



Homi Bhabha National Institute

2nd Floor, Training School Complex, Anushaktinagar, Mumbai 400094

*Application for Financial Assistance to attend International Conference for PhD/DDFS/Super Speciality Programme
(FTA application should reach HBNI 45 days prior to the conference date)*

1	Name of the Student			
2	Enrolment Number& Date of Enrolment			
2(a)	Is the student on Academic Extension	Yes/No		
2 (b)	If, yes to 2 (a), mention the period upto which extension is sanctioned (The student should not be under academic extension on the date of commencement of the conference.)			
3	Name of the Constituent Institution			
4	Contact details:	Address: Mobile number: Email id:		
5	Name of the Project / Thesis Title			
6	Date of Completion of OGCE exam (applicable only for PhD/DDFS students)			
7	Title of the conference which the student proposes to attend			
8	Venue of the conference, country			
9	Date/duration of the conference	From: To:		
10	The student is participating in the conference for	Oral / Poster Presentation		
10 (a)	Whether undertaken any foreign trip earlier to attend international conference by the support from HBNI or CIs/OCCs? If so, the details of funding sought.			
11	Financial assistance required			
		Total amount (INR)	Assistance sought from HBNI (INR)	Assistance sought from other non-DAE sources (INR)
	Air fare			
	Registration fee			
	Visa fee			

	Local hospitality (Accommodation/ Food) (per diem as applicable to Government servant. For duration stay restricted to no. of days of conference plus 2 days)			
	Local travel			
	Total anticipated expenditure			
12	Name/details of the outside agency from which the additional financial assistance, if any, sought by the student			
13	Bank account details (in which the sanctioned amount is to be credited)			
13(a)	SB account number			
13(b)	Name of the bank			
13(c)	Branch /location			
13(d)	IFSC code			
14	Remarks/Additional information, if any			

Terms & Conditions:

- 1) The FTA application should reach in HBNI office **45 days prior** to the conference date.
- 2) Student is encouraged to book flight tickets **at least 21 days prior** to the intended date of travel to avail the most competitive fares.
- 3) The student should choose flight having **lowest available fare in the shortest route**.
- 4) Student is required to **retain the print-out/Screen shot of the concerned web page** of the authorised travel agent having the date of booking, flight & fare details and to be submitted as a supporting document.
- 5) The support is provided only **once during the Ph.D./ D.M./ M.Ch.** tenure as per guidelines in the OM. FTA allowance will not be sanctioned to the student from HBNI, if allowance of same nature is availed from the CI/OCC.
- 6) The application should be completely filled in all aspects, including all required enclosures. Any incomplete application will be rejected.**

Undertaking by the Student:

- 1) I undertake to submit original invoice of Air-Ticket (& Screenshot of ticket booking details), Visa Fee, Registration Fee, Local Hospitality (Accommodation/ Food) & Local Travel (as applicable to HBNI Expenditure Head) as well as original Boarding Pass (along with a photocopy of all these documents) to HBNI Office, within 30 days from the date of completion of the return journey.

- 2) I undertake to purchase the air ticket only through M/s. Balmer Lawrie Co. Ltd. or M/s. Ashok Travels & Tours or IRCTC and abide by the guidelines issued, from time to time, by the Govt. of India/HBNI in this regard.

Date: _____

Signature of the Student: _____

Approval of the Doctoral Committee (for PhD & DDFS):

1. It is certified that the quality of the conference for which the student is being sponsored, is high;
2. It is certified that the APR grading in the last three years are “Good” or above.
3. It is certified that the student is not under academic extension.
4. It is certified that the student has not availed FTA from HBNI/CI/OCC before the current application.
5. Proof of publishing/submission of a paper in a scopus indexed journal with results towards the thesis is enclosed.

Approval of the Head of Unit (CI/OCC) (for 3 Years Super Speciality Courses – DM/MCh):

1. It is certified that the quality of the conference for which the student is being sponsored, is high;
2. The student has completed minimum of 18 months in the programme as on the date of application.
3. It is certified that one year (01) Annual Internal Assessment report of the student is “Good” or above.
4. It is certified that the student is not under academic extension.
5. It is certified that the student has not availed FTA from HBNI/CI/OCC before the current application.
6. Proof of publishing/submission of a paper in a scopus indexed journal is enclosed.

