

**GUIDELINES FOR
TRAVEL GRANT SCHEME FOR COLLEGE
TEACHERS/COLLEGE LIBRARIANS/VICE
CHANCELLORS/COMMISSION MEMBERS
AND UGC OFFICERS
XII PLAN (2012-2017)**



**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI - 110 002**

Website: www.ugc.ac.in

UNIVERSITY GRANTS COMMISSION

XII PLAN GUIDELINES

Travel Grant Scheme for College Teachers/College Librarians/Vice Chancellors/Commission Members and UGC Officers

1. Introduction

This scheme is for providing financial assistance to permanent teachers and librarians of colleges and vice-chancellors of state universities, deemed to be universities and central universities, recognised under section 2(f) and 12 (B) of the UGC Act, to present research papers at international conferences abroad. In addition, this facility is available to the permanent teachers of Institutions of National Importance with a cap of 10% of the total approved cases in a year. The Commission members and UGC Officers at the level of EO/US and above are also eligible to apply under this scheme.

2. Objectives

To enable the permanent College Teachers/College Librarians/Vice-chancellors/Commission Members/UGC Officers at the level of EO/US and above to present their research paper(s) in international conferences. The maximum age limit for College Teachers/College Librarians/UGC Officers is up to the age of superannuation and for Vice-Chancellors and Commission Members they should be in position.

3. Nature of Assistance Available under the Scheme

The financial assistance for permanent teachers of colleges, College Librarians enlisted in 2 (f) and 12 B of the UGC Act will be paid on 100% once in three years for the total admissible expenditure such as travel, registration fee, per diem allowance and visa fee. Vice-chancellors, of State Universities, deemed to be Universities and Central Universities recognized under section 2(f) and 12(B) of the UGC Act, UGC Members, UGC Officers and SC/ST/OBC (non creamy layer)/Physically Handicapped Teachers will be provided financial assistance once in two years on 100% basis. The necessary document/certificate must be enclosed with the application for relaxation.

4. Procedure to Apply for Assistance

The application should be sent to the Joint Secretary (Travel Grant), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi- 110002 in the prescribed application form along with all necessary enclosures with a copy of the paper, acceptance letter from the organizers of Conference and the full text of the paper proposed to be presented in the Conference two months prior to the commencement of the conference. Incomplete applications will not be considered and no correspondence will be entertained in this regard. The submission of a proposal does not automatically mean that it has the approval of the UGC. If the paper is co-authored, then a no-objection certificate(s) from the author(s) may be attached with the application. In case of two or more applications for the same paper(s) only one application will be considered and priority will be given to the first author. The UGC Officers applying under the scheme, need not obtain prior approval of Chairman before sending the paper in the conference. However, once the paper is accepted they may apply for financial assistance for their participation in the conference.

5. Submission of the Claim

In order to ensure prompt action in releasing the grant, the applicant shall submit the following documents within one month after the conference is over:

- i. Terms & conditions for the grant for visit of the college teachers for presenting paper at international conference may be seen in Appendix-I
- ii. A statement of account giving full details of expenditure incurred on various items viz., travel, air port tax, registration fee, visa fee and daily allowance may be filled in Appendix-II
- iii. A utilization certificate in the prescribed format (Appendix-III) from the college/university auditor/chartered accountant for the total expenditure incurred on the visit.
- iv. The details of assistance received or facilities provided by the organisers of the conference or any other similar Indian/foreign agency.
- v. The amount made available by the College/University/State Government and other sources.
- vi. The amount payable for each item by the UGC as per the terms and conditions.
- vii. A brief note on the participation in the conference.
- viii. Certificate of participation in the conference.
- ix. Conversion rate of the US dollar into Indian currency. (From any bank or other financial institution)
- x. No over writing/correction may be made in the claim bill & utilization certificate.
- xi. Original cash memo/Receipt may be enclosed with the claim. If the photocopies are to the submitted then this should be signed by the applicant.
- xii. Paging may be done in all the enclosures attached with the claim bill.
- xiii. Details of Bank Account of Principal/Dean/Director may be sent with the claim on the mandate form (Appendix-IV).

6. Conveyance claim

Persons selected for participation should travel by excursion category tickets in sectors by the cheapest air ticket by any airlines (in any case not exceeding Air India fare). Actual fare not exceeding AC II Class train fare will be admissible for travel from the college headquarters to the nearest airport and back. In case of Vice-Chancellors, Members of the Commission and UGC Officers it will be as per entitlement.

7. Per Diem Payment

For the payment of daily allowance the Government of India's rates will be followed. D.A. will be paid for the duration of the conference plus four days i.e. two days before and two days after the conference which will include the travel period.

8. Procedure for Approval of the Proposal

The proposal(s) received duly completed in all respects will be evaluated by subject experts. Based on their recommendation, a final decision will be taken by the UGC. The proposals of Vice-Chancellors, Commission Members and UGC Officers will be approved by the Chairman, UGC directly. After the approval, an approval letter is sent to the candidate.

