



# COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

Human Resource Development Group  
CSIR Complex, Opp Institute of Hotel Management  
Library Avenue, Pusa, New Delhi- 110012, India  
Tel: 011- 25841037 Website: <http://csirhrdg.res.in>

## APPLICATION PROFORMA FOR FOREIGN TRAVEL GRANT FOR YOUNG SCIENTISTS/RESEARCH SCHOLARS etc AND NOT IN REGULAR EMPLOYMENT

(READ THE INSTRUCTIONS ATTACHED and SEND THE APPLICATION TYPED IN ARIAL  
FONT 12 SIZE )

1. Full Name (PI tick mark  - Dr/Mr./Ms) \_\_\_\_\_  
First Name Middle Name Last Name  
(In block CAPITAL letters)

2. Date of Birth : Month \_\_\_ Date \_\_\_ Year 19 \_\_\_

3. Nationality: \_\_\_\_\_

4. Gender : Male / Female (PI tick mark  )

5. Are you in regular employment: YES / NO  
(Regular employees may use proforma at our web site [www.csir.res.in](http://www.csir.res.in) )

Designation : \_\_\_\_\_  
( JRF/SRF/RA/Pool Officer/Senior Resident Doctor/Research Scholar/Post Doctorate fellow /  
Emeritus Scientist or any other research fellow etc. A certificate from your employer as proof  
of your designation / Fellowship etc to be enclosed in **Annexure – I** )

6. What is the amount of your stipend Rs.\_\_\_\_\_ and source: \_\_\_\_\_

7. a) Name of the Supervisor : \_\_\_\_\_  
b) Place of work of the Supervisor (Dept. & Inst.): \_\_\_\_\_  
**Supervisor Address** with contact nos and email id \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_

Contact No with STD code \_\_\_\_\_ Mobile no \_\_\_\_\_  
e-mail ids \_\_\_\_\_

8. Your subject area of present study:  
(PI tick mark  : Mathematical/Physics/Chemical/Biological/Earth/Engineering/Medical  
Sciences)

9. Present address (address for communication ):  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_

Contact No with STD code \_\_\_\_\_ Mobile no \_\_\_\_\_  
e-mail ids \_\_\_\_\_

10. Permanent address :

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_

Contact No with STD code \_\_\_\_\_ Mobile no \_\_\_\_\_  
e-mail ids \_\_\_\_\_

11. Educational qualifications (strike out whichever not applicable and PI tick mark ✓ whichever applicable)

Name of Course	University / Institute	Year of Passing / Expected Completion Year of Ph D	%age of Marks	Division
1. M Sc / MBBS / BE/ B Pharm ( PI tick mark ✓ )				
2. PhD / MD / ME/ M Pharm ( PI tick mark ✓ )				

12. Field of Specialization: \_\_\_\_\_

13. Name of Conference/Symposium:  
\_\_\_\_\_

14. Place of conference/Symposium: \_\_\_\_\_

15. Period of conference/Symposium: From Month \_\_\_\_ Date \_\_\_\_ Year 20\_\_ to Month \_\_\_\_ Date \_\_\_\_ Year 20\_\_

16. Number of research papers published in refereed journals by the applicant (list of publications arising out of the research work of the applicant giving names of all authors, title, name of the journal, volume, year and page number should be appended with **their reprints as Annexure – II** (Please do not include abstracts, conferences proceedings etc.)

S.No	Names of all authors	Title	Name of the Journal and Volume, and Page	Year and Page	Page Numbers- Reprints to be page numbered as part of the Application Proforma
1					From ____ to ____
2					From ____ to ____
:					From ____ to ____

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17. Whether personally presenting a research paper YES / NO (PI tick mark ✓)

- a. If yes, whether the paper has been accepted for presentation at the meeting: YES / NO (PI tick mark ✓)
- b. Full paper along with an abstract attached : Yes / NO (PI tick mark ✓) and its page no from \_\_\_ to \_\_\_
- c. Letter of acceptance from the organizers attached for Oral / Poster Presentation: Yes / NO (PI tick mark ✓) and its page no from \_\_\_ to \_\_\_
- d. Is it for oral presentation or for poster session : ORAL / POSTER/ (PI tick mark ✓)  
( PI Highlight / mark also in acceptance letter attached)

18. Whether the senior author of the paper is attending the conference: YES / NO (PI tick mark ✓)  
If yes, the source of funding for his travel may be indicated: \_\_\_\_\_

19. Estimated cost of Air Travel in Indian currency: Rs. \_\_\_\_\_  
(As per instruction 6 - **excursion economy** class by **Air India** only ).

