

Science and Engineering Research Board (SERB)
(A Statutory body under Department of Science & Technology, Government of India)

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CATEGORY- B

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5 & 5A, Lower Ground Floor
Vasant Square Mall
Sector-B, Pocket-5
Vasant Kunj
New Delhi-110070
Dated: 01.12.2014

To,

Sh. Sachin Vijay Otari
Research Student
Centre for Interdisciplinary Research
D.Y. Patil University
Kolhapur - 416006 (Maharashtra)

Sub.: Financial Assistance to **Sh. Sachin Vijay Otari** for participating in **The Seoul Int. Conf. on Life Sciences and Biological Engineering (SICLSBE)** to be held from **08/01/2015 to 10/01/2015 in Seoul (South Korea)**

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 and registration fees. We hope this support will provide 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 last three years under this scheme.
2. The air tickets are to be booked in economic class by the shortest route in a National Carrier, i.e., Air India. If you are traveling by Private Airline because of non-availability of tickets or any other reason, you are requested to seek relaxation from the Ministry of Civil Aviation. Detailed guidelines for travel by private airlines other than Air India are available at Ministry of Civil Aviation website www.civilaviation.gov.in. SERB will not entertain any request seeking permission to travel by Private Airlines. You are advised to attach a copy of permission letter from Ministry of Civil Aviation for travel by private airlines while claiming reimbursement. Without this permission letter, it will not be possible to reimburse the travel grant.
3. **E-ticket is acceptable provided the amount of the fare is clearly reflected on the ticket.**
4. You will submit tour report and other documents in the enclosed proforma within 30 days of your return to India.
5. The claim-sheet along with all documents must be **tagged/stapled properly** before sending it to the Board. Institute/University Accounts Details should be signed by the competitive Authority of the Institute/ University and Certified by Authorized Official of the Bank.
6. We will reimburse the grant after deducting the support received from any other sources, if any.
7. All other expenses such as per diem, taxi fare, bus fare etc. will not be reimbursed by the Department.
8. You have to make your own arrangements for foreign exchange required for the purpose.
9. You will not be treated as a delegate sponsored by the Government of India.
10. **The Claim sheet for the reimbursement may be downloaded from our website www.serb.gov.in**
11. **While claiming for reimbursement you are required to attach a certificate from Air India as a proof of shortest route taken for the journey.**

Based on this offer letter, your Institute may consider advancing necessary funds to enable you to attend the above event. We request you to intimate to us within two weeks, if you are not availing this offer.

With kind regards,

Your's Faithfully,


(R.K. Joshi)
Scientist-D