

**PANJAB UNIVERSITY, CHANDIGARH**

From  
Assistant Registrar Accounts-II,  
Panjab University,  
Chandigarh

To  
I. All the Chairpersons/Heads of the Department /  
Branch/Inst. / Centres  
II. Principals of Constituted Colleges, PU. Chd.  
III. Secretary P.A . to Vice-Chancellor  
IV. P.A. to Registrar  
V. P.A. To Controller of Examination  
VI. Assistant Comptroller Local Audit, PU.  
Chandigarh.

No. 18790-990/A

Date :22.02.2023

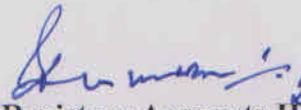
**Subject: Revised Guidelines w.r.t. procedure and entitlement for grant of Financial Assistance/Subsidy, out of budget head "Funds for Promotion of Research, Innovation and Startups" sub head "Impetus to Research" effective from the financial year 2022-23".**

Sir/ Madam,

In terms of the recommendation of board of finance item no. 3 dated 11.03.2022. The syndicate vide para2, in its meeting held on 19.12.2022 has approved the Revised Guidelines/Provision and also application forms annexure A, B & C on the subject cited above.

The enclosed aforesaid revised guidelines and application forms may please be brought to the notice to all faculty members of your department for compliance accordingly.

Encl- As above

  
Assistant Registrar Accounts-II  
Panjab University  
Chandigarh  
24/2/23  
21/2/23

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P.F./NPS No. \_\_\_\_\_

Prior Application for Financial Assistance w.r.t. writing paper, publication grants by the Panjab University Regular Teachers & UGC FRP's out of the major Budget Head "Funds for Promotion of Research, Innovation and Startups" Sub Head "Impetus to Research". **No Post-facto Sanction is admissible under rule.**

**PART-I**

Sr. No.	Name of the University Teacher /UGC FRP's	Designation	Deptt./Ints./Centre
1.	_____	_____	_____
<b>Purpose for which grant is requested, Please tick (v)</b>			
A.	Purchase of books, journals, membership fee of academic societies, etc.		<input type="checkbox"/>
B.	<b>Financial assistance for publication fee / charges in Specified Journals.</b>		<input type="checkbox"/>
(i)	Name of the journal _____		
(ii)	Name of the publisher & publication since(year), ISSN/ISBN number, if any		<b>(Attach proof)</b>
(iii)	Impact factor (JCR)		<b>(Attach proof)</b>
(iv)	Manuscript Acceptance		<b>(Attach proof)</b>
(v)	Applied for full /partial wavier of publication Charges (yes /No), If yes, please attach the response		
(vi)	Title of the Article _____		
(vii)	Total Publication Charges Rs _____		<b>(Attach proof)</b>
(viii)	Amount of grant requested Rs _____		
(ix)	Applied for any other Agency towards publication fee, by author? If Yes,		<b>(Attach proof)</b>
(x)	Grant already received under Head so far, in the current financial year. If yes, specify amount. Rs. _____		

**Certified that:-**

- The above particulars are correct & best of my knowledge and financial subsidy for the purpose is being claim by me & will be not claimed from any other sources.
- It is an indexed / refereed journal with high reputation in the field - as recommended by Joint Administrative and Academic Committee of the Department.
- The publication grant from Panjab University be acknowledged in the publication.

**Signature of the Applicant**

Mobile No. \_\_\_\_\_

Email ID :- \_\_\_\_\_

P.T.O.

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**PART-II Recommendation of the Chairman/HOD**

**Certified that :-**

1. Dr./Prof. \_\_\_\_\_ is working as **Regular Teacher/UGC FRP's** in this Department/ Inst. The particulars, in which he / she, is being claim for financial subsidy for the purpose are found correct according the guidelines/rules.
2. As per Department financial subsidy Record Register, he/she has already drawn as financial subsidy in the current financial year as under :-
  - (a) Purchase of books, journals, membership fee of academic societies, etc. already **Sanctioned Rs.**  **Balance Rs.**
  - (b) \*Financial assistance for publication fee / charges in Specified Journals. Already **Sanctioned Rs.**  **Balance Rs.**   
\*(It is an indexed / refereed journal with high reputation in the field - as recommended by JAAC of the Department.)

