

From

The Director,  
Science & Technology Department, Haryana  
Bays No. 35-38, Sector-2,  
Panchkula

To

All the Vice Chancellors,  
Haryana State Universities,

Memo No. S&T/FA/2016/ *1774-86*  
Dated Panchkula, the *26-9-16*

**Subject: - Guidelines for financial assistance to professors/ teachers/ research scientists/ engineers/ doctors/ officers for attending international conference/ seminar/ workshops abroad.**

Please refer to the subject cited above.

In order to provide a platform to the scientists/ research scholars for exchanging information and to explore strategies towards promoting/adopting the new ideas/technology on the latest technological development taking place in Science & Technology all over the world, the Science & Technology Department Haryana is implementing a scheme for providing financial assistance to the professors/ teachers/ research scientists/ engineers/ doctors/ officers working in any of the research institutions/ university/ office of Haryana State and research scholar/ post graduate students studying in academic/ research institute of the state for presenting the paper in the international conference/seminar/workshops abroad. Under this scheme, financial assistance up to maximum of Rs.50,000/- or 50% of the air fare whichever is less on accounts of air fare lowest prevailing rates is provided. Copy of the scheme along with performa is enclosed herewith. The detailed guidelines and performa are also available on the website of this department (<http://dstharyana.org/html/whatsnew.htm>).

You are requested to bring the scheme in the notice of all concerned. The financial assistance to the eligible candidates will be provided subject to the availability of funds.

Encls: - As above.

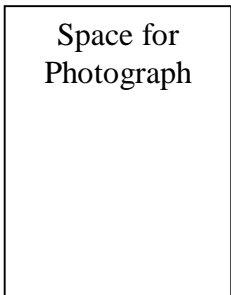
Thanking you.



Scientific Engineer (A) SG  
for Director, Science & Technology  
Department, Haryana, Panchkula

**PROFORMA FOR FINANCIAL ASSISTANCE FOR ATTENDING INTERNATIONAL CONFERENCE/WORKSHOP ABROAD**

**RECORD SHEET**



- 1. Name and Address \_\_\_\_\_  
\_\_\_\_\_
  
- Telephone No & Mobile No. \_\_\_\_\_
  
- Email: \_\_\_\_\_
  
- 2. Designation \_\_\_\_\_
  
- 3. D.O.B., Age & Sex \_\_\_\_\_
  
- 4. Name of the Conference/Seminar/Workshop \_\_\_\_\_  
\_\_\_\_\_
  
- 5. Place and Date \_\_\_\_\_
  
- 6. Whether applicant is reading/presenting a Paper/chairing a session etc. \_\_\_\_\_
  
- 7. Amount requested from D.S.T. Haryana \_\_\_\_\_
  
- 8. Details of international Conference attended in the last three years, (Title of Conference dates, country, funding assistance if any) \_\_\_\_\_
  
- 9. Signature of Applicant \_\_\_\_\_

**APPLICATION FORM FOR APPLICANTS**

1. Name (Surname First in Capital letters) \_\_\_\_\_

2. Designation \_\_\_\_\_

3. Institution Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Pin code \_\_\_\_\_

4. Date of Birth \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_

5. Particulars of Conference \_\_\_\_\_

a) Title \_\_\_\_\_

b) Venue (Place & Country) \_\_\_\_\_

c) Duration From \_\_\_\_\_ To \_\_\_\_\_

a) Country Code \_\_\_\_\_

6. Broad Area of the Conference \_\_\_\_\_

7. Reason for Participation

i) Acceptance of Paper \_\_\_\_\_

ii) Chairing & Session \_\_\_\_\_

iii) Invited Speaker \_\_\_\_\_

iv) Any other reason \_\_\_\_\_

8. Particulars of financial assistance/hospitality etc. the applicant has received from parent/host or any other organisations/installations

Source \_\_\_\_\_

Amount \_\_\_\_\_

9. Have you received travel grant from the Department of Science & Technology, Haryana in the last three years, if yes, details thereof \_\_\_\_\_

