



# हरीश-चन्द्र अनुसंधान संस्थान

## Harish-Chandra Research Institute

छतनाग मार्ग, झूंसी, इलाहाबाद - 211019  
Chhatnag Road, Jhunsi, Allahabad - 211019

सं./ .No. : HRI/318A/869

दिनांक / Date : 17<sup>th</sup> June, 2014

### OFFICE MEMORENDUM

#### **Reg : Foreign Travel Guidelines – 2014**

As per the decision taken in the Governing Council meeting held on 27<sup>th</sup> September, 2013 & 23<sup>rd</sup> May 2014, Foreign Travel Guidelines has been finalised which is available on our website <http://www.hri.res.in/~rtihri/HRI-FT-GL-2014.pdf> (copy along with other relevant OMs also attached). Foreign Travel will not be treated as an entitlement but is an incidence of service based on functional necessity and budget availability. Accordingly following directives have to be followed;-

- (a) As far as possible, foreign travel should be supported from plan projects fund. Travel of faculty, students or PDFs supported under project funds must be relevant to the concerned project i.e fund from one project should not be allowed for other project related foreign travel support.
  - (b) Requests for approval of travel support from Faculty members may be submitted to the director providing details of purpose of the visit. After completing the approved visit, the claimant of the foreign travel support will have to give a report on the visit to the director.
2. In addition to the above, the attached application proforma (also given at the end of the Foreign Travel Guidelines) will have to be submitted in advance for the foreign travel support.
  3. It will be mandatory for all while submitting the request for the foreign travel on the attached format, justification on two points mentioned in OM no HRI/318A/2108 dated 24-10-2013 be put up before the director for his acceptance and approval. If director approves this, only then attaching this approval, the application for foreign travel on specified format (copy enclosed) should be submitted for further processing.
  4. The financial ceiling for the foreign travel in a block of two tears will be as per the following;-

Category	Financial Ceiling	Remarks
Faculty	Rs. 4.25 lacs	for a block of two years
PDF	Rs. 1.80 lacs	total support during the tenure at HRI
Student	Rs. 1.60 lacs	total support during the tenure working towards his/her degree
Long Term Visitor	Rs. 30000/-	At the discretion of the director in consultation with foreign travel committee

*The overall ceiling on the travel grant amount mentioned in the above table will be on Institute fund which consist of non-plan, plan (project) budget etc.*

5. The foreign travel support to PDF, students, long term visitors should only be recommended when it is a real necessity and essential for the related project.
6. As per the clause (4) of the "Foreign Travel Support Guidelines", all the documents must be attached for the approval of the visit while submitting the application for foreign travel on the specified format.

7. Within 30 days from the date of return from journey, the settlement of the foreign travel will be as per Clause (5) of the "Foreign Travel Support Guidelines".

8. The validity of the old Foreign Travel Rules will be upto 31-03-2014 and subsequently the above Foreign Travel Support Guidelines will be effective from April 01, 2014.

This is issued with the concurrence of the Director.



(Ravindra Singh)  
Registrar

**Enclosures :-**

- (1) Foreign Travel Guidelines – 2014 (As approved by the Governing Council in its meeting dated 23<sup>rd</sup> May, 2014.
- (2) OM No. HRI/318A/2108 dated 24-10-2013.
- (3) OM No. HRI/318A/2628 dated 30-12-2013.

**Copy to the following for information and necessary action (through eMail only – available on Institute website also):-**

- (a) Director
- (b) All Faculty Members
- (c) Convenor, Foreign Travel Committee
- (d) Accounts Officer
- (e) IA&AO
- (f) Manager System to upload the above on our website
- (g) Office Superintendent
- (h) Guard File



हरीश-चन्द्र अनुसंधान संस्थान  
**Harish-Chandra Research Institute**  
छतनाग मार्ग, झूंसी, इलाहाबाद - 211019  
Chhatnag Road, Jhunsi, Allahabad - 211019

सं./ .No. : HRI/318A/2108

दिनांक / Date : 24 Dec, 2013

**OFFICE MEMORENDUM**

Ministry of Finance, Gol Memorandum No 7(2)/E.Coord/2013 dated 18-09-2013 stipulated that proposal for participation in study tours, workshops, conferences, seminars, presentations of papers abroad at government cost will not be entertained except those that are fully funded by sponsoring agencies.

