

GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE AND TECHNOLOGY  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
Technology Bhavan  
New Mehrauli Road  
NEW DELHI-110 016

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**TRAVEL SUPPORT**

**FOR ATTENDING INTERNATIONAL CONFERENCE/SEMINAR/SYMPOSIUM/WORKSHOP  
(AND "TRAINING COURSES, SHORT-TERM SCHOOLS FOR YOUNG SCIENTISTS UP TO THE  
AGE OF 35 YEARS.)**

**1. ABOUT THE SCHEME**

The Department has a scheme under which financial assistance towards travel cost is considered for participation in International conferences, which are not sponsored by International Council of Scientific Unions (ICSU). However, Young scientists upto the age of 35 years are eligible to seek support even for ICSU Conferences, training courses and short-term schools. Under the scheme upto 100% of the actual return air fare: (from applicants place of work to venue of conference) is provided. The scheme does not provide assistance towards maintenance, registration fee, airport tax, taxi fare and other costs. Applications from scientists having partial support from other national sources or from organizers will be given preference.

**2. ELIGIBILITY**

- a) Indian Scientists working in Educational/Academic Institutions and Research Laboratories are eligible for travel support to participate in conferences etc. on selective basis.
- b) The applicant has an accepted paper for presentation or an invitation to chair a session or as a Keynote speaker. Young Scientists (below 35 years of age) are eligible to apply for attending training programmes/Short-term courses/schools.
- c) The application has NOT availed of financial assistance from DST in the last three years.
- d) The conference/training course is of an International character. (Applications to attend annual meetings of professional societies will not be considered).
- e) The application is complete in all respects forwarded through proper channel and received 8 weeks prior to date of conference.
- f) For 100% support, the following additional conditions are required:
  - i) Outstanding scientists who have been invited for a special keynote address, invited lecture etc.
  - ii) Young Scientists who have an accepted single authored paper or is the first author of the paper and invited for oral presentation.
  - iii) Brilliant Young Scientists who have been accepted for attending training courses/programmes/schools.

NOTE: The air passages are to be booked directly on a National Carrier i.e. Air India/India Air-lines, as the case may be, EVEN TO PLACES WHERE ARE INDIA/INDIAN AIRLINES FLIGHTS DO NOT OPERATE, the passage is to be booked THROUGH AIR INDIA/INDIAN AIRLINES.

**3. ENCLOSURES**

The following documents are to be forwarded:

- a) One copy of the completed Application form and Bio-data.
- b) Certificate in proof of date of birth (For Young Scientists only - age of 35 yrs will be considered as on the date of the conference).
- c) Invitation from organisers.
- d) Detailed announcement of the conference (Please attach Photocopy of the announcement.)

- e) Letter of acceptance of paper for presentation and/or invitation from organisers to chair the session/participate as a key note speaker.
  - f) Abstract of the paper to be presented by the applicant at the conference.
  - g) A certificate from Air-India indicating the cost of return air fare by economy/excursion class by shortest route.
  - h) A copy of letter from other national or international agency committing to bear partial cost of TRAVEL.
4. The Scientists may please ensure that all the essential documents mentioned in para 3 above are properly attached with the application, **INCOMPLETE APPLICATIONS ARE LIKELY TO BE REJECTED.**
  5. The financial assistance will not exceed the actual economy/excursion class fare to the extent committed by this Department.
  6. The Department in the event of selection will initially issue a commitment letter agreeing to the support. The committed amount will be reimbursed to the scientist only on his return to India after participation in the conference and on submitting a detailed report, a copy of air ticket etc. within two months from the date of the conference.
  7. The decision on the application is expected to be communicated about four weeks before the commencement of the conference. No interim correspondence be will possible.
  8. The application complete in all respected together with enclosures as indicated at para 3 above must reach the Department of Science and Technology at least Eight Weeks prior to the commencement of the conference duly forwarded by the Head of the Institution. If the application is not received in time, the request will not be considered.
  9. Personal visits are not necessary, however, if you do wish to meet the officer incharge, visits may please by scheduled between 10.00-12.00 hrs on any working days.
  10. Application may be addressed to:

Secretary,  
Department of Science and Technology,  
Technology Bhavan,  
Atten: (STP. Division.)  
New Mehrauli road  
New Delhi-110016

Envelop may please be superscribed

Kindly indicate on the envelop

Application for International  
Travel support.  
Senior Scientist/Young Scientist