**In the above, the case may be forwarded & recommended to the, Dean University Instruction for consideration & Sanction according to the university rule.**

**Head of the Department**  
Office Stamp

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**PART-III for use of DUI office**

**Certified that:-**

1. As per recommendation of the Chairperson/HOD, **Part-II** , the request of Dr./Prof. \_\_\_\_\_ is in order according the guidelines / provision/ rule for financial assistance for the purpose :-
2. As per DUI office financial subsidy Record Register, he/she has already **Sanctioned** as financial subsidy in the Current Financial year as under:-
  - (a) Purchase of books, journals, membership fee of academic societies, etc **Sanctioned Rs.**  **Balance Rs.**
  - (b) Financial assistance for publication fee / charges in Specified Journals. **Sanctioned Rs.**  **Balance Rs.**

**Office Superintendent (DUI Office)**

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As per report of Office Superintendent. The following financial subsidy may be sanctioned by the Dean University Instruction, as per rules/guidelines for the purpose :-

- (a) Purchase of books, journals, membership fee of academic societies, etc **Rs.**
- (b) Financial assistance for publication fee / charges in Specified Journals. **Rs.**

**Assistant Registrar (DUI Office)**

**Sanctioned**

**Dean University Instruction**

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**Submitted to the Vice Chancellor for special sanction (If, Applicable)**

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**Remarks, If any**

P.F./NPS No. \_\_\_\_\_

**Prior Application** for Financial Assistance w.r.t. Travel subsidy for Attending National / International Conference, Seminars, Symposia, etc., & travel expenses for research purpose connected with research **within India** out of the major Budget Head **“Funds for Promotion of Research, Innovation and Startups”** Sub Head **“Impetus to Research”**. **No Post-facto Sanction is admissible under rule.**

**PART-I**

Sr. No.	Name of the University Teacher /UGC FRP's	Designation	Deptt./Instt./Centre
1.	_____	_____	_____
A.	Travel subsidy for National / International conference seminars, etc. & travel expenses for research purpose connected with research <b>within India</b> .		
(i)	Name of the Event & mode of events to be attended _____		<input type="checkbox"/> Online <input type="checkbox"/> Offline
(ii)	Name of Inst./University and Venue _____		
(iii)	Date of conference /workshop etc. _____		From _____ to _____
(iv)	Registration fee (if any) Without late fee. _____		Rs. _____
(v)	Whether, Claim of travelling expenses i.e. by air /train/state transport bus according the entitled class, DA and local conveyance under rule.		<b>(Yes / No)</b>
(vi)	Whether boarding & lodging will be provided by the organization during event.		<b>(Yes / No)</b>
(vii)	*Copy of admissible leave duly sanction by the sanctioning authority attached		<b>(Yes / No)</b>
(viii)	Copy of invitation/Participation/Paper presentation/ acceptance of paper or abstract/ Invite talk or lecture etc. Attached		<b>(Yes / No)</b>
(ix)	Demand letter/brochure of Registration fee from the Organization etc. Attached		<b>(Yes / No)</b>
(x)	Grant already received under Head so far, in the current financial year. If yes, specify amount out of <b>(a) Rs. _____ (b) Rs. _____</b> for the purpose.		

Certified that:-

- The above particulars are correct & best of my knowledge and financial subsidy for the purpose is being claim by me & will be not claimed from any other sources.
- I have already obtained the administrative approval of the competent authority w.e.f. \_\_\_\_\_ to \_\_\_\_\_ including journey date for attending the above said events. ( Copy Attached)

**Signature of the Applicant**

Mobile No. \_\_\_\_\_

Email ID :- \_\_\_\_\_

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**PART-II Recommendation of the Chairman/HOD**

**Certified that :-**

1. Dr./Prof. \_\_\_\_\_ is working as **Regular Teacher/UGC FRP's** in this Department/ Inst. The particulars, in which he / she, is being claim the financial subsidy for the purpose are found correct according the guidelines/rules.
2. As per Department financial subsidy Record Register, he/she has already drawn as financial subsidy in the current financial year as under :-
  - (a) Travel subsidy for national / International conference seminars, etc. } **Drawn Rs.**  **Balance Rs.**
  - & Travel Expenses for research purpose connected with the research }