Secretary, DAE has directed (reference DAE OM no 41/001/2013-ER/2974 dated 15 October 2013) that, in the light of the above, Heads of Units while approving/forwarding proposals of officers for participation in study tours, workshops, conferences, seminars, presentations of papers abroad at government cost should clearly bring out;-

- (a) whether the visit is mandatory under existing bilateral international commitments; and
- (b) whether the consequences of not making the visit will be undesirable; if yes, the reasons thereof.

In view of the above directives, it will be mandatory for all while submitting the request for the foreign travel on a specified format, justification on above point (a) and (b) be put up before the director for his acceptance and approval. If director approves this only then the application for foreign travel on specified format along with this approval, should be submitted for further processing.

This is issued with the concurrence of the director.

(Ravindra Singh)  
Registrar

**In reference to DAE OM No 41/001/2013-ER/2974 dated 15 October 2013, copy to the following for information;-**

- (1) Joint Secretary (ER), Department of Atomic Energy, Government of India, Anushakti Bhawan, C.S.M. Marg, Mumbai - 400 001
- (2) Under Secretary (R&D), Department of Atomic Energy, Government of India, Anushakti Bhawan, C.S.M. Marg, Mumbai - 400 001

**Copy to following in HRI for information necessary action;-**

- (1) All faculty member through eMail
- (2) Accounts Officer
- (3) IA&AO
- (4) Office Superintendent
- (5) Guard File



# हरीश-चन्द्र अनुसंधान संस्थान

## Harish-Chandra Research Institute

छतनाग मार्ग, झूँसी, इलाहाबाद - 211019  
Chhatnag Road, Jhunsi, Allahabad - 211019

सं. / .No. : HRI/318A/2628

दिनांक / Date : 30 Dec, 2013

### OFFICE MEMORENDUM

As per the decision taken in the Governing Council meeting held on 27-09-2013, Foreign Travel Guidelines is being finalised for the approval of the Governing Council. In this meeting, the Governing Council has directed the Foreign Travel is not an entitlement but an incidence of service based on functional necessity and budget availability. Accordingly following directives are to be adopted with immediate effect;-

- (c) As far as possible, foreign travel should be supported from plan projects fund. Travel of faculty, students or PDFs supported under project funds must be relevant to the concerned project i.e fund from one project should not be allowed for other project related foreign travel support.
  - (d) Requests for approval of travel support from Faculty members may be submitted to the director providing details of purpose of the visit. After completing the approved visit, the scientist should give a report on the visit to the director.
2. In addition to the above, the attached application proforma will have to be submitted for the foreign travel support.
  3. It will be mandatory for all while submitting the request for the foreign travel on the attached format, justification on two points mentioned in OM no HRI/318A/2108 dated 24-10-2013 be put up before the director for his acceptance and approval. If director approves this, only then attaching this approval, the application for foreign travel on specified format (copy enclosed) should be submitted for further processing.

This is issued with the concurrence of the Director.

(Ravindra Singh)  
Registrar

Copy to the following for information and necessary action;-

- (a) Director
- (b) All Faculty Members (through eMail)
- (c) Convenor, Foreign Travel Committee
- (d) Accounts Officer
- (e) IA&AO
- (f) Office Superintendent
- (g) Guard File



# HARISH CHANDRA RESEARCH INSTITUTE, ALLAHABAD

## Foreign Travel Support Guidelines - 2014 (Advances & Claims)

(As approved by the Governing Council in its meeting dated 23<sup>rd</sup> May, 2014)

### Foreign Travel Support Application Form

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1. Name :
2. Designation :
3. Pay Band :
4. Division : Physics/Mathematics
5. Project Group :
6. Details of the proposed visit (Please enclose a copy of the abstract and the letter of acceptance)

Destination	Duration	Purpose	Nature of presentation Invited / Oral / Poster

7. Any other purpose of visiting abroad other than the visit mentioned in item (6):

8. Details of the financial support (for foreign travel) obtained from the institute during the current block period:

Financial Year	Name of Conf. / Workshop / School	Reason for attending (Invited / Oral / Poster)	Duration of visit	Amount of money sanctioned	Amount of money spent

9. Breakup of the support (in Rs.) asked from the Institute for the proposed visit:

Air Travel	Domestic Travel	Visa Fee	Insurance	Registration Fee / Conference Fee	D.A. (Lodging/Boarding & Local travels)	Total

10. Information of any other financial support from other agencies for the proposed visit:

11. List of publications in the last three years clearly specifying which ones are relevant to the applied conference / symposium / workshop: *(It should also mention clearly the relevance of the visit with applicant's work)*

12. Any other relevant information :

***Separate sheet may be attached if space in respective information's para is not sufficient)***

**List of Enclosures to be attached:**

1. Short note on the Purpose of Foreign Visit.
2. Invitation letter from Foreign Institute / University.
3. The Proforma bill / estimate of Air Travel cost.
4. The declaration about the expected / committed financial support for the proposed foreign visit from all the sources.
5. Signed surety bond in case of Post-doc/Students.
6. Accounts Department report on the funds utilized/available in FTA.

