



# Science & Engineering Research Board (SERB)

(a statutory body of the Department of Science & Technology, Government of India)  
Established through an Act of Parliament: SERB Act 2008, Department of Science & Technology,  
Government of India

## International Travel Support Scheme



Application No. - ITS/397/2017-18

Dated: 31-03-2017

To

**Dr. SANDEEP KIZHUR**

**Assistant Professor**

**Department of Geology**

**CENTRAL UNIVERSITY OF KERALA**

**VIDYANAGAR-671123(KERALA)**

Sub. : Financial Assistance to Dr. SANDEEP KIZHUR for participating in PAGES 5TH OPEN SCIENCE MEETING to be held from 09-05-2017 to 13-05-2017 in ZARAGOZA, SPAIN.

**Sir/Madam,**

We are happy to inform you that your application seeking financial grant to attend the above mentioned international scientific event has been recommended for support by the Science and Engineering Research Board (SERB). We will provide to and fro economic class air-fare by the shortest route, airport tax, visa fees & registration fees. It is hoped that the support will give you an opportunity to interact with leading international experts in the area. The support, however, is subject to the following conditions.

1. You should not have received financial support during the last three years under this scheme.
2. The air tickets are to be booked in economy class by the shortest route in a national carrier i.e. Air India. It may be noted that rescheduling/cancellation charges will not be reimbursed.
3. **The destination for which there is no direct Air India flight, you have to travel by Air India upto the nearest hub to the destination and after that services of any other airline may be utilized, preferably of Air India alliance partner.**
4. **E-ticket is acceptable provided the amount of the fare is clearly reflected on the ticket.**
5. The signed print copy of Claim Form along with the original Boarding passes and institute account details must be sent to the SERB immediately after completing the online Claim Form to the following address.

*ITS Section*

*5 & 5A, Lower Ground Floor*

*Vasant Square Mall, Sector B, Pocket 5*

*Vasant Kunj, New Delhi, Delhi-110070*

**6. The account details must be in the format available at the home page of the online portal in the format section and it must be endorsed by the competent authority of the institute/university.**

7. SERB will reimburse the grant after deducting the financial assistance received from any other sources, if any.
8. All other expenses such as per diem, taxi fare etc. will not be reimbursed by SERB.
9. You will have to make your own arrangements for foreign exchange required for the purpose.
10. You will not be treated as a delegate sponsored by the Government of India.
11. Based on this offer letter, your Institute may consider advancing necessary funds to enable you to attend the above event.
12. **We request you to either accept or decline this offer at the earliest online. On acceptance only, you will be able to submit the Claim Form. Please note that once you decline this offer, it will be assumed that you are not interested in availing this offer and no further communication will be entertained in this matter.**
13. **You must submit Claim Form and other documents online within 90 days of the Last Date of the Event, failing which SERB will not reimburse the Travel Grant.**

14. If any candidate found to have furnished incorrect / misleading information at any stage, his/her candidature will be cancelled and no reimbursement will be made. The candidate will also be debarred for next three years for availing support under this scheme.

With kind regards,

Your's Faithfully

Monika Agarwal

Scientist-E (Member Secretary)

Email

:ms[DOT]its[At]serb[DOT]gov[DOT]in

Ph: 40000355(O)