



# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

PO: IIT Kanpur, 208 016, Uttar Pradesh, India

## OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

No. A(P)/2022-23-1/400

Date: March 31, 2023

### OFFICE ORDER

**Subject: Financial Support for participation in International Conferences.**

1. All full time PhD scholar, who have successfully completed their State-of-the-Art Seminar (SOTA), can seek partial financial support from the Institute for presenting a paper (Oral or Presentation) in a reputed international conference outside India.
2. The Institute will support the claim amount to a maximum of Rs 1 Lakh.
3. The scholar can claim travel support until the date of Final Viva Voce Exam (Thesis Defense) or until the End of Institute Fellowship Tenure, whichever is earlier. The student should be a regular registered student while availing the travel support (i.e. not in semester leave or leave till defense). This is applicable only for thesis submissions from April 01, 2023; no retrospective payments will be made.
4. Scholars availing financial support for attending the International conference are advised to follow the instructions issued by the Institute on booking of Air tickets.
5. (a) The guideline for partial financial support are contained in Annexure-1.  
(b) The guideline for booking of Air tickets are contained in Annexure-2.

**This financial support is not applicable for PMRF Scholars.**

This Office order supersedes the previous office order No. A(P)/2022-23-1/275 dated December 13, 2022 in this regard.

*Shalabh  
31/3/23*

Prof. Shalabh  
Dean, Academic Affairs

Copy to:

- 1) Directorate
- 2) Deputy Director
- 3) All Deans
- 4) Heads of Departments/IDPs
- 5) Joint Registrar (AA)
- 6) Webmaster, IIT Kanpur

## Annexure-1

### **GUIDELINES FOR FINANCIAL SUPPORT FOR PARTICIPATION IN INTERNATIONAL CONFERENCES ABROAD**

- a) All full-time PhD students (**except PMRF Scholars**), who have completed their State-of-the-Art Seminar, are eligible for partial financial support from the Institute for presenting a paper (oral or poster) at reputed international conferences abroad. Students merely attending an international conference are not eligible to apply for financial support. The support cannot be used for attending summer or winter schools, short courses, competitions, or other events.
- b) The student seeking financial assistance needs to be an author or one of the authors of the paper accepted for the presentation, and the work should have been carried out at IIT Kanpur. The financial support will be available only once to present a paper or its version at any conference.
- c) The application for financial support is to be submitted to the DOAA office along with the undertaking. The application form should come with specific recommendations from the Thesis Supervisor and the Head of the Department. The student must apply well in advance on the prescribed format downloadable from the DOAA website. No post facto approval will be granted.
- d) Once approved by the DOAA, the financial support can be claimed as reimbursement upon submission of all the relevant documents, along with a copy of the certificate of participation in the conference and a report at the DOAA office. The claim will be reimbursed through the Institute Accounts Section.
- e) A scholar can avail the financial support for attending conference(s) during their PhD programme. The Institute will support the claim amount to a maximum of Rs 1 Lakh.
- f) To be eligible to receive financial support from the Institute, the student should secure 20% additional funding from the Department and the Thesis Supervisor. Thus, only an amount of Rs.1 lakh will be approved for reimbursement by the DOAA office.
- g) The students must declare all their support sources while making a claim.
- h) Former students of the Institute are not eligible for this financial support even if the paper is to be presented based on work done, while they were students at IIT Kanpur.

## UNDERTAKING

I undertake that,

1. I

.....(Name).....

Roll No ..... Programme ..... Department .....

have submitted the paper/ poster entitled

.....  
.....

for presentation in (Name of the Conference/seminar).....

.....

held during .....Dates .....held at.....

2. I am an author/ one of the authors of the abovementioned paper/work, and the work has been carried out at IIT Kanpur.

3. I have not received /applied for any financial support to present the above said paper/ work or any of its equivalent versions at IIT Kanpur.

4. None of the authors other than me has taken or will take the financial support for this paper or any of its equivalent versions from IIT Kanpur.

5. I am aware of the ticket booking rules as mentioned in the office order: DIR/IITK/2022/OO-14 dated February 24, 2022. Tickets should be purchased only through the following travel agencies:  
(a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels.