**Date:**

**Applicant's Signature**

(A) Recommendation of the Project Coordinator:  
*(should also contain on the source of fund i.e. Plan/Non-plan/Other Source)*

(B) Accounts Officer's Recommendations (regarding verification/availability of funds etc):

(C) Observation / Recommendation of the Foreign Travel Committee:

(D) Registrar's comment :

**Director's Remark(s) (if any) :**

**Approved / Not Approved**

(Director)



# HARISH-CHANDRA RESEARCH INSTITUTE

CHHATNAG ROAD, JHUNSI, ALLAHABAD – 211 019

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## Foreign Travel Support Guidelines - 2014

(Advances & Claims)

(As approved by the Governing Council in its meeting dated 23<sup>rd</sup> May, 2014)

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### (1) Eligibility :

#### 1.1 Faculty Member

Once in a period of two years block or if taken in split, to the maximum amount given in *Clause (3) 'Grant Amount'* in a two years block period. First block will be continued from 01-04-2008 to 31-03-2010 and subsequently second and onward blocks will be from 01-04-2010 to 31-03-2012 and so on.

- (a) The faculty who has joined in between months of aforesaid block period may be allowed proportionate grant by Director.
- (b) The unutilized portion of applicable amount given in *Clause (3) 'Grant Amount'* for previous year in a block period may either be carried forward to next year of the same block period or may be utilized for Domestic Travel up to a maximum of Rs. 25,000/- in the same block period.

#### 1.2 Post Doc Fellow (PDF)

PDF may be allowed a maximum financial support given in *Clause (3) 'Grant Amount'* once in tenure of PDF subject to the condition that the post-doctoral fellow re-joins the Institute and completes his/her tenure.

#### 1.3 Student

The student who has cleared his/her Ph.D. qualifying criteria/examinations of the Institute and is working on a research project towards his/her degree, a maximum amount given in *Clause (3) 'Grant Amount'* may be allowed during his tenure working towards his/ her degree.

#### 1.4 Long Term Visitor

Other than above Foreign Travel Support, up to a maximum of amount given in *Clause (3) 'Grant Amount'* may be allowed to a *long term visitor* to HRI by Director HRI in consultation with Foreign Travel Committee.

**Remark :** The foreign travel support to PDF, students, long term visitors should only be recommended when it is a real necessity and essential for the related project.



**(2) Purpose :**

1. To enhance collaborative research with foreign scientific institutes.
2. To present a research work at a foreign Institute /University.
3. To attend conferences, instructional meetings, etc. in a foreign scientific institute/ University.

**(3) Grant Amount :**

The foreign travel grant will be allowed for economic class excursion fare as per Govt. of India rules to the foreign destination and back, related travel within India to the nearest international airport for departure and arrival, visa fee, domestic travel done for obtaining a visa, conference fee/registration fee, transit insurance (maximum for 90 days periods), DA for lodging/boarding & local travels if not supported by host (strongly encouraged to request for these supports from sponsors). This guideline will be applicable for all i.e., Faculty, Post doc fellows and Students and applicability of the grant/financial support shall be as per following;-

SN	Category	Maximum Financial Support	Remarks
1.	Faculty	Rs. 4.25 lacs	for a block of two years
2.	PDF	Rs. 1.80 lacs	total support during the tenure at HRI
3.	Student	Rs. 1.60 lacs	total support during the tenure working towards his/ her degree
4.	Long Term Visitor	Rs. 30000/-	At the discretion of the director in consultation with foreign travel committee

The overall ceiling on the travel grant amount mentioned in the above table will be on Institute fund which consist of non-plan, plan (project) budget etc.

**Remarks**

1. DA for lodging/boarding & local travels may not normally exceeds 7 days this is being suggested assuming a five day conference (which is generally the case) plus two additional days.
2. DA rates for visit when boarding is borne by foreign sponsors may be 50% of the given rates.

**(4) Documents to be attached with Application for advance for foreign travel :**

- 4.1 A short note on the "Purpose of foreign visit" to be undertaken.
- 4.2 The invitation letter from foreign institute /university. *The invitation through e-mail MUST be supported by a hard copy duly countersigned by applicant. It should also be clear on the period and financial support offered to applicant.*
- 4.3 The proforma bill/estimate of the Air travel cost, countersigned by applicant. Ticket should be booked through such a carrier to avail a fare discount as per rules. The discount amount should be shown on the proforma bill.