**From the above the case may be forwarded & recommended to the, Dean University Instruction for consideration & sanction according to the university rule.**

**Head of the Department**  
Office Stamp

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**PART-III for use of DUI office**

**Certified that :-**

1. As per recommendation of the Chairperson/HOD, **Part-II** , the request of Dr./Prof. \_\_\_\_\_ is in order according the guidelines / provision/ rule for financial assistance for the purpose.
2. As per DUI office financial subsidy Record Register, he/she has already **Sanctioned** the financial subsidy in the Current Financial year as under:-
  - (a) Travel Subsidy for National / International conference, Seminars, etc. } **Drawn Rs.**  **Balance Rs.**
  - & Travel Expenses for research purpose connected with the research }

**Office Superintendent (DUI Office)**

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As per report of Office Superintendent. The following financial subsidy may be sanctioned by the Dean University Instruction, as per rules/guidelines for the purpose :-

1. Travelling expenses by **Air/Train/ State Transport Bus** according the entitled class, DA and local conveyance under TA rule for Attending National/ International Conferences/ Workshop/ Symposium etc. held at
2. Registration Fee (Without late fee) for Rs.
3. Travel Expenses for Research purpose connected with Research to be visited

**Assistant Registrar (DUI Office)**

**Sanctioned**

**Dean University Instruction**

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**Submitted to the Vice- Chancellor for special sanction (If, Applicable)**

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**Remarks, If any**

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## **PANJAB UNIVERSITY CHANDIGARH**

**Revised guidelines with respect to procedure & entitlement for grant of financial assistance/subsidy, out of the budget head "Funds for Promotion of Research, Innovation and Start-ups" "sub head "Impetus to Research" effective from the financial year 2022-23.**

### **I. Objectives**

The objectives of this scheme is to provide support/financial assistance/subsidy to teachers for various academic & research related activities is as follows :-

- i)** Purchase of books, journals, membership fee of academic societies, etc.
- ii)** Financial assistance for payment of publication fee in specified/approved journals.
- iii)** Travel subsidy for national/international conferences seminars, etc.

### **II. Entitlement and other terms & conditions**

#### **1. Purchase of Books, Journals, Membership of Academic Societies, etc.**

The maximum admissible financial assistance under this head is limited upto an amount of Rs.10000/- in one financial year. The financial assistance shall be in shape of reimbursement of expenditure on eligible items.

Reimbursement of expenditure on purchase of books/journals shall be admissible only in case of such books/journals which are useful for the research being carried out at the level of University teacher OR are related to the area of teacher's specialization/allied subjects OR serve as text book at the University level in the area of teacher's specialization.

#### **2) Financial Assistance for Publication Fee/Charges in specified journals:-**

- (i)** The journal should be in the list UGC care journals including Scopus journals, Web of science, INFLIBNET.
- (ii)** It has the recommendation by the JAAC (Joint Administrative & Academic Committee).
- (iii)** Copy of manuscript/pre print shall be attached by the concerned teacher.
- (iv)** Publication grant from Panjab University be acknowledged in the publication.
- (v)** The maximum limit of assistance shall be Rs. 50,000/- per financial year, per teacher irrespective of number of papers.

- vi) The amount of financial assistance shall depend upon Impact Factor JCRIF (Journal Citation Report by Clarivate Analytics) as under:-
- Without impact factor Rs. 20,000/-
  - If upto 1 - Rs. 25,000/-
  - If 1 to 3 - Rs. 30,000/-
  - Above 3 - Rs. 50,000/-
- vii) On the acceptance of manuscript for publication, the faculty could request for full/partial publication fee waiver with the publisher. The response of the publisher should be attached while applying for grant. Depending upon the response of Publication, the faculty shall request for full/partial publication fee.
- viii) In case, the publication fee is sought from multiple sources, full disclosure is mandatory.
- ix) Reimbursement of Publication fee/charges will be given only for publication and not for printed copies.
- x) Copy of manuscript/pre-print shall be duly countersigned by the concerned Head of the Department.
- xi) Application for the financial assistance for publication charges along with all relevant documents should be forwarded by the Chairperson, duly recommended by the JAAC of the concerned department according the rule/guidelines to the Dean University Instruction for consideration & approval.
- xii) Procedure for applying for financial subsidy under Para 1 & 2:-**

The application form shall be as per **Annexure-A**. The application for financial assistance shall be addressed to the DUI. The DUI is sanctioning authority or sanction the financial assistance/subsidy. Special case for relaxation if any, may be sanctioned by the Vice Chancellor with reason to be recorded.

