

GUIDELINES RELATING TO TRAVEL GRANTS ASSISTANCE

1. Ministry of Statistics & Programme Implementation (MOS&PI) is implementing a Plan scheme namely, **Capacity Development (Capacity Development of CSO, Institution Development and Capacity Building)**. One of the components of the scheme is 'Travel Grants Assistance'. Under this scheme, financial assistance is provided towards the travel cost and related expenditures for presentation of accepted research papers in Applied Statistics in International Conferences/Seminars/Workshops, etc., to be held outside India. Such assistance includes airfare, registration fee, airport tax, visa fee, per diem, etc. as per the Government rules in force.

2. Objective

The main objective of the 'Travel Grants Assistance' scheme is to provide financial support to the national Statisticians for presenting their accepted papers/ articles on Theoretical/Applied Statistics in international academic conferences/seminars/workshops, etc. abroad. The idea behind this scheme is to promote dissemination of the research work of the Indian statisticians by facilitating them to share and enhance their level of understanding at international level.

3. Eligibility

- i) Indian National
- ii) Application should have been recommended by the parent organisation. No direct application will be considered. However, free lancers and students can also apply. Free lancers would have to submit to a bank guarantee towards the advance to be given to them as financial assistance under travel grant. Students submitting their applications through the heads of Statistical Institutions/Departments would be exempted from submitting bank guarantee.
- iii) Appropriate documentary evidence of acceptance of the paper for presentation by the agencies organising the international statistical conferences/seminar/ workshop, etc. should have been furnished.

4. Subject of Accepted Paper

The accepted paper is required to be related to Theoretical/Applied Statistics preferably in the priority areas like Human Resource Development, Education, Gender Analysis, Environment, Price, Poverty, Labour, Employment, National Income, Agriculture, Rural Development, Industry, Services, Productivity, Water Resources, Health, Power, Urbanisation and Population.

5. Financial Assistance

5.1 Financial grants as per the limits prescribed under relevant Government of India's rules will be provided to meet the travel costs and other admissible expenditures directly related to the presentation of accepted research papers in Theoretical/Applied Statistics in International Conferences/ Seminars/Workshops, etc. being held abroad. The return air ticket of a national carrier i.e. Air India and Indian Airlines will be provided by the shortest air route for the economy class. Shortest air route here means the route normally followed/offered by the national carrier between the initial point/airport in India and destination airport (i.e. airport nearest to the venue of the conference). Besides the return air ticket(s) provided by the MOS & PI, financial assistance towards travel cost will cover all expenditures on travel between the place of work or place of residence (residence used for commuting to the place of work) and the airport in India from where the air ticket has been arranged by MOS & PI. Financial assistance towards travel cost will also be given for travel between the airport abroad (upto which the air ticket has been given by MOS & PI) and the venue of the conference. The applicable mode of travel, within India and abroad, to decide the maximum admissible assistance/ reimbursement against a claim, supported by relevant proof, would be as under:

i) upto 50 Kms.	ordinary taxi/bus/train (AC-2 Tier)
ii) more than 50 Kms. but upto 500 Kms.	bus/train (AC-2 Tier)
iii) beyond 500 Kms.	bus/train (AC-2 Tier)/Air (Economy Class by national carrier or by collaborating airlines as arranged by the national carrier

Besides air travel, one can use, if necessary, more than one type of transport mode; and use the same type of mode more than once to reach the international airport in India and abroad from his/her residence/work place in India and venue of conference abroad, and vice-versa.

5.2 In case the International flight of the national carrier is not available for the shortest route on the dates of journey proposed by the beneficiary then:

- a) for onward journey, the ticket for first available flight next to the proposed date would be provided.
- b) for return journey, the ticket for the first available flight after the proposed date would be provided.
- c) In case any of the above dates hinders presentation of the paper then on the basis of the proof given by the beneficiary in support of such problem, the ticket by collaborating airlines of the national carrier would be allowed for the original dates proposed by the applicant without any

extra cost to the beneficiary, provided the availability of such service exists.

5.3 The applicants may like to get their air tickets (by shortest route through Air India) blocked for both onward and return journey and intimate this Ministry accordingly with all necessary identification details while sending their applications. Blocking of the air tickets will help this Ministry in ensuring the availability of the air tickets for travel on the desired dates and time in case the applicant is selected for travel grants assistance.

