



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ0ग0)

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (CG)

(A Central University established by the central University Act.2009 No. 25 of 2009)

No. 364 /Dev/2023

Bilaspur, Dated: 20/4/2023

**OFFICE MEMORANDUM**

The Standing Committee of the Academic Council in its meeting held 6/4/2023 approved the guidelines for the scheme of Travel Grant to provide financial assistance to University Faculty Members/Officers/Research Scholars to provide financial assistance for participation in the International/National Conference, Seminar, Symposia, Workshop, etc.

All Faculty members/Officers/Research Scholars are hereby advised to apply for Travel Grant financial assistance according the eligibility criteria mentioned in the guidelines.

The guidelines will be effective from the financial year 2023-2024.

By Order,

Registrar (Acting)

Copy to:

1. The Secretary to the Vice-Chancellor for information to the Hon'ble Vice-Chancellor.
2. All Deans, SoS/all Heads, Teaching Departments with a request to kindly circulate the enclosed guidelines amongst the faculty members and research scholars for your department.
3. All Officers/Director (IQAC)/Finance Officer/Internal Audit officer for information.
4. All committee members for preparation of guidelines/all committee members of Travel Grant Committee for information and necessary action.
5. The In-charge Website Cell – with a request to upload these guidelines in the University Website for information of all concerned.
6. Office Record.

Officer on Special Duty (Dev.)



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ0ग0)  
**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (CG)**  
(A Central University established by the central University Act.2009 No. 25 of 2009)

**GUIDELINES FOR THE SCHEME OF TRAVEL GRANT TO THE UNIVERSITY TEACHERS/OFFICERS/RESEARCH SCHOLARS FOR PARTICIPATION IN CONFERENCES/SEMINARS/SYMPOSIA/WORKSHOP, ETC. WITHIN THE COUNTRY AND ABROAD.**

**1. INTRODUCTION:**

The scheme is for providing financial assistance to permanent teachers, officers and research scholars for participation in Conferences/Seminars/Symposia/Workshop, etc. which are held within and outside the country. The University acknowledges that participation in such events/programmes mentioned above provides significant opportunity to present the findings scholarly research before the national/global audience. Further, such participation will also give them opportunities to acquaint themselves with the latest developments in their area/fields of academic/professional interest and to exchange experiences and ideas with professional and scholars working in the various institutions. This enables the participants in enriching their academic/professional development for the benefit of the students and institution.

**2. ELIGIBILITY AND APPLICABILITY**

- (i) All permanent teaching staffs and Group A Officers amongst non-teaching staffs of the University and the research scholars who are receiving Non-NET Fellowship and those research scholars who are not receiving any fellowship from any agency will be eligible for financial assistance for the travel grant subject to the availability of the funds on the recommendations of the Travel Grant Committee and subsequent approval by the competent officer. Preference for award, subject to the fulfilment of other conditions, will be given in the following order to:
1. Those delivering Keynote Address
  2. Those delivering Plenary Talks
  3. Those invited to Chair a Session
  4. Those who wish to present/invited to present a Research Paper or Poster Presentation
  5. Or any other programmes deputed by the competent officer
- (ii) Officers of the university deputed to visit other institutions in India or abroad for administrative or other purposes in the interest of the University. The Training, International Collaboration, Faculty Exchange Programme etc. will not be covered by these guidelines.

**(ii) PATTERN OF ASSISTANCE:**

**I) For Conferences/Seminars etc. requiring travel within India:**

- (i) Conferences/Seminars/Symposia/Workshop (Training, at the discretion of the Vice-Chancellor) programme etc. within India will be provided to eligible faculty members of university once in a

financial year from 2023-2024 onward, subject to formalities and approvals prescribed in this regard. The grant would cover:

- (i) Cost of Registration fee, travel to the place of events/programmes and back as per eligibility, as per Government of India rules notified from time to time, D.A., maximum up to Rs. 10,000/. will be reimbursed.
  - (ii) In case of Lock Down due to COVID pandemic if University Teachers/Officers/Research Scholars attend the online Webinar, the registration fee only up to Rs. 5000/- maximum may be considered for financial assistance for reimbursement subject to availability of grant.
  - (iii) Further, in case of overall expenses to attend any events/programme is exceed Rs. 10,000/-, the rest of the amount shall be borne by the concerned person.
  - (iv) The financial assistance will be provided once in each financial year. In case of budget allocated for this purpose is unspent then second time Travel Grant application will be considered with a gap of six months.
- (ii) In case where the organisers of the Conferences, etc. provide boarding, lodging and travel cost, he/she has to withdraw their application submitted for travel grant or such application will not be entrained.
- (iii) Journey of the venue of Conference etc. shall be performed as per the Govt. of India/University rules in force at the time of travel.

