

International Science & Technology Affairs Group. (ISTAG)
CSIR-Institute of Minerals and Materials Technology, Bhubaneswar.
Processing Sheet for Foreign deputation(for attending conference)

1. Name:
2. Designation:
3. Date of birth & Age:
4. Date of joining in CSIR:
5. Duration of the visit and proposed place of visit:
6. Purpose of visit:
7. Title of the paper:
8. Fund source/sponsor:

Types of the Expenditure	Amount in Rupees	Funding Source (approval are to be enclosed)
International Air fare in shortest route by permissible mode of travel		
Registration fee		
DA per diem US\$---- -for---- days		
Part Cash allowance as admissible		
Internal travel		
others		

9. Justification regarding visit, how the visit will be helpful to the ongoing/future R&D Programmes of the Department/IMMT. :
10. Details about last three year visit (all kinds of deputation):
11. Total number of the deputation days availed during this Financial Year:
12. Name of the Scientist who will look after the work of the projects etc. during his absence (Pl. also get his endorsement here).

13. Whether the Deputation Visit Report of Previous travel has been submitted:

The duly approved deputation report four copies will be forwarded to respective agencies (ISTAD, DST, etc) through ISTAG and A.O. A copy will be submitted to ISTAG. The draft report needs to be routed through ISTAG for approval of Director.

Candidate's Signature

HOD Remark:

Note: HOD/PI needs to endorse that the visit is in the interest of project or in institute's interest with justification.

Signature
(HOD)

For vigilance and other related issues:

A.O. Signature

For availability of funds:

(Details of the budget heads have to be given covering all expenditure)

F & A.O. Signature

ISTAG Recommendation/Remark:

Signature
(Chairman ISTAG)

APPROVED/NOT APPROVED

Director

Enclosures:

1. Duly filled in prescribed proforma along with copies of the relevant documents.
2. Conference brochure/invitation letter.
3. Deputation report copy with despatch letter of last visit.
4. Copy of the proposal/paper/abstract.
5. Details about proposed funding.
6. If project funding are to be used, specify the details and to be verified by PI and F&AO.
7. If fund is needed from the Institute/CSIR details along with approval to be furnished.

Annexure-B

International Science & Technology Affairs Group. (ISTAG) CSIR-Institute of Minerals and Materials Technology, Bhubaneswar.

Foreign Deputation of Scientist(s) on fellowships/Assignment/Training/Study leave/Sabbatical leave abroad
Recommendations from Head of Department and Checklist

All applications for foreign deputation (fellowships/Assignment/Training/study leave/sabbatical leave) are to be forwarded through their respective Heads of Departments. The Head of Department is required to give their clear cut recommendations.

The candidates and Head of Department may kindly furnish information according to the following checklist while submitting application in prescribed proforma application along with all relevant documents:-

1.	Name of the candidate	:	
2.	Designation/grade	:	
3.	Department	:	
4.	Name of the fellowship/Assignment/Training etc and duration	:	
5.	Is the candidate involved in any project (GAP/MLP/Sponsored, etc.) as a PL or Co PL or Team Member? If so, how the project will be handled in his/her absence. If P.L. who will be in charge?	:	
6.	How the visit/Fellowship/Training etc. and the topic of research to be carried out abroad will be helpful to the ongoing/future R&D Programmes of the Department/IMMT.	:	
7.	Whether the candidate has been nominated or application forwarded for any other Fellowship in the last one year.	:	
8.	Whether the deputation is a part of any ongoing international collaborative programme.	:	
9.	Whether the equipments and other R&D appliance on his name has been transferred to others.	:	

Signature of Candidate
Dept.

Signature of Head of

IMPORTANT CONDITIONS FOR FOREIGN DEPUTATION AS PER CSIR FOREIGN DEPUTATION GUIDELINES-1995 AS AMENDED FROM TIME TO TIME.

DEPUTATION:

Eligibility:- Two years of regular service in CSIR

Important Considerations:-

- (i) The overseas deputation period of **Scientist-G, Sct-F and Director will not normally exceed 45 days** in a financial year. For other categories of Scientist- normally not more than **90 days in a FY** except in cases of fellowship/scholarship.
- (ii) Deputation period will not be combined with assignment period except for official business trips.

International Conferences:-

- (i) For participation in international conference/delegations, workshops and symposia, daily allowance will be admissible at split rate as per para 3.5.3 of the CSIR Foreign Deputation guidelines as amended from time to time (Ref: para 3.5.1.1 of CSIR FD guidelines)
- (ii) Proposals for participation in international conferences and meetings of international scientific organisations will normally be considered where **half of the expenditure is met** by the organisers of the conference and/or national sponsors and CSIR has only to meet the rest of the expenses, however any expenditure from the Institute will be subject to availability. Evidences should be provided to indicate that the conference is indeed **sponsored by recognised academic, professional bodies or research societies.**
- (iii) While **prioritizing** and short listing the nominations for participation in International Conferences following points will merit consideration at the laboratory level.
 - (a) **Role** to be performed at the conference: e.g. chairman, state-of-the-art rapporteur, panelist, author, observer etc.
 - (b) **Level of funding** offered/committed by the conference hosts/other fund granting Agencies.
- (iv) Scientists below the age of 45 years may be eligible for attending one international conference abroad every three years at 100% cost to CSIR (including travel assistance provided by the ISTAD, CSIR) subject to fulfilment of the following requirements:-
 - (a) The international conference figures in the approved list of the laboratory or evidence is provided that the conference is sponsored by recognised academic bodies and professional institutions.
 - (b) The theme of the conference is of high relevance to the project in which the scientist is engaged.
- (v) Scientists under probation may be considered for attending international conference subject to the fulfilment of all the terms and condition of the ISTAD Letter dated 10.07.08 (i.e 50% of the expenses are generated from other sources and strong justification by the Director... etc.).

Fellowship/Scholarship:-

Eligibility: Two years of regular service in the CSIR. Persons deputed on fellowships/scholarships **should have at least two years service left** on completion of such fellowships/scholarships. For those

reaching superannuation before the expiry of bond period, requisite period of service is mandatory in order to fulfil bond obligations before superannuation.

Prestigious Fellowship recognised by CSIR:-

The following are some examples of scholarships offered after global selection. These and similar others shall be awarded on deputation terms.

1. WHO Fellowships / Research Grants.
2. Humboldt Fellowships.
3. DAAD Fellowships for International Seminar on Chemical Engineering and Physical Chemistry at the University of Karlsruhe, FRG.
4. UNESCO Science Fellowships.
5. Fellowships for study visits and higher training awarded and funded by Govt. of India, e.g. DBT Overseas Fellowships.
6. Japanese Govt. Scholarships through Ministry of Human Resource Development.
7. EMBO Fellowship.
8. The Matsumae International foundation Fellowship.
9. KOSEF Fellowship.
10. IIF Fellowship.
11. NFP Fellowship.
12. Any other fellowship(s) of equal merit - to be approved by DGCSIR.

Conditions for grant of fellowship:-

- (i) Fellowships/Scholarships offered through nodal Ministries of Govt. of India. These shall carry the terms and conditions attached to s fellowships/scholarships.
- (ii) Fellowships/Scholarships which do not fall under prestigious fellowship. All such fellowships/scholarships directly secured or offered by the sponsors even though applied for through proper channel shall be considered on 'leave due and admissible'. The period of leave in such cases will ordinarily not exceed one year.