



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
शैक्षणिक कार्यालय

कार्यालय आदेश

IISERB/DOAA/2021/69

February 09, 2021

Sub: Amendments in the existing guidelines for Financial Assistantship for Attending Conferences (FAAC) Scheme

The Institute has implemented the FAAC scheme to encourage and facilitate its students to attend conferences/workshops. This will enable the students to showcase their research globally and exchange scientific intellect and ideas at various academic platforms.

General Guidelines:

1. The main objective of this scheme is to encourage and enable students to attend conferences/workshops outside India.
2. The scheme is open to all Integrated Ph.D. and Ph.D. students who have qualified their Ph.D. candidacy requirements. However, the students funded by external agencies will be given preference in allocation of funds.
3. A committee duly appointed by the Chairperson, Senate will select the students who are eligible to avail this scheme.
4. The duly appointed committee will meet regularly to review the applications received.
5. In the process of selection preference will be given to the 5<sup>th</sup> year student followed by 4<sup>th</sup> year.
6. For recommending candidates, oral presentation will be given preference over poster presentation and/or participation.
7. In case of a 3<sup>rd</sup> year student applying for FAAC funding, a strong justification followed by special approval from department will be requested.
8. A student will be permitted to submit only one application under the FAAC Scheme at a point of time. The maximum limit of fund given to any student including both national and international conference/workshop stands revised to 1.5 lakhs. However, for attending conferences within India, the limit will be Rs. 10,000 in each instance. Further, application will be considered depending on the availability of funds under the scheme. Dearness Allowance (DA) will be paid up to a limit of USD 50 or equivalent

per day (for conferences/workshops outside India) upon the production of actual bills of expenditure only for the duration of the conference or up to a maximum of 5 days. For conferences/workshops within India, DA will be paid as per the entitlement upon the production of actual bills of expenditure only for the duration of the conference or up to a maximum of 5 days.

9. The scheme will support all expenditure related to travel, registration, accommodation, travel insurance, VISA processing and food. All claims have to be supported by valid copies of bills/statements, in original, failing which no reimbursement will be made.
10. For international travel only, a maximum of 80% of the estimated cost can be taken as an advance before attending the conference. No advance payment will be made for travel within India.
11. All applicants have to apply online (any time throughout the year) to avail this scheme. Please download the forms and fill them completely. Save your word file as "FAAC Scheme Roll No" (example: "FAAC Scheme\_1020101"), generate the PDF and email the same to office\_aa@iiserb.ac.in
12. Air travel, both domestic and international should be made only through Air India. For places where Air India does not provide service, travel may be made by other airlines also (subject to prior and specific approval in this regard).

This is for information and necessary action by all concerned.



Dean, Academic Affairs

- Encl: 1. Approval of Travel Support for FAAC Scheme  
2. Journey Cum Travel Advance Approval  
3. Travelling Allowance Bill for FAAC Scheme

- Copy to: 1. Director, IISER Bhopal  
2. Deputy Director, IISER Bhopal  
3. Registrar, IISER Bhopal  
4. All Deans/Heads of Academic Departments via E-mail  
5. Deputy Registrar (F&A)  
6. All Integrated Ph.D./Ph.D. students via E-mail  
7. Notice/Website



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**Approval of Travel support for FAAC Scheme**

Date

Name of the Student		Roll No.			
Department		Program			
Nature of Conference/Workshop (enclose original Invitation / Brochure)	National (Please tick below)	International (Please tick below)	Venue		
To avail the scheme	Present a Poster <input type="checkbox"/> Deliver a Scientific presentation <input type="checkbox"/> Others (Please specify) <input type="checkbox"/>				
Details of leave	Academic leave				
	From	To	No. of Days		
Expenditure (Estimate)	Travel	Registration	Stay	Other	Total (Rs.)
Amount of Advance required, If any (Only for international travel)	Rs.				
Details of financial support from other sources	Mentor	Funding Agency	Other	Total (Rs.)	
Signature of the Student					