## II. For Conference / Seminars etc. requiring Foreign Travel

- (i) Travel Grant for the purpose of participation in Conference/Seminar, etc. in abroad will be provided to only permanent (confirmed) Teachers and Officers of the University once in three consecutive years. They will be eligible to apply for financial assistance to the extent of 50% of total expenditure of TA/DA. However, in deserving cases and subject to the availability of funds, this condition will be waived by the competent officer. The following expenditure would cover:
  - (a) The Travelling Allowance (T.A.) i.e., cost of economy class air travel by shortest route as per the Govt. of India rules in force at the time of travel.
  - (b) The Dearness Allowance (D.A.) for Conferences, etc. for abroad as per the Govt. of India rates or GGV rules. The per diem expenditure will be paid on the availability of the fund. T.A./D.A. will be given as Govt. of India norms.
  - (c) If the participant arranges the TA/DA from other resources/funding agencies, the Registration Fee/Delegate Fee, etc. paid by the participant, the equivalent amount of TA/DA of 50% or less may be considered for payment of financial assistance.
- (ii) The employee should arrange remaining 50% of the total expenditure from other funding agencies/resources or from his/her own resources as the case may be.





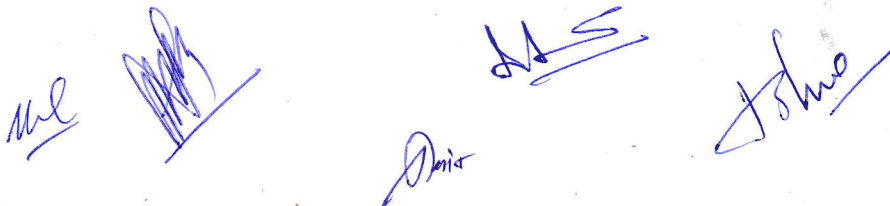



**(D) CONDITIONS:**

- (i) To avail Travel Grant for participation in a national conference/seminar, etc. the applicant must be regular employees of the University. For participation in a conference, seminar, etc. in abroad, the employee concerned must have rendered at least three years of service as a regular employee of the University.
- (ii) Teaching staff of the University availing Travel Grant to participate in conference/seminar, etc. will have to use their Duty Leave/Special Casual leave for sanction days of absence in the University. The Duty Leave/Special Casual Leave will be granted by the competent officer for attending/seminar, etc. which will be beneficial for concerned faculty. In case of Research Scholar, the leave may be granted by the Head of the Department on the recommendation of the Guide as per University Ph.D. Regulation amended from time to time will be applicable.
- (iii) If the same paper/poster has been prepared by two or more persons, only one of them will be allowed Travel Grant for the presenting it in the conference/seminar, etc., subject to the No Objection given by the other author(s).

**(E) PROCEDURE**

- (i) Applicants who wish to avail of Travel Grant from the University should apply at least one month in advance from the date of the conference/seminar etc. in India and three months advance for conference/seminar etc. in abroad respectively.
- (ii) In case of an exigency, the period of one month and three months for conference/seminar etc. in India and abroad respectively may be relaxed with the approval of the competent officer or the application marked by the competent officer to place before Travel Grant Committee.
- (iii) Those who have already attended conference/seminar, etc. before approval of this guidelines, they may also be considered for availing of Travel Grant subject to the availability of fund as per existing/prevaling rules of the University.
- (iv) Every application for a Travel Grant under this scheme should be made in the prescribed format. The following documents should be attached with the application:
  - (a) Two copies of the full paper/poster/key note address/plenary talk etc. to be presented at the conference/seminar/symposia/workshop, etc.
  - (b) Details of the conference, etc. or copy of the conference brochure for which the key note address/plenary talk/paper/poster, etc. is to be presented.
  - (c) A copy of the letter/invitation letter from the organizer of the conference/seminar, etc. accepting the paper/poster for presentation or inviting for the key note address/plenary talk/chairing a session/participation confirmation from the organizer.

