



भारतसरकार Government of India
परमाणुऊर्जाविभाग Department of Atomic Energy
आरएंडडी-II अनुभाग R&D-II Section



अणुशक्ति भवन, Anushakti Bhavan,
सी.एस.एम मार्ग, C.S.M Marg,
मुंबई Mumbai - 400 001.
December 27, 2024

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कार्यालय ज्ञापन OFFICE MEMORANDUM

Subject: Revision of Foreign Travel Assistance admissible to Research Fellows working in different R&D Units/Aided Institutions.

In supersession of all earlier orders in the matter of grant of Foreign Travel Assistance (FTA) to Research Fellows working in different R&D Units/Aided Institutions, the following guidelines are hereby issued:

1. Preamble:

The sole aim of the scheme is to provide an opportunity to the students to present their findings to an international peer gathering abroad and to obtain comments and suggestions on their research programme so as to encourage the student to do good research work. The students get an opportunity to interact with other researchers across the globe in their areas of research and hence opens up the possibilities to build a strong international connect with scientific fraternity.

2. Scope of the Scheme:

The Scheme is applicable to the following:

- i) Full time HBNI PhD students (Research Scholars) who are enrolled for the programme and have successfully completed Oral General Comprehensive Examination and who have not completed five years of tenure as a student and whose paper is accepted to the international conference prior to the defense date.
- ii) Students pursuing Super Speciality Courses in TMC (03 year courses-DM & MCh). The Scheme will also apply to any super speciality programme, if any, started by any other Constituent Institutions (CI) / Off Campus Centre (OCC).
- iii) Financial assistance granted by Aided institutions to students out of their project funds shall also be covered under this scheme. However, it shall be ensured that all other guidelines prescribed herein are strictly adhered to while disbursing FTA from project funds.

- iv) This scheme is applicable only to the conference/workshop/symposia held outside India.
- v) The assistance shall be utilized only for the purposes of payment of conference registration fee, visa fee, air travel, hotel, food and for local travel as indicated below:

Air fare	(At actual)
Registration Fee	(At actual)
Visa Fee	(At actual)
Local Hospitality (Accommodation/Food)	(Per diem as applicable to Government Servant for no. of days of conference plus transit time)
Local Travel	(At actual)

- vi) The quantum of financial assistance will be subject to upper limit as indicated at para-4. Additional financial assistance, if any, is to be availed from non-DAE entities only. Students' contingency grant shall not be utilized for meeting additional expenditure on this account
- vii) The support is provided only once during the PhD tenure.
- viii) Employees of CIs / OCCs and others are not entitled for this assistance.

3. Model of Travel:

Student may travel by any airlines by booking the tickets only through the authorized travel agents i.e. Balmer & Lawrie, Ashoka Travels and IRCTC as per Govt of India guidelines issued from time to time.

4. Quantum of Grant: The quantum of financial assistance will depend upon the place of travel for this assistance.

Sr. No.	Group	Areas falling under the Group	Ceiling Amount of FTA
1	A	North & South America, Australia, New Zealand	Rs. 2,50,000/-
2	B	Europe, Africa, Far East Asia viz. Japan, Hongkong, Taiwan, Korea	Rs. 2,00,000/-
3	C	Neighbouring countries such as Sri Lanka, Nepal, Bangladesh, Burma, Singapore, Malaysia, Thailand, Maldives, China, Indonesia	Rs. 1,00,000/-

5. **Eligibility:**

- i) The participation of the student in the conference should have the approval of the Competent Authority in the constituent CIs/OCCs in which the student is enrolled and HBNI affiliation should be indicated in the paper.
- ii) The student should have at least one paper (either published or submitted) in a Scopus-indexed journal based on research done for the thesis, at the time of applying for FTA. The proof of such submission is to be attached to the application form. The author affiliation, etc., should be as per HBNI guidelines.
- iii) The quality of the paper and the conference should be ascertained by the student's Doctoral Committee to ensure high quality.
- iv) The student must have his paper accepted for oral or poster presentation in the conference.
- v) The Annual Progress Reports gradings of the student in the last three years should be "Good" or "Above."
- vi) FTA shall not be granted to 6th year students' as the students' registered for the PhD Course are expected to complete the course within 5 years (60 months). The Student should not be under academic extension on the date of commencement of the conference as academic extension is given to the students to complete the course and for submission of the Thesis.

6. **Procedure 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 Authority of the unit concerned within 30 days of completion of 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 above will attract penal provisions as per General Financial Rules.
- f) On completion of the tour, the student should submit a brief Report of his/her tour. Submission of a tour report will be a pre-condition for the award of the degree and will be included in the checklist.

7. The revised rate will be effective from the date of issue of this OM.
8. This issues with the approval of Competent Authority in Department.


(कोनार पदमा / Konar Padma)

अवर सचिव/Under Secretary (R&D-II)
Tel No. 022 2286 2532

1. पऊवि की संबद्ध इकाइयों/स्वायत्त संस्थानों के प्रमुख
All Heads of Constituent Units/Autonomous Institutions under DAE.
2. पऊवि की अनुसंधान इकाइयों के आंतरिक वित्त सलाहकार/संयुक्तनियंत्रक(वित्त एवं लेखा)
/पऊवि के तहत स्वायत्त संस्थानों के रजिस्ट्रार/मुख्य प्रशासनिक अधिकारी तथा वित्त प्रभारी
IFAs/JC(F&As)/CAOs in R&D Units/Registrars/CAOs & Finance-in-Charge in
Autonomous Institutions under DAE.
3. मुख्य लेखा नियंत्रक, पऊवि
Chief Controller of Accounts, DAE.
4. लेखा परीक्षा निदेशक[वैज्ञानिक विभाग], एईएपी, पऊवि
Director of Audit [Scientific Department], AEAP, DA
5. पऊवि के सभी अधिकारी/अनुभाग All Officers/Sections in DAE.
6. सचिव, पऊवि कार्यालय के सहायक कार्मिक अधिकारी APO, Office of Secretary, DAE


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