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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 01/01/2025-Admn. /e-249366

Dated: /11/2025

To

The Directors/Directors-in-charge of
All ICMR Institutes/Centers

Head of the Divisions/ Sections, ICMR HQ

Sub: Revision of Travel Grant/Financial Assistance to scientists and technical staff of ICMR for attending international conferences/seminars/meetings abroad – Reg.

Sir/ Madam,

In supersession of this office order issued vide letter No. 16/85/2000-Admn.II dated 03 May 2001 (copy enclosed), circulating the enhanced rates of financial assistance for visiting abroad to attend International Conferences/Seminars/meetings by the ICMR Scientists/Technologists. The Governing Council of ICMR, in its meeting held on 09th October, 2025, has approved the Revision of Travel Grant/Financial Assistance to Scientists and Technical Staff of ICMR for attending International Conferences/Seminars/Meetings abroad with immediate effect till further order:

The Revision of Travel Grant/Financial Assistance will be as under:-

Existing	Revised
Meeting in Western Countries – Rs. 1,00,000	i. To & Fro economic class air fare by the shortest route, airport tax and visa fees for attending the specific event will be provided on reimbursement basis (as per actual expenditure) on submission of Original receipts of Visa, Cash receipt of Air ticket and boarding pass etc. However, Taxi fare will not be reimbursed. ii. Air tickets should only be purchased from the authorized travel agents.
Meeting in Eastern Countries – Rs. 50,000	
Meeting in SAARC Countries – Rs. 30,000	
Token Grant – Rs. 10,000	

The following guidelines shall be stipulated for Travel Grant/Financial Assistance to Scientists/technologist of ICMR for attending conference abroad:-

- i. a) There is a provision for this purpose in the budget of the council;
- b) In approving such visits abroad, other instructions issued by the govt. of India on the subject are strictly followed and

- c) Clearance from the Ministry of External Affairs from the political angle, as well as any other clearance required, are obtained.
- ii. The scientists/technologist should be actively engaged in research in the subject matter of the conference/congress.
- iii. Participation is likely to make a valuable contribution at the meetings/conferences projecting the image of the Council abroad and his work at the council is likely to get facilitated.
- iv. Should have been invited to:
- a) Organize or participate in a symposium
 - Or
 - b) Give a lecture or present a paper
 - And/or
 - c) Present a scientific paper.

"The proposed lecture/paper and its summary should be recommended by the Divisional Heads/Directors/ Director in charge up to the level of Scientist 'G', for obtaining approval of the DG, ICMR.

In the case of Divisional Heads/Directors/ Director in charge, approval of the DG, ICMR is also required."

Documentary proof of the above (a), (b) and (c) should be provided with the application.

- v Among the above categories, preference will be given to applicant who -
- a) Have been invited to organize a symposium and/or give a special lecture or to present a paper.
 - b) Chair/co-chair a scientific session
 - c) Have not availed of financial support from the council in the past.
 - d) Are members of the Executive Committee Council/or recognized international or Regional Scientific Organization.
 - e) Have been offered by the organizers to bear part of the travelling expenses.
- vi Among the international conferences, preference will be given in the following orders for participation in:
- a) International Conference
 - b) Regional Conference
 - c) Foreign national conference/specialized symposium on the subject of *participant's area of work*
- vii if there are more than one application for financial support from the institute/centre, preference will be given to the one who not attended that particular conference/congress earlier.
- viii while awarding the financial support, the number of times a scientist has travelled abroad in the past will be taken into consideration and as far as possible, preference will be

given to those who have not done so subject to their satisfying the above essential criteria.

- ix Recommendations for financial support will be made by a committee constituted by Director General, ICMR under the Chairmanship of the Addl. DG and will be finally approved by the DG. The Committee will be apprised of these decisions.
- x Scientist/technologist availing of the Council's financial support will be required to submit a report to the Director General ICMR on the conference/congress attended and other activities in which they participated as per prescribed guidelines.
- xi If the faculty members concerned received financial support from any other source also (like DBT, DST, CSIR etc.) then the maximum amount to be received by him/her for the purpose would not exceed the actual expenses incurred by him/her for to and from Airfare, Registration fee and usual daily allowance on the rates fixed by the Government of India.
- xii In order to avail the assistance, the scientist should not have availed financial assistance for travel support for conference/ seminars/ symposia /workshops/ short-term courses/ training programs in the last 2 (two) years.

This issues with the approval of the competent authority.

Digitally signed by
Jaibir Singh
Date: 18-11-2025
18:33:32

Jaibir Singh
Assistant Director General(Admn.)

Copy to:

1. PS to DG/Addl. DGs/Sr. DDG(A)/Sr. FA, ICMR Hqrs., New Delhi.
2. DDG(A)/ ADG(A)/Sr. ACO.
3. Dr. M.S. Chalga, Scientist -D with request to upload the same in ICMR website.