Signature of the Student .....

Date:

Place:

## Annexure-2



### INDIAN INSTITUTE OF TECHNOLOGY, KANPUR DIRECTORATE

No. DIR/IITK/2022/OO-14  
February 24, 2022

#### OFFICE ORDER

Reference: OM 19024/03/2021E.IV dated 31/12/2021 and 16/02/2022 (MoF) and F.No. 29-8/2022-IFD dated 10/01/2022 (MoE)

Subject: Modified rules regarding booking of tickets for air travel using government grants

Apropos to the privatization of Air India, the Government of India has modified the rules concerning booking of air tickets using government grants. The new guidelines are as given below:

1. Official air travel, both domestic and international, on government grants (including CPDA) can be made in private airlines.
2. Tickets should be purchased only through the following travel agencies:  
(a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels.

The above guidelines are to be followed for LTC travel and for travel on project grants where GFR17 is applicable.

  
S. Ganesh  
Deputy Director

Copy to:

1. Director
2. All Deans
3. All HODs /Section (s)/ Unit (s)
4. Registrar
5. Dy. Registrar (F&A)
6. Dy. Registrar (Admin)
7. SE, IWD

**No. 19024/03/2021-E.IV**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
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**North Block, New Delhi.**  
**Dated the 16<sup>th</sup> February, 2022**

**OFFICE MEMORANDUM**

**Subject: Modification of instructions regarding Air Travel on Government account.**

The undersigned is directed to refer to this Department's O.M. dated 31.12.2021 regarding booking of air tickets on Government account after disinvestment of Air India through three authorized agencies viz. Balmer & Lawrie, IRCTC and Ashok Travels. Several references have been received in this Department seeking clarification regarding booking of air tickets for Domestic and International travel by private airlines in view of the disinvestment of Air India.

2. It is clarified that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. Tickets shall be purchased only through the above three authorized agents.

3. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).



(Nirmala Dev)  
Director

To,

**All Ministries/Departments of the Government of India as per standard distribution list.**

**Copy : O/o C&AG, UPSC etc. as per standard endorsement list.**

F.No.29-8/2022-IFD  
Government of India  
Ministry of Education  
Department of Higher Education  
(Integrated Finance Division)

Dated 10<sup>th</sup> January, 2022

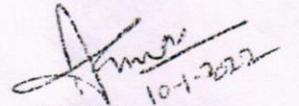
Sub: Modification of instructions regarding Booking of Air Tickets on Government Account  
- Reg.

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In view of the decision of the Government for disinvestment of Air India, Department of Expenditure, Ministry of Finance has issued modified instructions vide O.M.No.19024/03/2021-E.IV dated 31<sup>st</sup> December, 2021 with regard to booking of Air Tickets for air travel wherein the Government of India bears the cost of air passage.

2. These instructions shall be effective from 01.01.2022. Therefore, all BHs of the Department of Higher Education are requested to bring the modified instructions of the DoE (copy of the O.M enclosed) to all the Autonomous/Statutory Bodies, agencies under their control for strict compliance.

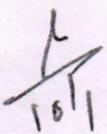
Encl : as above

  
(Anil Kumar)  
Director (Fin)

All Bureau Heads, D/o Higher Education

Copy for information to : i) PPS to Secretary (HE)  
ii) Sr.PPS to JS&FA

All Div / DS

  
10/1

DS (TE/TE)

  
12/1/22

Do (TE)

**No. 19024/03/2021-E.IV**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**

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**North Block, New Delhi.**  
**Dated the 31<sup>st</sup> December, 2021**

**OFFICE MEMORANDUM**

**Subject: Modification of instructions regarding Booking of Air Tickets on Government account.**

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. In view of the decision of the Government for disinvestment of Air India, it has been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

- i) M/s Balmer Lawrie & Company Limited (BLCL),
- ii) M/s Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

3. The travel agents are expected to provide to the Govt. employees the '**Best available fare**' on the date of booking on the basis of tour programme as per their entitlement.

4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

7. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control.

9. These orders shall be effective from **01.01.2022**.

10. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).



(Nirmala Dev)  
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.