7. Particulars of financial assistance the applicant is applying for/receiving from other National sources/Organizers, towards travel for attending of conference.
  - (i) Name of the funding agency
  - (ii) Sanctioned/Committed amount.
8. Total Air-fare by shortest route Excursion/Economy Class:
9. Amount requested from DST towards travel:
10. Details of International conferences attended in the last three years, if any (Title of the conference, dates, venue, funding agency & amount).
11. Are the findings being presented  
Result out of DST project (1)  
or other work (2)  
  
if (1) then :
  - a) DST Project's reference number:
  - b) Project Title
  - c) Duration of Project
  - d) Name of Principal Investigator
  - e) Status Ongoing/Completed
12. Designation and address of authorised Officer Viz. Registrar/Finance officer etc. for receiving cheques/Demand Drafts.
13. Nearest branch of Union Bank of India.
14. Proposed date of leaving India for the Conference and the likely date of return.
15. Indicate clearly, the benefit (Attach separate sheet)  
Expected to be derived by (100 Words only)  
Attending the Conference
16. Other countries likely to be visited apart from the venue of the Conference:
  - (i) Country
  - (ii) Duration
  - (iii) Purpose
  - (iv) Support provided
17. Any other information which you may like to furnish in support of your application.
18. I declare that the information furnished above is correct.
19. Signature of applicant.
20. Recommendation of the Head of the Department/Institute.

Signature & Official  
Seal of forwarding authority

PLEASE ENCLOSE SUPPORTING DOCUMENTS where in the check list the applicants answer is Yes (Strike off what ever is not applicable)

#### CHECK LIST

1. Applicant has paper (s) accepted at the Conference : Yes/No
2. Copy of abstract of paper (s) : Yes/No
3. Applicant has availed assistance in last three years form DST : Yes/No
4. Applicant has been sanctioned any travel support by any other agency : Yes/No
5. Certificate from Air India indicating the cost of return air fare  
Excursion/Economy class. : Yes/No
6. Brochure/Announcement of the Conference : Yes/No
7. Technical programme of the Conference : Yes/No
8. Conference is organised by ICSU or its affiliated bodies : Yes/No
9. Applicant is a Young Scientist : Yes/No
10. Certificate in proof of date of birth : Yes/No

#### (B) FOR OFFICE USE ONLY

Decision of the committee

Concurrence of Finance

**PROFORMA FOR BIO-DATA OF APPLICANT**

A. Name & Designation

B. Date of Birth

C. Institution

D. Whether belongs to SC/ST

E. Academic Qualifications:

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Degree	Year	University;Institution	% of marks	Remarks
1. High School				
Inter				
B.Sc.				
M.Sc.				
Ph.D.				
2. i) Positions held				
ii) Scale of pay				
3. Experience				

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F. Award/Prize/Certificate etc. won by the investigator

G. Publications (Numbers only) (enclose list of papers published during the last three years)

Books

Research Papers

Reports

General articles

Patents

Others (Please specify)

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**Government of India  
Ministry of Science and Technology  
(Department of Science and Technology)**

Technology Bhavan,  
New Mehrauli Road,  
New Delhi - 110 016.

Telegram : SCIENCTECH

Telephone : 662260 (PABX)  
667373 (EPABX)

Telex : 66098 DST IN  
61805 DST IN

DST Ref. No.

ACKNOWLEDGEMENT

To

Subject: Financial support for attending the International Conference/Seminar/Workshop/Training Course/Short-Term Schools

Dear Professor/Dr/Shri/Smt/Ms.

We acknowledge receipt of your application on the above mentioned subject under "Travel Support Scheme".

The Application will be examined by the Committee in the month of \_\_\_\_\_ We hope to inform you the decision as soon as possible there after.

Yours sincerely,

**Government of India**  
**Ministry of Science and Technology**  
**Department Of Science and Technology**

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Dated

To

No. SP/PF/

Subject: Partial Financial Assistance for attending the International Conference etc. on \_\_\_\_\_

\_\_\_\_\_

to be held during \_\_\_\_\_ at \_\_\_\_\_

Dear Dr.

Your application on the above quoted subject was considered by the committee and was deferred. You are requested to kindly furnish the following information/documents for further examination of your application.

- i) Forwarding letter from "Head" of your Institute/Department etc.
- ii) Certificate in proof of age
- iii) Letter of Invitation/Announcement of said Conference.
- iv) Abstract of paper/Papers etc. to be presented in the conference.
- v) A certificate from Air-India indicating the Cost of return air-fare by economy/excursion Class fare by shortest route.
- vi) Evidence in support of financial travel assistance from other National sources/Organizers.

The committee will re-consider the Application for partial Financial support only after receiving of aforesaid documents/information with in the stipulated time period viz. 10 Days.

With Regards,

Yours Sincerely.