**3. Travel subsidy for attending national/international conference, seminar, symposia, etc. & travel expenses for research purpose connected with research within India.**

- i) The financial subsidy is admissible w.r.t. Registration Fee (without late fee), T.A. (by Air/Rail/Bus as per entitlement only)/D.A. & local conveyance etc. as per rule.

- ii)** Funds for attending conferences etc. within India shall ordinarily be made available to a teacher only when he/she is :-
- (a)** Presenting a duly accepted paper at a conference/symposium/workshop /workshop etc.;
  - (b)** Presiding over a conference;
  - (c)** Delivering an address as a Sessional President or
  - (d)** Delivering an invited lecture.
  - (e)** Travel expenses for research purpose/connected with research.
- (iii)** The maximum limit of financial assistance for this purpose is Rs.40,000/- within one financial year.
- (iv)** Only in a limited number of cases, funds can be made available to teachers for attending workshops/training courses etc. even when a paper is not being presented there by the teacher. However, the D.U.I. shall satisfy himself, by consulting a senior teacher in the related field, if necessary, that attending such a workshop/training course by a University teacher shall be in the interest of the Department concerned from the point of view of courses being taught or research areas covered in it.
- (v)** Ordinarily the name of two teachers from a Department shall be considered for attending the same Conference. In the case of large departments the number of teachers from one Department attending the same conference shall in no case exceed 10% of the strength of the faculty in that Department. This rule is not applicable for attending local conferences (within tricity).
- (vi)** Registration fee only be allowed without late fees, no late registration fee is admissible under the rule.
- vii)** The Registration payee receipts including online payee receipts, journey tickets, membership payee receipts, copy of conference attending certificate etc. should be verified by the concerned teachers & Countersigned by the H.O.D. before the claim is submitted to the Accounts Branch.

**(viii) Procedure for applying for financial subsidy under para-3 :-**

The application form shall be as per 'Annexure-B'. The requests for financial assistance shall be addressed to the Dean, University Instruction (DUI). The DUI is the sanctioning authority for sanction of the financial assistance/subsidy. Special case (if any) may be sanctioned by the Vice Chancellor with reasons to be recorded.

**(4) International Travel Grant:-**

**Objective;**

- (i) To provide for support to teachers/scientific/technical officer/administrative staff, all administrative officers of university from administration finance and examination viz./Pro Vice-Chancellor/Rector Registrars/Finance officer/ Controller of Examination/Librarian and Director Physical Education and other group 'A' officers in these cadre for participating in International Conferences/Seminar/symposia/workshop held abroad.
- (ii) International travel fare and maintenance to teachers selected under international collaboration exchange programme of CSIR INSA and other agencies.
- (iii) International travel grant to teachers and officers for attending training programme.
- (iv) Support to teachers/scientific technical officers and administrative staff.
- (v) The level of program and the standing of the institution organizing the event should also be truly international/national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.
- (vi) Financial assistance may be provided in the following orders of preference:-
  - (a) Teachers delivering key note addresses/plenary lectures.
  - (b) Those contributing a papers.
  - (c) Those invited to chair a session.
  - (d) Those invited under international collaboration exchange programme.
  - (e) Those invited to give symposia talks/ invited lectures or invited to discuss arts.
  - (f) Under this scheme financial assistance to a person for international travel will be available once in three years.

