

INDIAN STATISTICAL INSTITUTE
203 BARRACKPORE TRUNK ROAD
KOLKATA 700 108

OFFICE ORDER NO. D.O./2016/483 DATED 17 AUGUST 2016

The following order defines the general policy of the institute and operational guidelines in granting financial support to the students of the institute for domestic and international travel in connection to their academic programs. This is in supersession of office order No. D.O./16275 dated 24 November 2010.

1. Purpose of Travel

- (a) Type -I: To present a paper in a conference
- (b) Type-II: To deliver an invited talk
- (c) Type-III: To attend school/ tutorial/ workshop/ symposium
- (d) Type-IV: Visiting other institutes for at least two weeks

2. Eligibility

Students of all degree courses admitted through the Dean's office are eligible to apply subject to satisfying the following conditions

- (a) A PhD student must be a full-time research scholar fully funded by the Institute.
- (b) For students of all degree programs of the institute, other than the PhD program, the overall average score must be at least 75% till the last semester prior to the date of application. Note that this cut-off is used by the Institute to determine students who have passed with distinction.

3. Amount and Nature of Support

- (a) Support for Domestic Travel subject to a maximum of Rs.25,000/-
 - (i) Registration Fees
 - (ii) Round trip travel cost as per Institute rule
 - (iii) Actual costs of lodging, boarding and local conveyance of up to Rs.2000/- per day
- (b) Support for International Travel
 - (i) Registration Fees up to a maximum of US \$ 500 (only basic early bird registration fee)
 - (ii) Round trip travel cost as per Institute rules subject to a maximum of Rs.100,000/- (inclusive of all taxes).
 - (iii) Visa fees and appropriate medical insurance fees
 - (iv) Actual costs of lodging, boarding and local conveyance at the rates mentioned below subject to a maximum of US \$ 500
 - US \$ 125 per day for European Countries, South American Countries, USA, Canada, Japan, Australia
 - US-\$ 70 per day for SAARC countries
 - US \$ 85 per day for other countries

For International Travel, the applicant MUST provide evidence of applying for travel support to external funding agencies (like DST, NBHM etc.) well ahead of the actual travel dates. It is also expected that the applicant will write to the conference organizers for financial assistance. Support so received will be adjusted with the amount of support approved by the institute. The students may use their contingency grant for covering part of the expenses mentioned above.

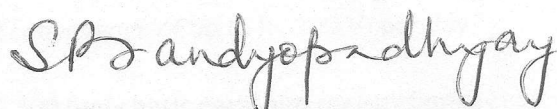
4. Procedure

- (a) The application for travel support should be made to the Dean of Studies on a prescribed format (attached as an annexure) with documents listed below:
- Letter of acceptance/Invitation
 - Review comments on the submitted paper from Conference organizers, if available on the date of application (For Type-I grants only)
 - Letter of recommendation (refer to (c) and (d) below)
 - Conference/Workshop details with registration information (wherever applicable)
 - 2 page resume with marks in all examination and list of publications, if any
 - Copies of applications to external funding agencies for travel support (only main forms)
 - A fare certificate from Air India in case of air travel.
- (b) Application should be made well in advance, at least 45 days before the travel date.
- (c) An application from a Research Scholar must be accompanied by a confidential letter of recommendation from the supervisor in closed cover.
- (d) Applications from all students, other than research scholars, must be accompanied by confidential letter of recommendation, in closed cover, from the class teacher (in consultation with other members of Teacher's Committee).
- (e) The Dean of Studies will forward the application to Students' Travel Grant Committee after verifying the details of the student, including marks obtained.
- (f) The committee will assess the application and send its recommendation to the Dean of Studies.
- (g) For Domestic Travel, the Dean of Studies will decide whether to grant travel support or not.
- (h) For International travel, the Dean of Studies will consult the Director before taking a decision.
- (i) The student availing a travel grant will have to submit a report to the Dean of Studies within a month after returning from the travel with details of grant utilized along with a copy of certificate issued by the organizer of the conference/host certifying presentation of the paper/participation.
- (j) Settlement of bills as per procedure must be made within **one month** of return from travel. The certificate of presentation/participation is to be enclosed while submitting claims. **Boarding passes and bills of all claimed expenses are to be necessarily submitted during bill settlement.**

5. Policy

- a) Research scholars of the Institute would be the primary recipients of Student Travel Grants.
- b) Applications for Type-I combined with Type IV (wherever applicable) will get priority. Type-II will normally not be supported as it is expected that inviting institute should support the travel. Support for Type III and IV will not cover accommodation and local sustenance costs which must be borne by the host/organizer.
- c) Full time Research Scholars who are fully funded by the institute can avail at most two domestic travel grants and one International travel grant in the entire tenure of their fellowship. A second international travel may be covered partially up to 50% of the costs admissible under 3(b). **Research scholars in their first year are not eligible for travel grant.**

- d) Students of all degree programs of the institute, other than the PhD program, can avail at most one travel grant (whether international or domestic) during the entire tenure of the degree program. Only Type I and Type II travel, with Type I getting priority, will be funded. Even in this case, no travel grant application will be entertained, if it involves travel during a period that clashes with examination for the student. Travel when classes are on should also normally be avoided unless the conference is a top tier one and/or the Teacher's Committee certifies that the student will benefit from it.
- e) It is expected that the student applies to other sources of funding including government and non-government agencies especially for international travel well ahead of his/her travel dates.
- f) The number of travel grants to be awarded per year and the amount of travel grant to an applicant is at the discretion of the Student Travel Grant committee based on availability of funds.
- g) No student can avail more than one travel grant whether Domestic or International in an academic year.
- h) Priority will be given to applicants who have not received the travel grant earlier, and to those who have received partial financial support for the travel from other Government or non-Government agencies.
- i) Institute will make an advance payment for registration fee, visa and medical insurance fee. The student may take cash advance of up to 75% of the sanctioned airfare and up to 50% of the admissible daily expenses from the Institute. Advance of 100% of the expenses may be provided only in exceptional circumstances that must be adequately justified in writing. In case the travel grant awardee fails to attend the conference, the cash advance taken from the Institute against air ticket and daily expenses, must be refunded in full.
- j) The student should purchase air tickets from Institute authorized travel agency, Air India website (**not any other website**) or from Air-India Office only.
- k) A student can approach any authorized foreign exchange dealer for getting foreign currency. The conversion document, in original, has to be produced for reimbursement.



(Sanghamitra Bandyopadhyay)

Director

- Copy to :
1. Dean of Studies
 2. All Professors-in-Charge
 3. Head, SQC & OR Division
 4. All Head of Centres
 5. All Head of Units/Departments/Sections
 6. Chief Executive (A&F)
 7. Dy. Chief Executive (Finance)
 8. Director's Office