

**INDIAN STATISTICAL INSTITUTE
203 BARRACKPORE TRUNK ROAD
KOLKATA 700 108**

OFFICE ORDER NO. D.O./20783 DATED 21 MAY 2013

In supersession of all previous Office Orders in this matter the following will be in vogue with immediate effect for the award of Travel Grants to attend Conferences/Workshops.

I. Foreign Travel Grants for attending Conferences/Workshops

1. Eligibility for application

(a) Senior Research Fellows (after acceptance of the thesis proposal by the competent authority),

(b) Associate Scientists (provided they have acquired a doctoral degree),

(c) Assistant Professors in the equivalent scale and above who have completed at least 1 year of service (not counting the spells of leave of more than 2 months) in the Institute.

(d) Visiting Assistant Professors/Lecturer-cum-Post Doc Fellows are eligible to apply for travel grant to attend Conference/Workshop after six (6) months from the date of joining (only once in their entire tenure).

2. The applicant may get (i) total excursion airfare (inclusive of all taxes) by the shortest route; (ii) per diem for conference period and per diem for 2 days of travel as per the Institute norms; (iii) registration fee upto a maximum of US \$ 500.

3. After availing a Travel Grant, the waiting time before being eligible for another application is three (3) years.

4. The application should be submitted at least 2 months in advance in the standard format. All the relevant documents should be submitted with the application and the Travel Grants Committee can ask for any document that it may find necessary.

5. If the travel grant is awarded then he/she should submit a report after travel along with T.A. bill to Director's Office. If they are unable to use the travel grant, then the information should be given to the Director's Office as soon as possible, but not later than 2 weeks from the end of the conference. In case any advance is taken from the Institute, bills should be submitted on return from the trip and suspense cleared within one month. Any failure to do so shall invite disciplinary actions.

6. Applicants presenting a contributed paper for travel grant are encouraged to visit other academic institutes for academic interactions, however, it is not mandatory. In case of a jointly authored paper only one of the authors from Indian Statistical Institute is eligible to apply for attending the conference for which the travel grant is applied for.

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II. Domestic Travel Grant for attending Conferences/Workshops

1. Associate Scientists (whose Grade Pay is Rs.5400 and above)/Assistant Professor in the equivalent scale/Visiting Assistant Professor/Lecturer-cum-Post Doc Fellow shall be eligible for travel by Air in the shortest route (lowest fare/economy class). Senior Research Fellow/Associate Scientist (whose Grade Pay is less than Rs.5400/-) will be eligible for travel by AC-II tier in train by the shortest route.
2. The grant may include Registration fee upto a maximum of Rs.5000/- and D.A. as per ISI rules. The application should be submitted at least one month before the proposed date of travel.
3. After availing a travel grant, an applicant has to wait for one year before being eligible for another application.
4. If the travel grant is awarded, the applicant may travel by a different mode/class higher than those mentioned in 1 above, provided he/she agrees to pay the difference in fare, if any.

III. Purchase of Air Tickets

q In all cases in which travel grant is awarded the ticket should be purchased through the Travel Cell of the Institute/Air-India Website/Air-India booking office/directly from www.irctc.co.in. For travel by airlines other than Air India, tickets should be purchased through the ISI Travel agent or www.irctc.co.in or website of the airlines concerned after obtaining Director's permission.


(Bimal K. Roy)
Director

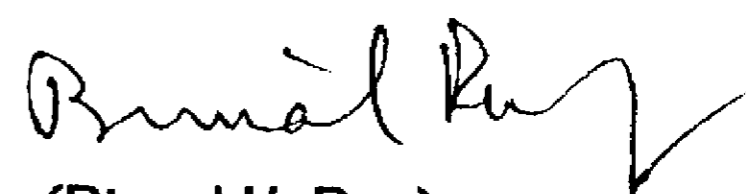
Copy to :

1. All Professors-in-Charge
2. Head, SQC & OR Division
3. Dean of Studies
4. Head, Delhi Centre
5. Head, Bangalore Centre
6. Head, Chennai Centre
7. Head, North-East Centre, Tezpur
8. Chairman, Travel Grants Committee, Kolkata
9. Chairman, Travel Grants Committee, Delhi
10. Chairman, Travel Grants Committee, Bangalore
11. All Heads of Scientific Departments/Units/Sections including outlying centres/branches
12. Chief Executive (Admn. & Finance)
13. Dy. Chief Executive (Finance)
14. Director's Office.

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OFFICE ORDER NO. D.O.120803 DATED 24 MAY 2013

In partial modification of the Office Order No. D.O./20783 dated 21 May 2013, the term 'Assistant Professors in the equivalent scale' at I.1.(C) and II.1 of the above mentioned order should be read as 'Those who are in equivalent scale of Assistant Professors'. Other terms and conditions of the above mentioned Office Order will remain the same.


(Bimal K. Roy)
Director

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Head. Stat-Math, Delhi