The bottom of the page contains four handwritten signatures in blue ink. From left to right, they appear to be: a signature that looks like 'me', a signature that looks like 'Raj', a signature that looks like 'Dimit', and a signature that looks like 'John'.

- (v) Applications complete in all respects, for conference/seminar, etc. within the country (National/International) will be processed by the Travel Grant Committee constituted for this purpose.
- (v) Applications complete in all respects, for conference/seminar, etc. in abroad will be scrutinized by the Travel Grant Committee inviting by concerned Department Head/Dean/Senior Faculty as the case may be to consider each application on various criteria like quality and originality of research, its current and interdisciplinary relevance etc as and when required.
- (vi) After proper scrutiny, the committee will make recommendations for approval of financial assistance.
- (vii) After approval by the competent officer, the Development Section will issue formal Order.
- (viii) The applicant should submit all his/her documents along with participation certificate and expenditure details papers for reimbursement within three months of the seminar/conference, etc., date to the Finance Section.

**(F) BUDGET ALLOCATIONS:**

- (i) The University will earmark a specific allocation from its budget to finance under this scheme every year.
- (ii) The Travel Grant Committee meeting will be held on regular basis/or as and when required. The Development Section in consultation with the Coordinator of the committee will arrange the meeting.

**(G) OTHER CONDITIONS:**

Any of the above conditions will be relaxed in deserving case by the competent officer, subject to the availability of earmarked fund in this regard.

In the case of any dispute, the orders of the Vice-Chancellor shall be final and binding to all.











# GURU GHASIDAS VISHWA VIDYALAYA BILASPUR (C.G.)

## APPLICATION FOR TRAVEL GRANTS TO ATTEND ACADEMIC CONFERENCE/SEMINAR

Dated: \_\_\_\_\_

1. Applicant's Name..... Department.....  
 Designation.....Date of Joining to the university.....  
 Phone/Mobile No.....Email Address.....  
 Teaching Experience (in year) .....Basic pay.....

2. Purpose of the visit: (Please select the appropriate option) Conference  Seminar   
 Invited Speaker  Keynote Lecture  Chairing /Session   
 Presenting paper  Presenting Poster  Attending Workshop etc.

3. Whether paper accepted for presentation: Yes/No

4. Title of the accepted talk/poster/paper, etc: .....

5. Name/Title of the programme: .....

6. Venue: .....Duration of event.....

Organized by.....

7. Financial Involvements (Rs.) : (Separate sheet may be used if required)

S.N.	Heads of Expenditure	Total Estimated cost (RS)	Financial assistance received from organizer/any other funding agency (Rs)	Financial assistance required from the university (Rs)
1.	Registration fee			
2.	Air fare/Train/Bus fare (Both ways)			
3.	Local Transport			
4.	D.A./per diem for.....Days			
5.	Any other			
	Total (Rs.)			

8. Have you availed the travel grant in the last three years? Yes  No  In case of conference, seminar etc. held in abroad

9. Have you availed the travel grant in last one year? Yes  No  In case of conference, seminar etc. held in India

Give the details recording financial assistance received from university with respect to point 8 & 9 in the below given format as the case may be.

Name of the Conference /Workshop/Course/Training /Program /Attended, etc.	Place and date of the Conference, etc.	Total financial assistance received from university earlier	University sanction letter (No. with date)

10. Kindly enclose self-attested copies of following:

S.N.	Details Required	Enclosure No.
A	One page Bio data	
B	Abstract of paper	
C	Full Research paper	
D	NOC from co-author (S) if any sole presenter certificate	
E	Conference Brochure showing details of conference seminar etc.	
F	Letter of invitation from organizer/Acceptance of paper from organizer	
G	Approval for financial assistance either from organizer or any other funding agency	
H	Whether duty leave for the event for the sanctioned by the University If yes attach copy	
I	Any other relevant document	

I certify that I have not received any financial assistance during this financial year from the University. The details given above are correct. If the information supplied is found to be incorrect on later date. I shall reimburse/refund the entire amount to the University. The amount received will be used for the purpose for what it is requested. I shall pay back the amount granted by the University and I shall abide by the decision of the University.

SIGNATURE OF THE APPLICANT

I/We Verified the above information:

Recommended  Not recommended

Signature of the Head of the Department

Dean. School of Studies