



Homi Bhabha National Institute
2nd Floor, Training School Complex, Anushaktinagar, Mumbai 400094


No: HBNI/5/1(3)/2018/VCO/ **604**

December 3, 2018

Office Order

Subject: International Travel Scheme for Ph.D. students of HBNI

1. Ph.D. Students of HBNI attend International Conferences/Symposia to present their papers (oral/poster presentation), which is part of their academic programme's requirement. In order to provide financial assistance to the Ph.D. students of HBNI, for attending the international conference/symposia, a Scheme known as "The International Travel Scheme for Ph.D. Students of HBNI" is being operated by the Homi Bhabha National Institute (HBNI) from the year 2010.
2. Considering the increase in the cost of travel over a period of time, the Council of Management (CoM) of HBNI considered the proposal for enhancing the financial support under this Scheme and approved the same. The modified scheme and the guidelines prescribed for sanction of the foreign travel assistance are given in the Annexure-1. The revised rates of assistance will take effect from 01.12.2018 (i.e. for the travel performed from 1.12.2018 onwards).


(Dr. B. Chandrasekar)
Registrar

All Heads of CIs/OCC

- Copy to:
1. Dean, HBNI
 2. Associate Deans, HBNI
 3. Finance Officer, HBNI
 4. AO III, Office of VC, HBNI

Annexure to HBNI Office Order HBNI/5/1(3)/2018/VCO/604 dated 03.12.2018**Guidelines for grant of financial assistance under the International Travel Scheme for Research Scholars of Homi Bhabha National Institute (HBNI)**

December 3, 2018

1. **Name of the Scheme:** "International Travel Scheme for Research Scholars of HBNI"
2. **Objective of the Scheme:** To provide financial assistance to the Ph.D. students of HBNI, who attend international conference;
3. **Students who are eligible for the assistance:** Students registered in the Ph.D. programme of HBNI. Employees of CIs/OCC or other DAE units registered for Ph.D. under HBNI are not entitled for this assistance.
4. **Quantum of financial assistance:** The quantum of financial assistance will depend upon the place of travel as detailed hereunder:
 - a. Group A: North and South America, Australia, New Zealand: up to Rs.1,25,000/-.
 - b. Group B: Europe, Africa, Far-East Asia, viz., Japan, China, Hong Kong, Taiwan, Korea, Indonesia: up to Rs.1,00,000/-
 - c. Group C: Neighbouring Countries, for example, Sri Lanka, Nepal, Bangladesh, Burma, Singapore, Malaysia, Thailand, Maldives : up to Rs.60,000/-
5. **Purpose for which the financial support shall be utilised:**

The sole aim of the support is to provide an opportunity to the student to present his findings to a peer gathering and obtain comments and suggestions on his/her research programme. Therefore, the support is extended for attending international conference or an equivalent programme, for presenting a paper for oral/poster presentation. The fund shall be utilised only for the purposes of payment of Registration Fee for the Conferences, Visa Fee, local hospitality at foreign nation and travel cost.

Note:

- i) **No financial assistance will be extended for attending meetings such as workshops or schools if the emphasis is on education and not on sharing of research findings;**
- ii) **Additional Financial Assistance, if any, shall not be availed from any sources within the Department of Atomic Energy and it shall be only from outside the Department.**
- iii) **Students' contingency grant shall not be utilised for meeting additional expenditure on this account.**

6. **Number of occasions the financial assistance will be provided to the student:**
This support will be provided only once during the Ph.D. tenure;

7. Conditions for drawal of the financial assistance:

- a. The student must have his/her paper accepted for oral or poster presentation in the conference;
- b. The quality of the paper and the conference should be ascertained by the student's doctoral committee to be of high quality;
- c. The participation of the student in the conference should have the approval of the Competent Authority in the Constituent Institution (CI) in which the student is enrolled and HBNI affiliation should be indicated in the paper.
- d. Student should not be under academic extension beyond normal period on the date of commencement of the Conference;
- e. The Annual Progress Reports grading in the last three years should be "Good" or above.

8. Procedures for submission of application/drawal of financial assistance:

- a. The students should submit an application in the prescribed format (Enclosed as Annex-1) along with supporting documents listed therein;
- b. The students who receive the financial assistance shall be required to submit settlement form (in the prescribed format enclosed at Annex-2) along with the original bills/documents of travel/air ticket/boarding pass etc. to the Administrative Officer, HBNI within 30 days on completion the return journey.
- c. If, for any reason, the student is unable to proceed for attending the conference, the sanctioned amount should be refunded immediately, in any case, before the date of commencement of the conference.
- d. Unspent balance, if any, of the sanctioned amount, should be refunded immediately on return from the travel, in any case not later than 10 days from the date of return.
- e. Failure to comply with the conditions stated in 8(b), 8(c) and 8(d) above will attract penal provisions as per General Financial Rules.