9. Procedure for release of grant

The entire amount due to the candidate is disbursed in one instalment after the conference is over and relevant documents are submitted by the applicant.

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI - 110 002

Application for getting financial assistance to attend international conferences/symposia under the ‘Travel Grants’ scheme for college teachers/College Librarians, Vice-chancellors, Commission Members and UGC Officers.

A. Details about the applicant

1.	Name	
2.	Date of Birth (Age) (For college teachers/College Librarians the maximum age limit is up to superannuation on the date of participation in the conference) (For Vice-Chancellors, Commission Members and UGC Officers should be in service on the date of conference is held)	
3.	Sex (Male/Female)	
4.	Category SC/ST/OBC (excluding creamy layer)/ Physically Handicapped / General	
5.	Designation/Basic Pay/Nature of Appointment (Whether Permanent/ Temporary)	
6.	Official address with pin code Telephone: _____(O), _____(R) Mobile: Email:	
7.	Indicate the field of paper (to be presented) to be evaluated by the subject expert	
8.	List of publications in the specific field (attach separate sheets)	
9.	Whether a member of national/ international professional bodies	
10.	If YES specify the name of the body ^(s)	
11.	Name of the College where working and name of the University to which it is affiliated	
12.	Maximum age of superannuation in your college	
13.	Date of superannuation	

B. CONFERENCE DETAILS

14.	Name/title of the conference to be attended	
15.	Name of the organizers with complete address	
16.	Name of the country and town where the conference will be held	
17.	Duration of the conference (date, month & year)	
18.	<p>The role of the applicant in the conference/symposium</p> <p>(a) Presiding/chairing a Session</p> <p>(if yes, attach documentary evidence)</p> <p>(b) Delivering a plenary lecture/invited talk (attach documentary evidence along with a copy of the full text of the lecture/talk.)</p> <p>(c) Presenting a paper (please attach abstract and full paper)</p>	
19.	Whether the paper has been accepted for presentation? (attach documentary evidence and a copy of the full paper to be presented in the conference. The acceptance letter enclosed with the application must be on letter head duly signed by the organizer. If the acceptance/invitation is received by mail then details of conference organizer may be given with acceptance letter).	
20.	Indicate the mode of presentation (attach documentary evidence) oral/poster/both	
21.	Indicate whether the paper has been coauthored. In case it is co-authored give names of the authors along with their addresses.	
22.	Whether 'no-objection' certificate (s) from the co-author (s) have been enclosed?(attach photocopy of the certificate (s))	

23.	<p>Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back.</p>	
24.	<p>Do the conference authorities send the paper for review before accepting it?</p>	
25.	<p>Indicate the amount to be paid to the organizers as registration fee (copy of the Registration Form to be enclosed)</p> <p>Assistance required from the Commission</p> <p>(a) Travel within India to reach the nearest airport.</p> <p>(b) Airfare (both ways)</p> <p>(d) Registration fee</p> <p>(e) Per-diem required (indicate the number of days and the rate)</p> <p>Total (in Rs.)</p>	
26.	<p>Has the applicant approached the organizers/any other agency to:</p> <p>(does not apply in case of Vice-Chancellors/Commission Members and UGC Officers)</p> <p>(a) Waive registration fee?</p> <p>(b) Support air travel?</p> <p>(c) Get the maintenance allowance?</p> <p>(d) Support boarding and lodging?</p> <p>(e) Any other? (specify)</p>	

27.	If 'YES' to any one of the above items, indicate the latest position and the amount likely to be made available (attach documentary evidence).	
28.	Has the applicant availed the financial assistance from UGC for attending seminar/conference/ symposium etc. in the last 2/3 years prior to the date of the present conference? (a) If 'YES' give the details in the following table:	
	Name of the Conference attended	Place and dates of the conference
		Financial Assistance availed "in Rs.)
		UGC sanction letter no. with date
29.	Proposed date of joining the duty in the institution after the conference is over	
30.	Any other information the applicant would like to give in support of the case.	

I certify that

- (a) The details given above are correct.
- (b) If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to the Commission.
- (c) The amount received will be used for the purpose for which it is requested.
- (d) In case financial assistance is received from the organizers or any other agency I shall pay back the amount granted by the Commission.
- (e) I shall abide by the decision of the Commission.

Place:
Date:

(Signature of the applicant)
Designation

Certificate by Head of the Institution:

I certify that:

- (i) The details given by the applicant are correct.
- (ii) The applicant has not availed the provision in the last 2/3 years.
- (iii) The college has been declared fit to receive financial assistance under section 12(B) of the UGC Act (the letter of inclusion of 12(B) of UGC may be enclosed)
- (iv) The applicant has enclosed all the relevant documents.
- (v) The information provided in the application is correct.
- (vi) In case the institution is found not fit under section 12(B) of the UGC Act even after the approval of the case, the grant will automatically be considered as cancelled.
- (vii) In the case of SC/ST/OBC (excluding creamy layer) Teachers, it is certified that they belong to SC/ST/OBC/ Physically Handicapped (excluding creamy layer) community.

