



होमी भाभा राष्ट्रीय संस्थान  
*Homi Bhabha National Institute*

प्रशिक्षण विद्यालय परिसर, अणुशक्तिनगर, मुंबई-400 094, भारत  
Training School Complex, Anushaktinagar, Mumbai – 400 094, India



Tel: 022-25597625

Ref: HBNI/Adm./FTA(5)/2023/ 516

March 26, 2025

**OFFICE ORDER No. 01/2025**

**Subject: Guidelines for the Revised Foreign Travel Scheme (FTA) for students of HBNI – PhD/DDFS/Super Speciality program**

In pursuance to DAE OM No. 4015(1)/1/2024/HBNIR&D-III/18340 dated 27/12/2024 circulated/uploaded on HBNI website on revised FTA scheme, the following are the guidelines for students for applying for the scheme:-

**A. General guidelines**

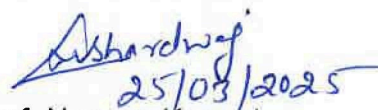
Sl. No.	Details	Conditions
1.	Time limit for receipt of FTA application in HBNI office	<b>45 days</b> prior to the conference date
2.	No. of occasion the FTA grant is sanctioned	<b>Only once</b> during the programme
3.	Additional document to be attached	1) Proof of submission of at least one paper (either published or submitted), in a Scopus-indexed journal based on research done for the thesis. <b>(applicable for Ph.D. &amp; DDFS students)</b> 2) Proof of publishing/submission of a paper in a Scopus indexed journal. <b>(applicable for Super Speciality students)</b>
4.	No. of APRs/ Annual Internal Assessment Report required (OGCE is not considered as APR)	1) PhD/DDFS – 03 APRs 2) Super Speciality Programme – 01 Annual Internal Assessment Report (The student should have completed minimum of 18 months in the programme as on the date of FTA application)
5.	FTA eligibility on Academic Extension period	Not admissible

...2/-

2. B. Quantum of Grant & Guidelines-

Sl. No.	Details (Financial Assistance)	Amount	Conditions
1.	Air Travel (Any airlines by booking the ticket only through the authorized travel agents)	At actuals (Ceiling amount of limited to the quantum mentioned at Para No. 4 of the OM No. 4015(1)/1/2024/HBNIR&D-III/18340 dated 27/12/2024	1) Student is encouraged to book flight tickets <b>at least 21 days prior</b> to the intended date of travel to avail the most competitive fares. 2) The student should choose flight having <b>lowest available fare in the shortest route.</b> 3) Student is required to <b>retain the print-out/Screen shot of the concerned web page</b> of the authorised travel agent having the date of booking, flight & fare details and to be submitted as a supporting document.
2.	Registration Fee	At actuals	-
3.	Visa Fee	At actuals	-
4.	Local hospitality (Accommodation/ Food)	-	Per diem as applicable to Government servant for no. of days of conference plus transit time
5.	Local Travel	At actuals	-

3. Further, the total quantum of the foreign travel assistance shall not exceed the amount prescribed in Para-4 of the above DAE OM. Applications seeking financial assistance may be submitted in the modified format enclosed herewith (also uploaded on the HBNI website) i.e. Annexure -1.

  
(Prof. Naveen Kumar)  
Registrar

Encl: Modified FTA format

All Heads of CIs/OCC

Copy to:

1. Dean, HBNI
2. Associate Deans/Assistant Dean, HBNI
3. Finance Officer, HBNI
4. Office of VC, AO-III, APO, AAO, HBNI