



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/769/2016-17

Dated: 29-04-2016

To

Mr. Pankaj Sharma
Research Scholar
Electrical Engineering
IIT INDORE
INDORE-452020(MADHYA PRADESH)

Sub. : Financial Assistance to Mr. Pankaj Sharma for participating in 7TH INTERNATIONAL CONFERENCE ON SPECTROSCOPIC ELLIPSOMETRY to be held from 06-06-2016 to 10-06-2016 in BERLIN, GERMANY.

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 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 (<http://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. The signed print copy of Claim Form along with the original Boarding passes 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

Vasant Kunj, New Delhi, Delhi-110070

5. SERB will reimburse the grant after deducting the financial assistance received from any other sources, if any.
6. All other expenses such as per diem, taxi fare etc. will not be reimbursed by SERB.
7. You will have to make your own arrangements for foreign exchange required for the purpose.
8. You will not be treated as a delegate sponsored by the Government of India.
9. Based on this offer letter, your Institute may consider advancing necessary funds to enable you to attend the above event.
10. **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.**
11. **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,

Your's Faithfully

R K Joshi

Scientist- D

Email

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

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