*(Air ticket must be booked by the Airlines permitted by the Govt., presently it is AIR INDIA. If on a particular day, when the onward journey is to commence, the final destination is not served by permitted airline (Air India); the prior approval from Director should be obtained. In sector where permitted airline does not operate or if there is no direct flight to the final destination, the applicant should travel by Air*

*India to the nearest destination and thereafter by a foreign airline. If the applicant wishes to travel by a route which allows a stopover (for academic and / or research purpose) at an intermediate destination, even though this route may not be the most direct one to his/ her final foreign destination, it may be allowed by Director HRI provided the cost to the Institute does not exceed the maximum allocation).*

- 4.4 The details of Travel plan & period and nature of leave requested as per Institute's leave rules. Academic leave can be requested by Academic members.
- 4.5 The declaration about the expected / committed financial support for the proposed foreign visit from all the sources (other than HRI) along with the expenditure heads (local transport, lodging, boarding, registration etc.)
- 4.6 For post-doc/student a duly signed surety bond in prescribed proforma is to be executed by a regular faculty member.
- 4.7 A report from Accounts Department on the funds utilized/ available in his/her foreign travel grant for the related block period.
- 4.8 Recommendation from foreign Travel committee of HRI.

**Note:** - If no advance is being requested for foreign visit, the prior approval for foreign journey must be taken from Director HRI and papers as above except no. 4.6 should be attached with request letter.

**(5) Sanction of advance/foreign travel bill claim :**

- 5.1 Advance or foreign travel bill claim will be allowed by Director HRI and it will be his sole discretion.
- 5.2 Foreign travel committee would consider station seniority to decide priority among eligible faculty for initial trips. For subsequent trips, priority would be set by how little the faculty member had spent from his allocation in last 4 years, the person who has spent the least would get higher priority. Academic value of the proposed foreign trip will also be an important consideration.
- 5.3 The amount of advance for foreign travel visit including within India travel in connection with foreign visit & visa fee etc., supported by all the 8 documents as above, will be maximum up to 90% of expected expenditure (details to be provided by applicant) or the balance of foreign travel grant available in current block period, whichever is less. The approved advance for foreign travel will be released to applicant not earlier than 30 days from the date of outward journey until & unless allowed to be drawn earlier under exceptional cases by Director HRI.
- 5.4 Within 30 days from the date of return from journey, the applicant will have to submit with Accounts Officer HRI *through Convener Foreign Travel Committee* HRI, the followings:
  - (a) Copy of prior sanction of Director HRI for foreign visit.
  - (b) Local a/c payee cheque in favour of HRI Allahabad towards balance of advance taken for the aforesaid purpose.
  - (c) Original jacket of Air ticket.
  - (d) Bill of travel agent and payment proof (receipt by travel agent/paid cheque or draft number, date and amount etc.)

- (e) Copy of passport having details of journey undertaken.
- (f) Visa fee receipt.
- (g) Rly ticket in original for within India travel in connection with foreign visit and obtaining Visa.
- (h) Medical Insurance premium voucher in original.
- (i) Registration fee Conference fee/receipt in original.
- (j) Taxi bills/hand receipts for travel outside India.
- (k) Lodging bills if any, in case of approved trips for attending/lecturing at a conference, or workshop etc.
- (l) Any other bill/receipt in original.
- (m) Copy of claim for financial support from sponsors, if any.
- (n) Details of financial receipts from sponsors, if any.
- (o) Tour Report duly accepted and approved by the director

**Remarks : For foreign travel support, the claimant will have to apply on the specified application form annexed with this guideline.**

- 5.5 The claim will be processed subject to compliance of above and production of actual bills and receipts only. The payment for boarding and incidental expenses will be @ US \$ 30 per day provided no local support is granted by the hosts. Lodging expenses will be limited to @ US\$ 100 per day or that reflected in the actual bills, whichever is less, in case of approved trips for attending/lecturing at a conference or workshop etc. The submission of lodging bills is mandatory, if reimbursement from the Institute is requested.
- 5.6 No reimbursement for lodging & boarding expenses will be made for extended stay undertaken at institutions/universities for collaborative research or other purposes.
- 5.7 Payment for medical insurance premium up to a maximum period of 90 days only in a block period of two years will be made and it will not form part of foreign travel grant.
- 5.8 Interest @ 2% above PF rates will be levied on all overdue/ delayed adjustment of advances taken for aforesaid purpose as per Govt. rules.

