

Centre for Co-operation in Science and Technology among Developing Societies (CCSTDS)

INSA-CSIR-DAE/BRNS-CCSTDS Travel Fellowship (For Indian Scientists / Researchers affiliated to Indian Institutions)

Proforma

1. Name of the Delegate :
2. Designation & Address :
Phone No:
Email:
3. Scientific Meeting: Name:
Venue:
Dates:
4. Expenses (attach original ticket / receipts)
 - a) Airfare Rs.
 - b) Registration Rs.
 - c) Accommodation Rs.
5. Grant received from other sponsors (attach copies of sanction letter)

Source	Amount of Grant
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6. Details of Institute Bank account:

Bank name	:
Bank branch address	:
Type of account	:
Account holder name	:
Account number	:
Ifsc code	:

Date:

Signature of the Delegate

Signature of the Forwarding Authority

Note:

1. Claim form should be submitted to the Director, CCSTDS, No.2, Gandhi Mandapam Road, Chennai 600 025
2. Attach a copy of the delegation report, photocopies of passport and visa papers and a passport size photograph. Also attach a copy of the CCSTDS award letter
3. If your claim is not forwarded through proper channel the claim will not be processed
4. Attach duly filled-in Accounts Proforma, Statement of Expenditure, E-ticket indicating the total airfare, receipts for registration and accommodation charges in originals if claiming from CCSTDS, otherwise copies along with the sanction order copy of the Organisers / Parent Institute. **If any one of the above mentioned documents is not available, your claim will not be processed.**
5. Payments will be made by online to your Institute's bank account

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Terms and conditions of the travel support of CCSTDS

- a) Support for financial assistance is subject to actual expenditure and receipts from other agencies whichever is less.
- b) The support can only be towards partial travel or registration or accommodation charges.
- c) The acceptance of the offer is necessary within 15 days failing which the award could be cancelled at our discretion.
- d) The claim must be submitted as per the enclosed proforma.
- e) The claim must be accompanied by the following:
 - (i) Award letter
 - (ii) Participation Certificate
 - (iii) Participation Report and air ticket
 - (iv) Visa page
 - (v) Passport (first two pages)
 - (vi) Passport size photograph
 - (vii) Copies of Boarding Pass, e-ticket and invoice from the travel agent
 - (viii) Award letter from other agencies
 - (ix) Original document for the amount claimed from CCSTDS (with proof of payment – cash receipt / transaction slip)
 - (x) Letter from host institution indicating acceptance of travel abroad
 - (xi) Other relevant documents
- f) For claiming the grant, originals of registration or accommodation voucher / bill must be enclosed. (Those who have made online payments are requested to kindly obtain original receipts for registration and accommodation from the Organizers / Hotel).
- g) For claiming partial travel support, the copy of airfare expenses and the (ticket, boarding pass - in original) must be enclosed.
- h) The claim must be endorsed by the Head of the Institute / competent authority and should reach this office within one month of completion of travel.
- i) The payment will be made in favour of the competent authority of the Institute. The name and designation of such authority must be mentioned as per the proforma.
- j) The grant is subject to a statement that you have not availed such travel fellowship from CCSTDS during the past three years.