**(vii) Procedure of Applying for Travel Grant/International Travel Subsidy.**

- a) An application in the prescribed Performa **Annexure 'C'** available for grant of financial subsidy may be sent by the teachers/officers concerned to the authority through the Head of the Department/Institution/Centers as the case may be at least 60 days before the date of the programme along with following documents :-
- (i) Three copies of the full text of document/papers prepared by the teacher/officers for presentation at the international conferences/seminars/symposia/workshop/etc. The details of a training programme, even if of short duration should be supplied.
  - (ii) Brief details of the organizers, title of the programme, place and duration of the conferences etc in which the papers is proposed to be presented or participate on is desired.
  - (iii) A copy of letter of invitation from the organizer of the conference/seminar/symposium/workshop etc accepting the paper for presentation immediately after it is received or a copy of the letter from the organizers inviting the teachers/officers to chair a session/section and mentioning details of the financial support offered etc should be enclosed.
  - (iv) In case of seminar/symposia/workshop/training programme of a short duration, the invitation or the other relevant document should be attached.
  - (v) The travel subsidy Travel Committee meeting shall be held three times in a year during the first week of February, August & December of every year, according the UGC Guidelines.
  - (vi) The Vice Chancellor is sanctioning authority of financial subsidy, duly recommended by the travel subsidy Committee for attending conference/workshop/symposium etc. outside India.

**(viii) The following financial assistance is admissible for attending conferences/workshop/ seminars/ symposium etc. outside India.**

- a) Air fare economy class from Head Quarter/place of work to place in foreign country in which the events to be held and back with direct shortest route.
- b) Registration fee (without late fee)/Abstract Submission Fee, no provision for reimbursement late fee, in any circumstances.

- c) Visa Fee Charges issued payee receipt of the concerned embassy in which country (abroad) the event is to be held is admissible only. The visa fee charges obtained from any travel agent is not admissible.
- d) In cases where connecting international flight starts from Chandigarh then the actual air fare can be considered from Chandigarh itself.
- e) The actual reimbursement of travel expenses from Chandigarh to Delhi airport (only in those cases where international connecting flight does not start from Chandigarh) shall be reimbursement only through the entitled class of Bus and Train.
- f) The concerned teachers should submit an affidavit regarding 'received/not received' any financial assistance for international travel outside India.
- g) Local Conveyance.

### III. General

- i) The financial assistance of current financial year is not to be adjusted or carry forwarded in the next financial year. The financial assistance/travel subsidy w.r.t. Conference/Seminar etc. attended in a particular financial year (if not paid or claimed in same financial year) shall be reimbursed in the next financial year and shall be charged to such next financial year.
- ii) As per Terms and Conditions of NAAC, the concerned faculty must upload a copy of the Registration fee, travelling expenses, copy of conference attending certificate etc., in the web portal of IQAC Cell before submitting the claim in the Accounts Branch/DUI office as the case may be. In this regard the concerned HOD shall record a certificate on the claim bill that the concerned faculty has already uploaded the information/document on the IQAC website.
- iii) Further, to facilitate the information to the NAAC authority about the above financial subsidy shall maintained record as following:-
  - (a) Before processing the application for financial subsidy of the teachers, the concerned department shall record on the application form Part-II & Department Record Register w.r.t. the admissible amount, balance & eligible amount for the purpose, according the guidelines/rules of the university.
  - (b) The Office Superintendent of DUI office must maintain the financial subsidy record of the teachers according to department wise w.r.t. the already sanctioned financial subsidy, admissible and balance provision for

the purpose for every financial year, as per the guidelines/rules of the university before submitting the application to the DUI for approval.

(c) The provision for financial assistance to the UGC faculties (UGC faculty Recharge Programme) are entitled at par of Regular Faculty of Panjab University, as per decision of syndicate vide para-9, in its meeting held on 24.02.2018.

(d) None of the following shall be entitled for subsidy out of "Funds for Promotion of Research, Innovation and Startups" Sub Head "Impetus to Research" for financial assistance to teachers for attending conference/seminars/writing Paper/ Publication Grants & travel expenses for research purpose/connected with research within India:-

(i) Faculty appointed on Temporary/Contract basis & guest faculty.

(ii) Retired/Re-employed faculty.

**Note:**

(i) The Maximum Financial subsidy is admissible as per entitlement/rate/rule whichever is less, in a financial year for the purpose.

(ii) The financial subsidy w.r.t registration fee, TA/DA (within India), Publication grant has already sanctioned by the authority, the said claims be considered out of the above said budget head.

(iii) The application for International travel subsidy at abroad etc has already been submitted by the concerned teachers may be considered out of the above said budget head accordingly.

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