5.4 Financial assistance will also include registration fees, visa fee, air port tax and per diem as per the Govt. rates or UNDP rates (whichever is less). Partial support will also be considered in respect of applicants who are getting part of the financial assistance for the same purpose (i.e. for presentation of the paper) from other sources also. It may be clarified that no expenses on medical and insurance will be provided by this Ministry.

5.5 The candidates will be eligible for per diem for the period of his journey/tour directly related to presentation of his paper subject to a maximum of the duration of the part of the conference/meeting/workshop, etc, which relates to Statistics.

5.6 If the applicant has obtained or is expecting to get some financial assistance from any sources other than MOS & PI, he/she must inform all details of such assistance and its proposed utilization with item wise details well in time before the commencement of the journey. If he/she fails to comply with this direction, his/her case will be rejected.

5.7 The beneficiary is required to submit within a fortnight after the conclusion of the conference/seminar/workshop for final adjustment/settlement the receipts of expenditure and item-wise details of expenditure, etc in respect of air fare & local travel expenses, registration fees, visa charges and other incidental expenses, etc. i.e. items of expenditure in respect of which financial assistance has been obtained and/or reimbursement has been claimed from the Ministry of Statistics & Programme Implementation and other sources(to be indicated by the beneficiary), if any. Unutilized money out of the grants given by Ministry of Statistics & Programme Implementation should be returned to the Ministry of Statistics & Programme Implementation within a fortnight after the conclusion of the Conference/Seminar/Workshop through Demand Draft payable at Delhi in favour of "Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi". Non-submission of such documents and non-refund of the unutilized money within the aforesaid time limit may lead to recovery of entire amount of grant. Claim for reimbursement of excess expenditure if any, should also be submitted to Ministry of Statistics & Programme Implementation within a fortnight. No reimbursement would be admissible in respect of the claims received after the above-prescribed period.

5.8 Submission of any false information or non-submission/suppression of relevant information at any stage will lead to recovery of the financial assistance and/or penalty measures as may be decided by this Ministry.

6. Procedure for applying for Travel Grants Assistance

The eligible candidate may send his/her application in the prescribed proforma duly supported by appropriate documentary evidence, and also ensure that it reaches this Ministry at least three months prior to the commencement of the date of travel abroad. It may be addressed to the Additional Director General (Social Statistics Division), Central Statistical Organisation, Ministry of Statistics & Programme Implementation, West Block 8, Wing 6, R.K. Puram, New Delhi-110066. Applications received less than three months prior to the commencement of the Journey abroad will not be entertained. Candidates can apply for Travel Grant Assistance before getting approval regarding selection of the Paper from the concerned authorities; however, the sanction of the Travel Grant Assistance from MOSPI will be subject to acceptance of the Paper in the Conference.

7. General Conditions of the Travel Grants Assistance

7.1 The Travel Grants Assistance will be provided only to those who were found suitable by the Screening Committee and Empowered Committee constituted by the Ministry of Statistics & Programme Implementation. The preference would be given to those candidates whose papers directly address the issues/problems to the Statistical system in the country.

7.2 The financial assistance will be provided directly to the applicant. Preference would be given to young statisticians. If there is more than one application from the same organisation for the same Conference, only one candidate will be selected for assistance under the scheme, keeping in view the field of specialization, subject of the conference etc. In case of co-authors, only the first author would be awarded the travel grants assistance.

7.3 Immediately after getting intimation from the Ministry of Statistics & Programme Implementation about approval for the Travel Grant Assistance the applicant has to furnish a bond to this Ministry to the effect that MOS &PI will recover from the applicant the entire travel cost if he/she does not avail of the grant for the envisaged purpose.

7.4 In their presentation during the conference, the candidates must duly acknowledge the financial assistance from the MOS&PI.

7.5 Candidates availing Travel Grant Assistance from M/o Statistics and Programme Implementation would be required to make a presentation of the paper presented at the Conference in CSO after return from the Conference

7.6 In addition to the details of the utilization of the financial assistance as mentioned above under para 5.7, the applicant has to furnish (to the Additional Director General, Social statistics Division, Central Statistical Organisation, Ministry of Statistics and Programme Implementation, West Block -8, R.K.Puram, New Delhi-66 within 30 days of the conclusion of the Conference; the following: -

- a) A certificate from the organizers of the conference to the effect that the applicant (name) presented the paper titled “”. during the Conference on. (date of presentation).
- b) A report on the presentation of the paper and the response from the participants to such presentation in the conference/seminar/workshop etc.
- c) To submit a Hard copy as well as Soft copy of the presentation made during the conference. The presentation may be published in the web site of MOSPI later.

