

अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

(विश्वविद्यालय समतुल्य)*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवंडी स्टेशन रोड, देवनार, मुम्बई- 400 088, भारत



(स्थापना/ Established in 1958)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences

(Deemed University)*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govandi Station Road, Deonar, Mumbai-400 088, INDIA

G-53/00/Foreign Travel/0537 /2025

Date : 16.07.2025

OFFICE ORDER

In continuation to Office Orders issued with regard to Foreign Travel, all the faculty members may kindly note the following:

- (1) Any foreign travel request should be submitted at least three (3) months prior to the administration section along with all the details like :
 - (a) Invitation/Acceptance of proposal submitted by the faculty members to any Universities/Foreign Agency/Funder etc. as the case applicable may be.
 - (b) Clear information with regard to funds, in case of any sponsorship or any funding is done by any agency/university as the case may be, proper documents have to be submitted along with the request. In case if partial funding is done by the sponsor that too has to be informed to the Institute. For funding required from the Institute the same should be clearly indicated in the form submitted for approval of the funds by the faculty members. The committee will meet based on the number of applications received for that particular travel.
 - (c) Duty Leave admissible for Foreign Travel will be two days (2) prior to travel to that country and two days on completion of the event and return journey to India.
 - (d) The TA/DA will be paid as per TA/DA Rule for the day when the travel starts/lands in India and International TA/DA Rule from the day they land/leave the foreign country. TA/DA Settlement should be done as per rules.
 - (e) The travel report should be submitted within 15 days from the date of reporting to the Institute. The travel report should also be processed on e-file for records.
 - (f) All the foreign travel requests should be first processed on e-file and should be routed through the HoD and post approval prior to leaving the country the same should be put up with all the relevant documents and e-file approval on the e-file portal, which will be routed through the HoD for the approval of Director & Sr. Professor (Addl. Charge)

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- (g) Taking into consideration the time taken for approval at Ministry level also, it is advisable to submit proposals if any in a lot than on individual case-to-case basis. A consolidated proposal with all the documents and approvals will be forwarded to the Ministry.
- (h) All the faculty members have to strictly comply to the MoHFW Circular A.40018/01/2022-Stats (IIPS)/E.NO. 8165037 dated 6th September, 2024.
- (i) No Objection Certificate (NoC), will be issued only after approval from the Ministry. No NoC's will be issued by the administration section for visa purpose without approval from the Ministry. Hence, all the faculty members have to submit their request/proposal accordingly. While applying for NoC, post approval from Ministry, the details pertaining to Consulate General (Country Name), Passport number, the purpose and duration of stay along with funding details has to be provided to the Administration Section (in the e-file itself) in order to avoid any last-minute corrections. Please note that all the e-files have to be recommended by the HoD, approved by the Director & Sr. Professor's/Ministry, as the case may be.
- (j) Faculty member travelling abroad have to give an undertaking that work allocated to them will not be hampered in their absence.
- (2) All the forms, undertaking is attached with this Office Order. No communication in this matter will be entertained, be it verbal, written unless all the approvals are received from Ministry/Director & Sr. Professor (Additional Charge)


(Director & Sr. Professor – Additional Charge)

Copy to :

- (1) All the Faculty Member
- (2) Administration Section
- (3) AFO (I/c)
- (4) Accountant – Dealing with TA/DA Settlement
- (5) AR – Academic
- (6) ICT- With a request to upload on the E-file Portal and Institute Website.

Enc : Forms

Form - 1

International Institute for Population Sciences
Deemed to be University
Mumbai – 400 088

Performa for Travel Grant to Foreign Countries for IIPS Faculty Members

1	Name of the faculty member	
2	Date of joining in the Institute	
3	Designation	
4	Title of paper selected (<i>enclose full paper</i>)	
5	Type of presentation (<i>attach letter of acceptance from the organizer for oral/ flash presentation</i>)	1. Oral 2. Flash
5	Whether part/ full paper has been presented / published elsewhere?	1. Yes 2. No 3. Under review
6	Details of the organizer of the conference/ seminar	
7	Scheduled date of conference/ seminar	1. Name of the organizer 2. Place 3. Date:
8	Type of grant sanctioned by organizer or other funding agencies, i.e., other than IIPS funding (<i>enclose sanction letter</i>)	a. Travel (Yes/ No/ Partial) b. Accommodation (Yes/ No/ Partial) c. Registration fees (Yes/ No/ Partial) d. Incidental Expenses (Yes/ No/ Partial) e. Others (Specify).....
9	Amount of grant sanctioned by organizer or other funding agencies (i.e., other than IIPS funding)	Amount:
10	When was the travel grant availed last time from IIPS (month, year and amount) in last 3 years	Partial (up to 750US\$) * Full (> 750US\$):
10	Amount for current grant (Submit detailed estimates by heads)	1. Travel 2. Accommodation 3. Registration fees 4. Incidental Expenses 5. Total
11	Any other relevant information, please furnish	
<i>I certify that I have not availed foreign travel grant for last two years from the Institute.</i>		

Date of Submission:

Signature of Faculty Member

Enclosures

1. Acceptance letter
2. Full paper
3. Grant awarded, if any

Accounts Section	<i>The applicant has/has not availed foreign grant of over US\$ 500 last three financial years.</i> <i>Signature :</i>
Decision of the Committee	
Signatures of the Committee Members	

- **Norms for Foreign Travel Partial funding:**

1. Definition of Partial: From 16th August 2023 onwards, the partial grant means the applicant must receive 50% or more of the actual total expenditure.
2. In case of partial grant, IIPS will bear up to 50% of actual expenditure subject to a maximum of 750 US\$.
3. Original receipt as a proof of actual total expenditure must be submitted to settle the claim.
4. The partial funding from IIPS can be availed only once in two years.

Form- 2

(Pg 1/2)

PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD

Part A – To be filled by the Government servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/ Department
4. Passport No.
5. Details of private foreign travels to be undertaken;

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

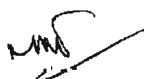
6. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries visited	Purpose

Signature

Date:

Name and Designation



FORM - 2
(Pg - 2/2)

Part B - To be filled by the Administration

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/ top secret matters.
3. Whether any case involving serious charges against the Government servant is under investigation (Details)
4. Whether the Government servant is under suspension.
5. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Signature

Date:



Name and Designation

UNDERTAKING FOR FOREIGN TRAVEL

I, Dr., hereby undertake that the work related to my academic, administrative and/or project activities will not be hampered in my absence from to(excluding to and fro travel dates) to(State to which visiting) for(purpose of visit).

I will adhere to all the instructions given in the OM – File no. A.40018/02/2022-Stats (IIPS)/E.No. 8165037 dated 6th September, 2024.

Name : _____

Signature : _____

Date : _____

FORM - 4

**FORMAT FOR PAST 3 YEARS TRAVEL DETAILS (WHICH INCLUDES OFFICIAL
AS WELL AS PERSONAL)**

Sr. No.	Name of the Country	Duration	Purpose	Source of Funding

Date: _____

Name of the Faculty: _____ **Department:** _____

Designation: _____

Signatures: _____