**Approvals:**

Forwarded & Recommended by	Approved as per rule
PI /Coordinator/ HOD	HOD /Dean/ Director

**For F&A use only:**

D. Asstt. /Jr. Supdt./ Supdt.	Dy. Registrar (F&A)	Finance Officer / Registrar
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## Indian Institute of Science Education and Research Bhopal

### Journey Cum Travel Advance Approval

Account Head:

Institute A/c		R & D Project No.																		
CPDA		Others																		

Budget under the head of:

1. Contingency	2. Consumables	3. Non-consumables	4. TA	5. Others
SN	Content	Details		
1.	Name of the Employee/Students & P F No/Roll No.:			
2.	Designation & Department			
3.	Journey Period	From :	To:	
4.	Travel Destination			
5.	Purpose of journey			
6.	Mode of Travel	AIR:	Rail:	Road: Others:
7.	Approximate fare (To & Fro)			
8.	Amount of <i>Advance</i> required:			
9.	Bank A/c No.			
10.	Signature of the Traveler			

Forwarded & recommended by  Dept. Coordinator/PI/ HOD	Approved as per Rules  DoFA/Registrar/Dy. Director/ Director
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#### For Office Use Only

Is there enough balance in the relevant head	YES:	No:
Is there more than one advance outstanding in this category or more than 3 advances in all?	YES:	No:
Advance Reference no & date		
Assistant/Accountant	Coordinator/ Finance Officer/ Registrar	

#### Advance Payment Note

1.	Name of the PI	
2.	Name of the Advance Holder & Designation	
3.	<i>Advance</i> Ref. No & Dt	
4.	Amount Rs.	
5.	Mode of payment	Cash:                  Cheque:                  Bank ECS:
6.	Terms & conditions: 1) Only one advance in a category and preferably no more than 2 advances in all are allowed. 2) Check with Dealing Assistant in case of any doubts about the category of an item. 3) Please submit bills to R&D/F&A office within two months of receipt of advance.	



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**TRAVELLING ALLOWANCE BILL for FAAC Scheme**

Date

Name of the Student		Roll No.	
Department		Program	
Purpose of Journey			

Departure		Arrival		Mode of travel and class of accommodation	Distance in Kms. For road mileage	Duration of Halt		Fare Paid
Date & Time	From	Date & Time	To			Days	Hrs.	
<b>Total Travel Cost :</b>								

**Other Claims : (Please provide valid supporting documents)**

Sr.No.	Particulars	Amount
1	VISA processing Fee	
2	Registration Charges	
3	Accommodation Charges	
4	Others	
<b>Grant total travel cost:</b>		
<b>Less Advance, if any:</b>		
<b>Net Claim : Payable/Refundable (+/-) :</b>		

Signature of the student

**Approvals:**

Forwarded & Recommended by

Approved as per rule

PI/Coordinator/HOD

HOD/Dean/Director

**For F&A use only:**

D. Asstt./Jr.Supdt./Supdt.

Dy.Registrar (F&A)

Finance Officer / Registrar

## INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS

1. Journey of different kinds and halts should not be entered on the same line.
2. Bills must be properly prepared and submitted within 7 days of completion of journey. Failure to do so may entail recovery of advance, if drawn, through the Scholarship bill submitted thereafter.
3. Money Receipts/Ticket numbers/Invoice/Boarding pass etc. (all in original) should be furnished along with the T.A. bill.

### CERTIFICATE

Certify that I actually travel in the class to which I am entitled. It was also certified that I did not perform the road journeys for which the mileage have been claimed at the higher rates by taking a single seat in any public conveyance excluding steamer which plies regularly between two fixed points at the fixed rates. It is also certified that I did not perform the journey free of charges or without payment or incurring in running expenses. In case of hiring taxi, it is also certified that the hiring of taxi was essential and road mileage is not claimed from any other source.

- Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than steamer and travelling by canal. (This particular kind should be specified in the bill).
- In case where the Steamer Company has two rates of fare, one inclusive of diet, the "fare" should be held to mean. "Fare exclusive of diet."

Date.....

Signature of the student.....