Documents to be attached along with the application:

1	Invitation letter from conference organizer accepting the paper and inviting the student to attend the conference	
2	OGCE Report (for PhD & DDFS)	
3	Copies of the Annual Progress Reports (APRs) for the last three years (for PhD & DDFS)/ One year Annual Internal Assessment Report (for Super Speciality Courses)	
4	Copy of the abstract of the presentation submitted to the conference (this shall bear the affiliation of the student to the HBNI as well as the CI/OCC concerned)	
5	Pre-stamped receipt (in the format enclosed – <u>Annexure-2</u>)	
6	Undertaking from the student that additional financial assistance, if any, will be sought only from agencies outside the Department of Atomic Energy and that the student’s contingency grant will not be utilised for this purpose (format enclosed – <u>Annexure-3</u>).	

7	Proof of submission of at least one paper (either published or submitted), in a Scopus-indexed journal based on research done for the thesis. (applicable for Ph.D. & DDFS students)	
8	Proof of publishing/submission of a paper in a Scopus indexed journal (applicable for Super Specialty students)	
9	Screenshot of ticket booking details	
10	Brochure/pamphlet of Conference/Workshop/Symposia	

Signature of the Guide

Signature of the Chairman of the Doctoral
Committee for PhD/DDFS (on behalf of the
Doctoral Committee)

Forwarded with recommendation:

Signature of the Dean (Academics)

Signature of the Head of CI/OCC or the
authority duly authorised by the Head of
CI/OCC

Receipt

Received a sum of Rs. _____ (Rupees _____)
from the Accounts Officer, Homi Bhabha National Institute (HBNI), Department of Atomic
Energy towards financial assistance for foreign travel to attend conference, sanctioned under
Order No. _____ dated _____

Signature :

(To be signed
on Rs.1/-
revenue
stamp)

Date: _____

Name: _____

CI/OCC Name: _____

Enrolment Number: _____

Mobile Number: _____

Undertaking from the student seeking financial assistance for foreign travel

1. I hereby state that I will not be seeking financial assistance from any source from within the Department of Atomic Energy (other than the assistance now I am seeking from HBNI) or its Units/Aided Institutions/PSUs/Funding Agencies/Projects.
2. I also undertake that I shall not utilise the student's contingency grant for meeting the expenses (full/part) of the foreign travel.
3. I have sought/will be seeking financial assistance from the following agency, in addition to the assistance sought from HBNI, to cover the total expenditure on the foreign travel:

Name of the funding agency:

Amount sought (Rs.):

Signature :

Date :

Name :

CI/OCC Name :

Enrolment Number :

Forwarded:

Signature of the Dean (Academics)

(copy of the application made along with the sanction received from the outside agency shall be attached with this undertaking)

SOP for students while settlement of HBNI Travel grant

1. Producing original invoice/bills (properly stamped and signed wherever necessary) is mandatory. Payment made in cash without any invoice is disallowed.
2. Local travel will be only admissible during the period of conference and to and fro from foreign airport to hotel and back subject to production of bills/invoices.
3. The bills should clearly indicate the expense head (i.e. Air travel, visa, Registration fees, Local Hospitality- Accommodation, foods, local travel etc.)
4. Upon settlement of Financial Assistance, students are required to refund inadmissible amount including interest.
5. Few examples of items not admissible are Poster charges, Insurance charges, Membership fees, luggage charges, Dummy tickets, Travel & Accommodation for obtaining Visa, Visa priority charges and any additional services availed like premium lounge, SMS charges, Visa mobile services, Courier charges, Purchase of SIM, Mobile recharge, electronic items, purchase of intoxicating drinks, sightseeing, stay and food in India, Foreign exchange conversion charges etc.

I have understood the above and shall abide by it

Signature of the Student