(Dr. B. Chandrasekar)
Registrar



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Application for Financial Assistance to attend International Conference

1	Name of the Student			
2	Enrolment Number			
3	Name of the Constituent Institution			
4	Contact details:	Address:		
		Mobile number:		
		Email id:		
5	Name of the Project / Thesis Title			
6	OGCE exam conducted on			
7	Title of the Conference, the student proposed to attend			
8	Venue of the Conference, Country			
9	Date/duration of Conference	From:		
		To:		
10	The student is participating in the conference for	Oral / Poster Presentation		
11	Financial Assistance Required			
		Total Amount	Assistance sought from HBNI	Assistance sought from other Non-DAE sources
	Air fare			
	Registration Fee			
	Visa Fee			
	Local Hospitality (Accommodation/ Food)			
	Local Travel			
	Total anticipated expenditure			

12	Name/details of the Outside Agency from which the additional financial assistance, if any, sought by the student	
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13	Bank Account Details (in to which the sanctioned amount is to be credited)	
13A	SB Account Number	
13B	Name of the Bank	
13C	Branch /location	
13D	IFSC Code Number	
14	Remarks/Additional Information, if any	

Undertaking by the Student:

- i) I undertake to submit the bills, air-ticket, boarding pass, in original, to the Administrative Officer, HBNI, within 30 days from the date of completion of the return journey;
- ii) I undertake to travel only by Air India and abide by the guidelines issued, time to time, by the Government of India/HBNI in this regard.

Date: _____

Signature of the Student: _____

Approval of the Doctoral Committee:

1. It is certified that the quality of the conference for which the student is being sponsored, is high;
2. It is certified that the APR grading in the last three years are "Good" or above.
3. It is certified that the student is not under academic extension:

Signature of the Guide

Signature of the Chairman of the
Doctoral Committee(on behalf of the
Doctoral Committee)

Forwarded with recommendation:

Signature of the Dean (Academics)

Signature of the Head of CI/OCC or the
authority duly authorised by the Head of
CI/OCC

Documents to be attached along with the application:

1	Invitation letter from conference organizer accepting the paper and inviting the student to attend the conference	
2	OGCE Report	
3	Copies of the Annual Progress Reports (for the last three years)	
4	Copy of the Abstract of the presentation submitted to the conference (this shall bear the affiliation of the student to the HBNI as well as the CI/OCC concerned)	
5	Pre-stamped receipt (in the format enclosed – <u>Annexure-4</u>)	
6	Undertaking from the student that additional financial assistance, if any, will be sought only from agencies outside the Department of Atomic Energy and that the Student's contingency grant will not be utilised for this purpose (format enclosed – <u>Annexure-5</u>).	



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Settlement of Account - Financial Assistance received from HBNI to attend International Conference

1	Name of the Student				
2	Enrolment Number				
3	Name of the Constituent Institution				
4	Title of the Conference, the student attended				
5	Venue of the Conference, Country				
6	Date/duration of Conference	From: To:			
7 (a)	Financial Assistance Received from HBNI HBNI Order No. & Date:	Rs. _____			
(b)		_____			
8	Financial Assistance Received from other Non-DAE Sources & the details of the Agency which provided the financial assistance	Rs. _____ Details of Agency: _____ _____			
9	Details of Expenditure				
	Expenditure head	Amount spent (Rs)*	Assistance sought from HBNI (Rs)	Assistance sought from other Non-DAE sources (Rs)	Receipt details
A	Registration Fee				
B	Visa Fee				
C	Air Fare				
D	Local Travel				
E	Accommodation				
F	Food				
G	Total				

* indicate the foreign exchange rate for the expenses in foreign currency:

Foreign Currency: _____ Exchange rate: Rs. _____

10	Details of refund made, if any:	
10a	Amount:	Rs.
10b	Refunded on:	
10c	Online transaction UTR Number/DD Number and Date	
11	Remarks/Additional Information, if any	

Date: _____

Signature of the Student: _____

Note:

1. A copy of the tour report along with the tour attendance certification should be submitted along with the settlement form;
2. The settlement of accounts should be

Forwarded:

Dean (Academics)

To

Dean, HBNI

Receipt

Received a sum of Rs. _____ (Rupees _____)
_____) from the Accounts Officer, Homi Bhabha
National Institute (HBNI), Department of Atomic Energy towards financial assistance for
foreign travel to attend conference, sanctioned under Order No.
dated _____ .

Signature :

(To be signed
on Re.1/-
revenue
stamp)

Date :

Name :

CI Name :

Employee Number :

Mobile Number :

Undertaking from the student seeking financial assistance for foreign travel

1. I hereby state that I will not be seeking financial assistance from any source from within the Department of Atomic Energy (other than the assistance now I am seeking from HBNI) or its Units/Aided Institutions/PSUs/Funding Agencies/Projects. I also undertake that I shall not utilise the student's contingency grant for meeting the expenses (full/part) of the foreign travel.
2. I have sought/will be seeking financial assistance from the following agency, in addition to the assistance sought from HBNI, to cover the total expenditure on the foreign travel:

Name of the funding agency :

Amount sought :

Signature :

Date :

Name :

CI Name :

Employee Number :

Forwarded :

(Signature of the Dean (Academics))

(copy of the application made along with the sanction received from the outside agency shall be attached to this undertaking)