, support is also provided to young scientists (age limit below 35 years as on date of start of the event) for attending training programmes, Short-term schools and Workshops. Economy class air-fare by shortest route, airport-tax and visa fees are provided under the scheme. Registration fee as per actual or Rs. 50,000/- whichever is less will be provided to young scientists (Age < 35 on the date of start of event) in addition to the above support. Applications can be submitted within the window of 60-90 days in advance from the date of start of the event. The system will not accept early or late submission of applications. However, applicants who have already submitted a proposal will not be eligible to apply again within the next 90 days from the date of submission of the first application.

Link to website : [Click Here](#)

Department of Biotechnology (DBT)

To popularise Biotechnology activities in India, Department of Biotechnology (DBT), Government of India provides financial assistance towards organizing Conference/ Seminar/ Symposium/ Workshop and Travel support to the researchers for presenting their papers in the conferences which are being organised outside the country. It also extends support for organising DBT stalls in Exhibitions held within the country as well as outside the country. Financial supports are also provided for organising Popular Lectures. The collective term for these four activities is CTEP (Conference, Travel, Exhibition and Popular Lectures).

Link to website : [Click Here](#)

Boehringer Ingelheim Fonds (BIF)

The Boehringer Ingelheim Fonds (BIF) offers travel grants to foster biomedical research by enabling junior scientists from all over the world to learn new methods in practical courses or laboratories.

Link to website : [Click Here](#)

ICMR-International Travel Grant Support for non-ICMR Scientists

The Scheme provides financial assistance for presenting research paper or chairing a session as also delivering a lecture/ delivering a keynote address in an international scientific event (Conference/Seminar/Symposia/Workshops) to Non-ICMR biomedical Scientists/Researchers.

Link to website : [Click Here](#)

IEEE Circuits and Systems Society Student Travel Grants

To provide financial assistance to IEEE Circuits and Systems Society (CASS) Student Members to enable them to present their research work at CASS flagship conferences. The amount of financial assistance provided to each student should not exceed \$1,500 per student. The total amount allocated will be \$70,000 per year. These grants can only be used as a reimbursement of expenses for travel to CASS Flagship conferences taking place during the year the award is given. Please note, that the final amount given to the awardee will be based on expenses incurred by the student to attend the conference, not to exceed the awarded amount. The awarded amount will be financed through the standard IEEE travel expense reimbursement process.

Link to website : [Click Here](#)

Ratan Tata Trust and Navajbai Ratan Tata Trust

Link to website : [Click Here](#)

ANNEXURE

IITPKD/FIN/OM/2021-22/

Date: 22/02/2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding booking of Air Tickets on Government Account. – reg

The Department of Higher Education, ministry of Education vide OM No. F.No. 23-1/2019-IFD dated: 16-feb-2021 instructed to comply the Department of expenditure, Ministry of Finance, Govt. of India OM No: 19024/03/2021-E.IV dated: 31-Dec-2021 regarding the modification of instructions regarding booking of Air Tickets, which is also self-explanatory.

The copy of the above said letter are enclosed herewith for compliance.


Dr. Ganesh Natarajan
Registrar I/C

AM Dir/DSs/DD
16/2

F. No. 23-1/2019-IFD
Government of India
Ministry of Education
Department of Higher Education
(Integrated Finance Division)

Shastri Bhawan, New Delhi
Dated the 16th February, 2021

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government Account.

Enclosed please find a copy of OM No. 19024/03/2021-E.IV dated 31.12.2021 received from the Ministry of Finance, Department of Expenditure, on the subject mentioned above, which is self explanatory.

2. It is requested that necessary instructions to the autonomous/subordinate offices under administrative control of each Bureau may be issued at the earliest.

Encl: As above


(Kiran Arora)

Under Secretary (IFD)

DS (TFE)

To

All Bureau Heads in the Department of Higher Education

Kirt

17/02/21 Kindly
Circulate
Copy for information to: Sr. PPS to JS&FA

80 (TC)

Mr. Gish

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi,
Dated the 31st December, 2021

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd (IRCTC).

2. In view of the decision of the Government for disinvestment of Air India, it has been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

- i) M/s Balmer Lawrie & Company Limited (BLCL),
- ii) M/s Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

3. The travel agents are expected to provide to the Govt. employees the 'Best available fare' on the date of booking on the basis of tour programme as per their entitlement.

4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

7. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control.

9. These orders shall be effective from 01.01.2022.

10. This is issued with the approval of the Finance Secretary & Secretary (Expenditure)



(Nirjala Dev)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 31st December, 2021)

1. I (Name of the employee.....) hereby declare and certify that :

2. I have actually performed the onward journey from..... to..... on.....(date) and return journey from..... to..... on..... for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... to..... on.....(date) and return journey from..... to..... on..... for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....