Signature :

Name :

Designation :

Address :

Office seal :

Date :

Appendix-I

Terms and conditions for the grant approved by the Commission for visit of the College teachers almost for presenting paper at International Conference.

1. Commission's assistance towards expenditure on visit abroad of a College teacher for presenting paper at an International Conference would be limited to 100% of the admissible expenditure on the following items on production of receipt with the claim:-
 - a) Persons selected for participation should travel by excursion ticket in sectors by the cheapest air ticket (in any case not exceeding air India fare). Actual fare not exceeding AC-II class train fare will be admissible from the college headquarter/residence to the nearest air port and back. If the journey performed by taxi (receipt may be enclosed) / own car (distance may be mentioned), the fare should be restricted to AC-II class train fare / road mileage according to distance, may be given.
 - b) Actual train/bus fare from the Airport abroad to the town where the conference is held and back. (Receipt may be enclosed).
 - c) Registration fee. (Receipt may be enclosed).
 - d) Airport tax. (Receipt may be enclosed).
 - e) Visa fee. (Receipt may be enclosed).
 - f) Daily allowance will be paid as per the existing rates of Govt. of India. (Attendance certificate may be enclosed).

(The above are inclusive rates and cover all expenses on abroad, lodging, incidental expenditure and internal travel with in the country concerned and no other per diem rates are allowed)

- g) For the payment of daily allowance the Government of India's rates will be followed D.A. will be paid for the duration of the conference plus four days i.e. two days before and two days after the conference. If the journey period is less than two days before and two days after than actual DA will be given for the journey period.

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Proforma for claiming re-imbursement of the expenditure incurred under the Travel Grant Scheme to attend Conference abroad.

1. Name
2. No. & Date of UGC's Approval
3. Name & Place of Conference attended
4. Duration of the Conference attended
5. Duration of the stay abroad
6. Detail of actual expenditure incurred: -
 - a) AC-II Class Rail fare or actual

Bus fare within India
(from Place of duty to
nearest Airport and
back)

Date	From	To	Distance (Approx K.M)	Receipt enclosed Yes/No	Page No:

- b) Air fare (by Economy class Or Excursion ticket) (Photocopy to be attached)

Total fare Discount given by the travel agent Net payable Page No.

- c) Fare from Airport (abroad) upto the venue of the conference & back

Date	From	To	Distance (Approx K.M)	Receipt enclosed Yes/No	Page No:

- d) Daily allowance for _____ days

(i) Dollar rates page no. (ii) No. of days _____ X _____ dollar rates X _____
per day DA (dollar) = Rs. _____ (Receipt enclosed Yes/No.) Page No. _____

- e) Registration fee paid. (Receipt enclosed Yes/No) Page No. _____

- f) Airport tax paid (Photocopy to be attached). (Receipt enclosed Yes/No) Page No. _____

- g) Visa Fee. (Receipt enclosed Yes/No) Page No. _____
- h) Conversion rates (enclosed Yes/No) Page No. _____
- i) Brief note of participation (enclosed Yes/No) Page No. _____
- j) Attendance Certificate (enclosed Yes/No) Page No. _____

TOTAL _____

- k) Assistance received from INSA/DST/
ICAR/CSIR or any other agency _____
- l) Balance amount to be reimbursed By UGC _____

Certified that

1. The details gives above are correct and if the information is found to be incorrect on a later date, entire amount paid by the University Grants Commission will be refunded.
2. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down by the UGC.
3. In case financial assistance is received from the organizers or any other agency, the amount paid by the University Grants Commission will be refunded.

(Signature of Applicant)

CERTIFICATE BY HEAD OF THE INSTITUTION

1. Certified that details given above have been verified and found correct.
2. The Applicant has not availed assistance from University Grants Commission for visiting abroad during past three /two years. (In case of SC/ST/OBC non creamy layer)/Physically Handicapped

Signature _____

(Name in Block Letters)

**Principal/Dean
(Seal)**

Dated

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APPENDIX-III

UTILIZATION CERTIFICATE

Certified that the expenditure of Rs. _____

On the visit of _____

from _____ to _____

present his/her paper at the _____

has been incurred in accordance with terms & conditions laid down by the University Grants Commission in its letter No.F. _____ dated _____

and all the conditions of the grant have been fulfilled: -

Accountant Auditor/Chartered
Accountant with Registration
number and seal

Principal/Dean

MANDATE FORM**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS****A. DETAIL OF ACCOUNT HOLDER:-**

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/E-MAIL	

B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND E-MAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES THAN WHAT IS THE BRANCH <u>IFSC</u> <u>CODE</u>	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCONT NUMBER (LATEST)	
MICR CODE OF BANK	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected to me as a participant under the scheme.

(.....)
Signature of customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank Stamp)

(.....)
Signature of customer

Date:

1. Please attach a photocopy of cheque along with the verification obtain from the bank.
2. In case your bank branch is presently not RTGS enabled, then upon its up gradation to RTGS Enabled branch, please submit the information again in the above proforma to the Department at earliest.