Application Form for Travel Grants

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1. 1. Name of the applicant (Dr./Mr./Miss/Mrs.)
2. 2. Father's/Husband's Name
3. 3. Nationality
4. 4. Sex
5. 5. Date of Birth
6. 6. Passport No. :
7. 7. Mailing Address (with Telephone No., Fax No./e-mail, if any)
 - (i) (i) Official
 - (ii) (ii) Residential
8. 8. Academic Qualifications in Statistics achieved (enclose photocopy of the certificate in support)
9. 9. Indicate whether working or retired
 - a) a) If working, give full particulars of employment
 - b) b) If retired, give details of last employment
10. 10. Field of specialization/research work, if applicable
11. 11. Details of research papers published
12. 12. Awards/citations, etc. received
13. 13. Details of the Govt. and other sponsorship/assistance/funding availed of and international conference/seminar/meeting/workshop etc. attended in the last three years (title of the conference, dates, venue, how funding was arranged, etc.)
14. 14. Details of the Conference/Seminar/ /Meeting/ Symposium/ Workshop etc. where the paper has been accepted by organizers for presentation
 - a) a) Name of the Conference.....
 - b) b) Venue of conference.....
 - c) c) Date(s) of conference
 - d) d) Broad theme(s) of conference.....
 - e) e) Name and address of the organising/convening Institution (including Telephone numbers, e-mail address and web-site address, if available).....
15. 15. Details of the paper accepted for presentation (photocopy of the letter of acceptance of the paper by the organizers for presentation should be enclosed)
 - a) a) Title
 - b) b) Subject area
 - c) c) Tentative/Expected date of presentation
16. 16. Detailed item-wise particulars of the financial assistance (towards travel cost, air ticket, etc.) which the applicant has already received or expects to receive

from other sources/Agencies for attending the event (for which assistance is now being sought from M/O S&PI) – name of the funding agency, sanctioned amount, mode of payment, items of expenditures being funded, etc. may be given.

17. 17. Actual airfare (in Indian rupees) of economy class (to and fro) for Air-India/Indian Airlines by shortest air route between India and country where paper is to be presented.
18. 18. Item-wise details in respect of other expenditures like other travel costs, registration fee, airport tax, visa fee etc., not included in (17) above.
19. 19. Total item-wise financial support (in Indian rupees) sought from the Ministry of Statistics & Programme Implementation(after deducting the amount shown at Sl. No. 16 above)
20. 20. Proposed date of departure from India for attending the event and expected date of return. (names of international airport in India nearest to the place of working and international airport abroad nearest to the venue of conference may please also be given here).
21. 21. Details (including dates, PNR No., etc.) of the Air India/Indian Airlines tickets, if any, booked for above proposed dates:
 - a. a. Onward journey
 - b. b. Return journey
22. 22. The benefits expected to be derived by virtue of attending the event.
23. 23. Other relevant particulars, if any, desired to be furnished.

I hereby declare that all the particulars given in this application are correct. I have not hidden any such fact/information available with me as must be necessarily brought to the notice of M/O S&PI). I will satisfy all the terms and conditions prescribed by the M/O S&PI. I also agree to be penalized by M/O S&PI as deemed fit by it for the terms and conditions not satisfied by me.

Place:

Date:

Recommendations of the Head of Department/Supervisor.

Place: Signature of the Head of the Deptt or
Supervisor (along with official address, telephone no., fax no.
and e-mail address)

Date:

- Note:**
1. The application must contain correct, clear, complete and categorical information. Application with vague or no information particularly in respect of the items at Sr.No.8, 13,14,16 and 19 or application of working persons not forwarded/recommended by their organization would be treated incomplete and would not be considered.
 2. The application must have following essential enclosures:
 - a) a) Letter of acceptance from the organizers for presentation of the paper indicated at Sr.No.15 above.

- b) b) Full copy of the paper proposed to be presented otherwise it will be summarily rejected.

3. **Six copies of papers including application form and full copy of the accepted paper** but excluding the papers such as letter of acceptance from the organizers, details of anticipated expenditures, certificates, testimonials, etc. **may be submitted.**