**(6) Others :**

- 6.1 The validity of the old FT rules will be upto 31-03-2014 and subsequently the new FT guidelines will be effective from April 01, 2014.
- 6.2 Any instruction/guidelines issued by Gol from time to time shall have the overriding effect on these guidelines.
- 6.3 The overall ceiling on the grant amount will be on Institute fund which consist of non-plan, plan (project) and other funds of the Institute
- 6.4 Tour Report duly accepted and approved by the director will be required for final adjustment of account
- 6.5 Submission or acceptance of a paper for a conference / workshop would not by itself be a justification for sponsoring participation in a conference. The papers to

be presented should be evaluated for quality. The ability of the candidate should also be taken into account.

- 6.6 In cases involving faculty members who receive invitations by name for presentation of papers, for chairing sessions, for giving keynote addresses, etc. in international conferences / symposia / workshops / schools and who have good recent academic standing, one HRI funded visit in a period of two years may be taken as guideline.
- 6.7 It should be ensured that a scientist can participate with support from not more than two agencies / or from two sources of funds (e.g. plan & non-plan funds), provided his / her attendance can be considered worthwhile.

**Remark :** If fund is from plan as well as non-plan and other fund of the Institute, the limit of both shall not exceed the limit as decided above.

- 6.8 Regarding the choice of carrier, rules as framed by the Govt. of India shall be followed.

- 6.9 All payments shall be released in Indian Rupees. No foreign exchange will be arranged / released.

- 6.10 In addition to the above, following instructions of the Governing Council (GCM 02/2013) given in the meeting held on 27-09-2013, should be strictly followed;-

- (a) Foreign Travel is not an entitlement but an incidence of service based on functional necessity and budget availability.
- (b) As far as possible, foreign travel should be supported from plan projects fund. Travel of faculty, students or PDFs supported under project funds must be relevant to the concerned project i.e fund from one project should not be allowed for other project related foreign travel support.
- (c) Requests for approval of travel support from Faculty members and others may be submitted to the director providing details of purpose of the visit. After completing the approved visit, the faculty members/PDF/students etc will give a report on the visit to the director.

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# HARISH CHANDRA RESEARCH INSTITUTE, ALLAHABAD

## Foreign Travel Support Guidelines - 2014 (Advances & Claims)

(As approved by the Governing Council in its meeting dated 23<sup>rd</sup> May, 2014)

### Foreign Travel Support Application Form

---

1. Name :
2. Designation :
3. Pay Band :
4. Division : Physics/Mathematics
5. Project Group :
6. Details of the proposed visit (Please enclose a copy of the abstract and the letter of acceptance)

Destination	Duration	Purpose	Nature of presentation Invited / Oral / Poster

7. Any other purpose of visiting abroad other than the visit mentioned in item (6):

8. Details of the financial support (for foreign travel) obtained from the institute during the current block period:

Financial Year	Name of Conf. / Workshop / School	Reason for attending (Invited / Oral / Poster)	Duration of visit	Amount of money sanctioned	Amount of money spent

9. Breakup of the support (in Rs.) asked from the Institute for the proposed visit:

Air Travel	Domestic Travel	Visa Fee	Insurance	Registration Fee / Conference Fee	D.A. (Lodging/Boarding & Local travels)	Total

10. Information of any other financial support from other agencies for the proposed visit:

11. List of publications in the last three years clearly specifying which ones are relevant to the applied conference / symposium / workshop: *(It should also mention clearly the relevance of the visit with applicant's work)*

12. Any other relevant information :

***Separate sheet may be attached if space in respective information's para is not sufficient)***

**List of Enclosures to be attached:**

7. Short note on the Purpose of Foreign Visit.
8. Invitation letter from Foreign Institute / University.
9. The Proforma bill / estimate of Air Travel cost.
10. The declaration about the expected / committed financial support for the proposed foreign visit from all the sources.
11. Signed surety bond in case of Post-doc/Students.
12. Accounts Department report on the funds utilized/available in FTA.

**Date:**

**Applicant's Signature**

(A) Recommendation of the Project Coordinator:  
*(should also contain on the source of fund i.e. Plan/Non-plan/Other Source)*

(B) Accounts Officer's Recommendations (regarding verification/availability of funds etc):

(C) Observation / Recommendation of the Foreign Travel Committee:

(D) Registrar's comment :

Director's Remark(s) (if any) :

**Approved / Not Approved**

(Director)