20. Extent of financial support assured by the inviting foreign organization (attested photo copies of letters from the foreign inviting organization agreeing to meet the expenses etc. must be enclosed as **Annexure -III**)

21. Details of financial support already assured for the travel from other sources: \_\_\_\_\_

22. Names of other organizations approached and the amount assured: \_\_\_\_\_

23. Amount of assistance sought / Requested from CSIR: Rs. \_\_\_\_\_

24. The name of the authority to whom the cheque is to be issued: Director / Registrar / Dean/ \_\_\_\_\_ ( PI tick mark ✓ OR write for others after asking from your Organization )

25. Details of foreign travel assistance received earlier from CSIR in the last 3 years:

Organization	Year (Date)	Place Visited	Sanction No.	Amount Received in Rs.

26. Names and addresses of three Scientists/Experts who are aware of the applicant's work:


Date:

Signature of the applicant

Recommendation of the supervisor and Head of the department giving justification and relevance for seeking assistance: \_\_\_\_\_

It is also certified that the information given by the applicant is correct.

Date:

Date:

Signature of the guide : \_\_\_\_\_

Guide Name \_\_\_\_\_

Designation \_\_\_\_\_

and seal

Signature of the Director/ Registrar \_\_\_\_\_  
of the Institution and Seal

## CHECK LIST

1. Full Name (Pl tick mark  $\checkmark$  - Dr/Mr./Ms) \_\_\_\_\_  
First Name Middle Name Last Name  
(In block CAPITAL letters)
2. Date of Birth : Month \_\_\_ Date \_\_\_ Year 19 \_\_\_

**3. ALL THE PAGES OF APPLICATION / ANNEXURES SHOULD BE NUMBERED AND FILLED BELOW**

S.NO	Details of Annexure	Enclosed Yes / No ( Pl tick mark $\checkmark$ )	Page No of Application / Annexures
a.	Application Proforma		From <u>1</u> to ___
b.	Designation Proof as per col no 5 – Annexure I	Yes / No	From ___ to ___
c.	Reprints as per col 16 – Annexure II	Yes / No	From ___ to ___
d.	Full paper along with an abstract as per col 17b	Yes / No	From ___ to ___
e.	Letter of acceptance from the organizers for Oral / Poster Presentation as per col 17c	Yes / No	From ___ to ___
f.	Air India Memo as per col no 19	Yes / No	From ___ to ___
g.	Annexure III as per col 20	Yes / No	From ___ to ___
h.	Any other	Yes / No	From ___ to ___

Signature of the Candidate : \_\_\_\_\_

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## **TO BE FILLED BY CSIR COMMITTEE EXPERT**

4. Estimated cost of Air Travel in Indian currency: Rs. \_\_\_\_\_  
(As per instruction 6 - **excursion economy** class by **Air India** only ).

5. Amount of assistance sought / Requested from CSIR: Rs. \_\_\_\_\_

**Recommendations of expert :Regret / Full Air Fare / Half Air Fare /Rs.\_\_\_\_\_**

**Signature of Expert :** \_\_\_\_\_

## INSTRUCTIONS

CSIR has a scheme for providing partial travel assistance to any deserving bright young Indian Scientist working in an academic or research institution in India for participating in Conferences, Symposia, etc. held abroad. Eligibility Criteria and General instruction for Young Scientist / Research Scholars/ Senior Resident Doctor / Emeritus Scientist etc and not in regular employment is given below:-

### ELIGIBILITY CRITERIA

1. He/She should have passed M.Sc/B.E./MBBS or equivalent degree and His/her age should not normally be above 40 years on the date of commencement of the conference. (Please attach copy of the degree)
2. His/her paper should have been accepted for presentation. A copy of the full paper along with an abstract and letter of acceptance from the organizer must be appended with this application.
3. The theme of the Conference should invariably be related to the thrust areas/activities of the CSIR laboratories.
4. Only those scholars, not employed on regular basis and not received travel support in the previous three years are eligible for consideration.
5. Scholars who do not have published papers in refereed journals may not be considered.

### AIR TRAVEL / GENERAL

6. The journey should be strictly performed by the shortest route in **excursion economy class by Air India only. Travel by Air India is mandatory.** A copy of Air India memo indicating Excursion Air fare must accompany the form and **Fare will not be reimbursed if you travel by other airlines.** In case of deviation because of operational or other reasons or on account of non availability, relaxation/permission may be obtained from Ministry of Civil Aviation office by candidate. Tickets should be purchased directly from Govt. booking office or through any IATA approved travel agent as warranted under Govt. of India orders in this subject.
7. Complete applications in all respect should reach preferably before two months of the event. **Incomplete applications** in any respect will not be considered
8. The scholar sanctioned a travel grant from CSIR is required to give a report enclosing a copy of the abstract, book etc. containing his/her papers received at the conference/symposium, within one month of his/her return
9. PI attach filled check list after all the pages of Application numbered
10. Result will be available on CSIR HRDG site [www.csirhrdg.res.in](http://www.csirhrdg.res.in) after taking decision by the committee/ experts and only recommended applicants will be informed by Post also.