10. Please give details of financial assistance if you have applied to:

i) Ministry of Human Resources Development \_\_\_\_\_

ii) Ministry of S&T G.O.I. \_\_\_\_\_

iii) Other Govt. Deptt./Ministry or State Govt/ Agency \_\_\_\_\_

11. Name of the Bank \_\_\_\_\_

Branch/City \_\_\_\_\_

Bank A/c no. \_\_\_\_\_

IFSC code: - \_\_\_\_\_

MICR code: - \_\_\_\_\_

12. Proposed date to leave India for the conference and the likely date of return to India. \_\_\_\_\_

13. Other Countries likely to be visited apart from the place of conference. Duration \_\_\_\_\_ Purpose \_\_\_\_\_

14. Any other information which you may like to furnish in support of your application \_\_\_\_\_

15. Benefits arising to the state on account of attending the conference \_\_\_\_\_

Recommendation of Head of Institute/ Department along with seal

Signature of the Applicant

## **GUIDELINES FOR FINANCIAL ASSISTANCE FOR ATTENDING INTERNATIONAL CONFERENCE/SEMINAR/ WORKSHOP ABROAD**

### **About the scheme: -**

Science & Technology Department, Haryana has a scheme under which financial assistance is provided to the Professors/ Teachers/ Research Scientists/ Engineers/ Doctors/Officers Working in any of the Research Institution/University/Office of Haryana State and Research Scholar/Post Graduate students studying in Academic/Research Institution of the state. The applicants shall be provided financial assistance up to maximum of Rs. 50,000/- or 50% of the actual air fare whichever is less on account of air fare (economy class) lowest prevailing rates.

### **Objectives of the scheme: -**

- i) To augment the indigenous efforts and to take advantage of latest scientific/technological innovations taking place in various countries.
- ii) To encourage scientists for higher research.

### **Eligibility conditions: -**

- i) The applicant has an invitation and acceptance of his/her paper to be presented in the conference/ or has an invitation to chair a session or is an invited speaker.
- ii) The applicant is working/studying in state university/ educational/ research institute or technical personnel of the Government of Haryana.
- iii) The conference/seminar/workshop is of an international character.
- iv) The scheme will cover all the disciplines in science or technology.
- v) The application must be supported by a recommendation from one renowned scientist from same discipline.
- vi) The applicant should not have availed financial assistance from this office during the last three years.
- vii) The application completes in all respect, forwarded through proper channel and received 8 weeks prior to the date of the conference.

### **Documents required: -**

- i) One copy of the complete application form and record sheet.
- ii) Invitation from organizers and important correspondence from the organizers.
- iii) Recommendation from one renowned scientist from same discipline.
- iv) Abstract of the paper to be presented in the Conference/Seminar/Workshop.

- v) Evidence in support of acceptance of the paper or presentation and or invitation from organizer to chair a session or an invited speaker.
- vi) Evidence to show that the conference is of international Character.
- vii) Technical programme of the Conference.
- viii) If the paper is co-authored then no-objection certificate(s) from the author(s) who is (are) not going abroad has (have) to be enclosed with the application.
- ix) Detail regarding the financial assistance provided by other funding agencies including the parent institution.
- x) Brief note on the benefits arising on attending the Seminar/workshop.

**Other conditions: -**

- i) The excess amount, if any, occurring due to grant from the employer or other funding agency etc. will have to be returned to the DST, immediately.
- ii) Proof of currency conversion during the period of attending the conference.
- iii) Proof of lowest prevailing economy class air fare.
- iv) If approved, the department will initially issue a commitment letter agreeing to support. The amount will be reimbursed to the candidate only on his return to India after participation in the conference, submission of proof of attending the conference, fulfilling the terms & conditions of the scheme and submission of claim of bills (in original) through proper channel.
- v) The application for the financial assistance under the above scheme should be addressed to the Director General, Science and Technology Department, Haryana, Bays No.35-38, Sector-2, Panchkula (Haryana) in the prescribed Performa.