

Council of Scientific & Industrial Research
International Science & Technology Affairs Directorate

PART A: GENERAL INFORMATION

(Part A&B to be filled by the Applicant)

1. Name of the National Laboratory/Institute :
2. Name of the Candidate :
3. Designation :
4. Basic Pay & Scale of Pay :
5. Date of Birth :
6. Date of Joining the CSIR :
7. Nature of Employment : *Permanent* *Probation*
Temporary
 Contract *Any other (Specify):*
8. If on Probation or on Contract, :
Please state the period of probation
or contract
9. Area of Current Operation :
(Name the projects)
10. Educational Qualifications :
11. List of major R&D publications during :
the last 3 years (Attach sheet if necessary)

PART B : INFORMATION ABOUT THE CONFERENCE/ SYMPOSIUM/

WORKSHOP

1. **Title of the Conference/Symposium/Workshop :**

a) Venue :

b) Period of the event :

c) Period of Connected Excursion Visits (if any) :

d) Purpose of visit :

Chairman *Keynote Speaker* *State-of-the-art-
rapporteur*

Panelist *Presenting a paper as* *Any other (Specify)*

(a) (Author/Co-Author)

(b) Oral/Poster

2. Relevance of the theme to the laboratory's thrust area or emerging area or project.

3. Whether the conference is sponsored by recognised academic bodies or professional institutions.

4. Whether the conference figures in the approved list of the laboratory/institute *Yes* *No*

5. **Particular of any additional visit(s):**

a) *Purpose* :

b) *Justification* :

c) *Sponsorship* :

6 Visits Abroad during last 3 years
(use additional sheets, if necessary)

Countries Visited

Period

Purpose

7 Whether the reports on above visits
were submitted?

Yes

No

8 If yes, provide Reference & :
Report on the Follow-up and
utilization of your previous visit(s)

Date
Applicant

Signature of the

PART C : FUNDING ARRANGEMENT

(to be filled-in by the authorised representative of the Laboratory)

<i>Hosts/others</i>	<i>Requested from Lab/ CSIR</i>	<i>Committed by the</i>
(a) International Airfare (Rs.) :		
<i>Conference/Symposium :</i>		
<i>Associated Visits :</i>		
(b) Internal Travel (<i>provide details</i>) :		
(c) Other expenses :		
Registration Fee :		
Cash allowance ¹ :		
<i>@ US \$ for Days</i>		
Accommodation ¹ :		
<i>@ US \$ for Days</i>		
Part Cash Allowance ² :		
<i>@ US \$ for Days</i>		
All inclusive DA ³ :		
<i>@ US \$ for Days</i>		
Total	US \$.	US \$

Ratio of the external funding to the total Expenses%

Availability of Funds Yes No
(be Certified by FAO/COA/Director)

Whether Covered under the existing Yes No

¹ Usual package for Participation in Conference/Symposia/Workshop

² Admissible when hospitality is provided in kind

³ For additional visit, if the total expenses to be met by the CSIR/laboratory

guidelines from the Administration Angle?
(Age, Service, Duration of absence etc.)

Whether all documents referred in
the checklist Part D are being forwarded?

Yes

No

Remarks, if any

:

Date:

*Name & Signature of the authorised
representative of the laboratory
Designation*

Director's Recommendation

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1. I recommend/*do not recommend* the visit * :
 2. Certified that no vigilance case/disciplinary proceeding is pending against the applicant**:
 3. Justification, (*in case if DG/and or VP CSIR's special consideration is requested*)

Date:

Signature of Director

PART D : SUPPORTING DOCUMENTS

(Below given is a check list to serve as an aid to certification¹ of the the completeness of the application. Please help us avoid embarrassment resulting from time consuming and wasteful correspondences, expensive telephone calls and unacceptable delays by marking appropriately.)

For Conference (Please ✓ tickmark)

	Reference
<input type="checkbox"/> Letter of Invitation	Flag A
<input type="checkbox"/> Conference Brochure with	Flag B
Registration Fee Details	
<input type="checkbox"/> Accomodation cost/details.....	Flag C
<input type="checkbox"/> Acceptance of the paper.....	Flag D
<input type="checkbox"/> External Funding	Flag E
(Attach relevant documents)	
<input type="checkbox"/> Funding from CSIR/Laboratory.....	Flag F
(Attach a certificate on availability of funding from Laboratory Administration/ Finance)	

For Additional Visit(s)

<input type="checkbox"/> Invitation Letter(s)	Flag G
<input type="checkbox"/> Funding Arrangement(s)	Flag H
(Attach relevant documents)	

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¹ * please strike off the one not applicable

²** the application may not be forwarded to CSIR if any vigilance/disciplinary case is pending against the individual.

For use in the CSIR Head Quarters

Guidelines for participation in Conferences/Symposia/Workshops

1. Completeness of the application is an essential pre-requisite to its prompt disposal.
2. External Funding is usually the pointer to of the importance attached by the organisers to the applicants participation. Normally 50% or more of the total expenditure is expected to come from sources outside the CSIR system, and the balance funding can be considered by CSIR/concerned Lab, depending on the merit of the case.
3. Full funding from CSIR can also be considered in exceptional cases, once in 3 years: if a scientist is invited to perform an important function e.g. such as chairing an important technical session or delivering a lead lecture. In such cases the concerned laboratory will be required to support the visit from the its own budget.
4. A minimum of 2 years of service in the CSIR System is required before a scientist could nominated for a conference. Exceptional cases without adequate justification (by the Director of the laboratory) would not be considered.
5. Paper submitted for Conference should have been formally accepted by the organisers.
6. Scientists are normally eligible for Cash Allowance, Accomodation costs at actual rates and Registration fee for participation in a Conference etc. In case Registration fee covers part of the boarding expenses, the cash allowance is to be accordingly reduced, as per the guidelines.
7. If hospitability is provided by the hosts, only registration fee and Part Cash Allowance will be admissible, as per the existing rules.
8. All inclusinve DA will be admissible only for the approved visits undertaken in conjunction with the conference, workshop etc.

Rates of Cash Allowances applicable for different countries can be obtained from ISTAD office, if not already available in the laboratories