

No. M-12012/15(18)/2013-SSD-III  
Government of India  
Ministry of Statistics and Programme Implementation  
Central Statistics Office  
(Social Statistics Division)

West Block-8, Wing-6, R K Puram, New Delhi  
Dated: 5<sup>th</sup> August, 2014

OFFICE MEMORANDUM

**Subject:** Financial assistance under the sub-component "Travel Grant Assistance" of the Grant-in-Aid scheme of Plan Scheme "Capacity Development of CSO".

Social Statistics Division (SSD), Central Statistics Office (CSO), Ministry of Statistics and Programme Implementation (MOSPI) is implementing a scheme "Travel Grant Assistance", a sub-component of Grant-in-Aid scheme under the plan scheme "Capacity Development of CSO". The main objective of the 'Travel Grants Assistance' scheme is to provide financial support to the National Statisticians for presenting their accepted papers/articles on Theoretical/Applied Statistics in international academic conferences/seminars/workshops, etc. abroad. The idea behind this scheme is to promote dissemination of the research work of the Indian statisticians by facilitating them to share and enhance their level of understanding at international level.

2. Under this scheme, financial assistance is provided towards the travel cost and related expenditures for presentation of accepted research papers in Applied Statistics in International Conferences/Seminars/Workshops, etc., to be held outside India. Such assistance includes airfare, registration fee, airport tax, visa fee, per diem, etc. as per the Government rules in force. The terms and conditions specified by Department of Expenditure, Ministry of Finance for Travel Grant Assistance (TGA) Scheme, are given below:

- a) Eligible officials belong to Central Government and Central Autonomous Institutions/Universities.
- b) Visit relates to the area of work of the candidate.
- c) Technical Papers have been submitted through proper official channels in such events and not out of officer's own volition.
- d) Official invitation from the host to the Administrative Ministry/Departments/Organization is available.
- e) All necessary clearance viz. political clearance from MEA, FCRA clearance from MHA (wherever required) etc., have been obtained.

3. With the approval from Competent Authority, it has been decided that all eligible Indian Statisticians are required to submit the application form in the prescribed proforma

as available in the Ministry's website alongwith the certificate to satisfying the fulfilling the conditions laid by the Department of Expenditure, Ministry of Finance mentioned above.

4. The eligible candidates can submit detailed proposals on the format prescribed for the purpose in the guidelines for Travel Grant Assistance scheme available on the link [http://mospi.gov.in/Central Statistics Office/Social Statistics/Research Schemes/Travel Grant Assistance](http://mospi.gov.in/Central_Statistics_Office/Social_Statistics/Research_Schemes/Travel_Grant_Assistance). A copy of supporting documents fulfilling the conditions stipulated under para 2 above is also to be attached. The detailed proposal complete in all respect for Travel Grant Assistance can be submitted to Deputy Director General, Social Statistics Division, Central Statistics office, Ministry of Statistics & programme Implementation, West Block-8, Wing – 6, Ground Floor, R K Puram, New Delhi (Email: [ddg.ssd-mospi@nic.in](mailto:ddg.ssd-mospi@nic.in)).

5. The proposal received from the eligible candidates would be considered by Expert Committee and Screening Committee as per the following schedule:

Proposal received between	To be considered by	
	Expert Committee	Screening Committee
December – March	April	May
April – July	August	September
August - November	December	January

  
(R. K. Maurya)  
Dir.(SSD)

## Application Form for Travel Grants

Please paste  
a recent &  
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1. 1. Name of the applicant (Dr./Mr./Miss/Mrs.)
2. 2. Father's/Husband's Name
3. 3. Nationality
4. 4. Sex
5. 5. Date of Birth
6. 6. Passport No. :
7. 7. Mailing Address (with Telephone No., Fax No./e-mail, if any)
  - (i) (i) Official
  - (ii) (ii) Residential
8. 8. Academic Qualifications in Statistics achieved (enclose photocopy of the certificate in support)
9. 9. Indicate whether working or retired
  - a) a) If working, give full particulars of employment
  - b) b) If retired, give details of last employment
10. 10. Field of specialization/research work, if applicable
11. 11. Details of research papers published
12. 12. Awards/citations, etc. received
13. 13. Details of the Govt. and other sponsorship/assistance/funding availed of and international conference/seminar/meeting/workshop etc. attended in the last three years (title of the conference, dates, venue, how funding was arranged, etc.)
14. 14. Details of the Conference/Seminar/ /Meeting/ Symposium/ Workshop etc. where the paper has been accepted by organizers for presentation
  - a) a) Name of the Conference.....
  - b) b) Venue of conference.....
  - c) c) Date(s) of conference .....
  - d) d) Broad theme(s) of conference.....
  - e) e) Name and address of the organising/convening Institution (including Telephone numbers, e-mail address and web-site address, if available).....
15. 15. Details of the paper accepted for presentation (photocopy of the letter of acceptance of the paper by the organizers for presentation should be enclosed)
  - a) a) Title
  - b) b) Subject area
  - c) c) Tentative/Expected date of presentation
16. 16. Detailed item-wise particulars of the financial assistance (towards travel cost, air ticket, etc.) which the applicant has already received or expects to receive

from other sources/Agencies for attending the event (for which assistance is now being sought from M/O S&PI) – name of the funding agency, sanctioned amount, mode of payment, items of expenditures being funded, etc. may be given.

17. 17. Actual airfare (in Indian rupees) of economy class (to and fro) for Air-India/Indian Airlines by shortest air route between India and country where paper is to be presented.
18. 18. Item-wise details in respect of other expenditures like other travel costs, registration fee, airport tax, visa fee etc., not included in (17) above.
19. 19. Total item-wise financial support (in Indian rupees) sought from the Ministry of Statistics & Programme Implementation(after deducting the amount shown at Sl. No. 16 above)
20. 20. Proposed date of departure from India for attending the event and expected date of return. (names of international airport in India nearest to the place of working and international airport abroad nearest to the venue of conference may please also be given here).
21. 21. Details (including dates, PNR No., etc.) of the Air India/Indian Airlines tickets, if any, booked for above proposed dates:
  - a. a. Onward journey
  - b. b. Return journey
22. 22. The benefits expected to be derived by virtue of attending the event.
23. 23. Other relevant particulars, if any, desired to be furnished.

I hereby declare that all the particulars given in this application are correct. I have not hidden any such fact/information available with me as must be necessarily brought to the notice of M/O S&PI). I will satisfy all the terms and conditions prescribed by the M/O S&PI. I also agree to be penalized by M/O S&PI as deemed fit by it for the terms and conditions not satisfied by me.

Place:

Date:

Recommendations of the Head of Department/Supervisor.

Place:

Signature of the Head of the Deptt or  
Supervisor (along with official address, telephone no., fax no.  
and e-mail address)

Date:

- Note:**
1. The application must contain correct, clear, complete and categorical information. Application with vague or no information particularly in respect of the items at Sr.No.8, 13,14,16 and 19 or application of working persons not forwarded/recommended by their organization would be treated incomplete and would not be considered.
  2. The application must have following essential enclosures:
    - a) a) Letter of acceptance from the organizers for presentation of the paper indicated at Sr.No.15 above.

- b) b) Full copy of the paper proposed to be presented otherwise it will be summarily rejected.

3. **Six copies of papers including application form and full copy of the accepted paper** but excluding the papers such as letter of acceptance from the organizers, details of anticipated expenditures, certificates, testimonials, etc. **may be submitted.**