



Science and Engineering Research Board
International Travel Support Scheme

Established through an Act of Parliament: SERB Act 2008, Department of
Science & Technology, Government of India

Application No. - ITS/Off-351/2017-18

Dated: 20.06.2017

To
Dr. Ramachandran Kotharambath
Assistant Professor
D/o Animal Sciences
Central University of Kerala
Kasaragod - 671314 (Kerala)

Sub. : Financial Assistance to **Dr. Ramachandran Kotharambath** for participating in **XI Latin American Herpetology Conf** to be held **24-07-17 To 28-07-17 in Quito, Ecuador**

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 and visa & 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. In case you are traveling by other Airlines due to non-availability of tickets or service by Air India, you are requested to get a certificate from Air India indicating the actual position on that particular date/dates and sector/sectors. Without this certificate, it will not be possible to reimburse the air fare.
3. **The destination for which there is no direct Air India flight, applicants 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

Science and Engineering Research Board

*5 & 5A, Lower Ground Floor, Vasant Square Mall, Sector B,
Pocket 5 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.**

With kind regards,

Yours faithfully

Dr. Monika Agarwal

Scientist- E

Email:

ms[dot]its[at]serb[dot]gov[dot]in

Ph: 01140000305(O)