



Homi Bhabha National Institute
2nd Floor, Training School Complex, Anushaktinagar, Mumbai 400094

No: HBNI/5/1(3)/2018/VCO/ **604**

December 3, 2018

Office Order

Subject: International Travel Scheme for Ph.D. students of HBNI

1. Ph.D. Students of HBNI attend International Conferences/Symposia to present their papers (oral/poster presentation), which is part of their academic programme's requirement. In order to provide financial assistance to the Ph.D. students of HBNI, for attending the international conference/symposia, a Scheme known as "The International Travel Scheme for Ph.D. Students of HBNI" is being operated by the Homi Bhabha National Institute (HBNI) from the year 2010.
2. Considering the increase in the cost of travel over a period of time, the Council of Management (CoM) of HBNI considered the proposal for enhancing the financial support under this Scheme and approved the same. The modified scheme and the guidelines prescribed for sanction of the foreign travel assistance are given in the Annexure-1. The revised rates of assistance will take effect from 01.12.2018 (i.e. for the travel performed from 1.12.2018 onwards).

B. Chandrasekar
(Dr. B. Chandrasekar)
Registrar

All Heads of CIs/OCC

- Copy to:
1. Dean, HBNI
 2. Associate Deans, HBNI
 3. Finance Officer, HBNI
 4. AO III, Office of VC, HBNI

Guidelines for grant of financial assistance under the International Travel Scheme for Research Scholars of Homi Bhabha National Institute (HBNI)

December 3, 2018

1. **Name of the Scheme:** "International Travel Scheme for Research Scholars of HBNI"
2. **Objective of the Scheme:** To provide financial assistance to the Ph.D. students of HBNI, who attend international conference;
3. **Students who are eligible for the assistance:** Students registered in the Ph.D. programme of HBNI. Employees of CIs/OCC or other DAE units registered for Ph.D. under HBNI are not entitled for this assistance.
4. **Quantum of financial assistance:** The quantum of financial assistance will depend upon the place of travel as detailed hereunder:
 - a. Group A: North and South America, Australia, New Zealand: up to Rs.1,25,000/-.
 - b. Group B: Europe, Africa, Far-East Asia, viz., Japan, China, Hong Kong, Taiwan, Korea, Indonesia: up to Rs.1,00,000/-
 - c. Group C: Neighbouring Countries, for example, Sri Lanka, Nepal, Bangladesh, Burma, Singapore, Malaysia, Thailand, Maldives : up to Rs.60,000/-
5. **Purpose for which the financial support shall be utilised:**

The sole aim of the support is to provide an opportunity to the student to present his findings to a peer gathering and obtain comments and suggestions on his/her research programme. Therefore, the support is extended for attending international conference or an equivalent programme, for presenting a paper for oral/poster presentation. The fund shall be utilised only for the purposes of payment of Registration Fee for the Conferences, Visa Fee, local hospitality at foreign nation and travel cost.

Note:


- i) *No financial assistance will be extended for attending meetings such as workshops or schools if the emphasis is on education and not on sharing of research findings;*
 - ii) *Additional Financial Assistance, if any, shall not be availed from any sources within the Department of Atomic Energy and it shall be only from outside the Department.*
 - iii) *Students' contingency grant shall not be utilised for meeting additional expenditure on this account.*
6. **Number of occasions the financial assistance will be provided to the student:**
This support will be provided only once during the Ph.D. tenure;

7. Conditions for drawal of the financial assistance:

- a. The student must have his/her paper accepted for oral or poster presentation in the conference;
- b. The quality of the paper and the conference should be ascertained by the student's doctoral committee to be of high quality;
- c. The participation of the student in the conference should have the approval of the Competent Authority in the Constituent Institution (CI) in which the student is enrolled and HBNI affiliation should be indicated in the paper.
- d. Student should not be under academic extension beyond normal period on the date of commencement of the Conference;
- e. The Annual Progress Reports grading in the last three years should be "Good" or above.

8. Procedures 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 Officer, HBNI within 30 days on completion 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 in 8(b), 8(c) and 8(d) above will attract penal provisions as per General Financial Rules.


(Dr. B. Chandrasekar)
Registrar