



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

Human Resource Development Group
CSIR Complex, Opp Institute of Hotel Management
Library Avenue, Pusa, New Delhi- 110012, India
Tel: 011- 25841037 Website: <http://csirhrdg.res.in>

APPLICATION PROFORMA FOR SUPPORT TO SYMPOSIUM/ SEMINAR/ CONFERENCE /WORKSHOP

(APPLICATION TO BE TYPED IN ARIAL FONT - 12 SIZE)

CSIR provides grant for the organization of Symposium / Seminar / Conference / Workshop etc of National character. Bonafide all India societies / associations of scientists and engineers and academic institutions are eligible to apply for the Grant. The applications must be received at least three months before the event. The application is to be filled in by the Executive Authority of the Parent Organization and countersigned by the local organizing Committee and the Head of the Institution where the Symposium/Seminar is to be held. **Incomplete applications** in any respect and those not received 3 months prior to the event will not be considered.

- 1 **Name** of the Society/Academic Institution under whose auspices the Symposium/Seminar/ Conference/Workshop etc. is proposed to be organized. A copy of each of the following may be enclosed in case of a Society-Registration Certificate; Memorandum of Association; Bylaws; Audited statement of accounts of the previous year:

(b) Whether the Institution/Body is a Govt. Organization / Non-Government Organization/ University (Central / State / Deemed) / State Govt College / Private College / Autonomous Body / Research Institute / Professional Body/ Registered Society/ Private Industry / Public Sector Undertaking/ Other PI Specify _____
(PI tick mark)

2. (a) Title / Name of the Symposium/Seminar/Conference/Workshop etc :

(b) Major discipline in which it falls: (PI tick mark : Chemical Science / Earth Science / Engineering / Life Science / Mathematical Science / Medical Science / Physical Science / Multi-discipline):

- (c) Venue of the Symposium/Seminar/Conference/Workshop etc :

Address _____

City _____ State _____

Pin _____

(d) Period of the Symposium/Seminar/Conference/Workshop etc:

From Month ____ Date ____ Year 20__ to Month ____ Date ____ Year 20__

(d) Complete Address of contact person for all Communication :

Name : Dr/ Ms/ Mr _____
Designation : _____
Department (if any) : _____
Name of the Institute / Society etc: _____
Address _____

City _____ State _____
Pin _____
Contact No with STD code _____
Mobile no _____
e-mail ids _____

(g) When was a Symposium/Seminar/Conference/Workshop etc. on the same topic organized last: _____

3. List of various Technical Sessions attached : Yes / No (PI tick mark ✓)

4. (a) Indicate briefly within 20 lines the relevance and scientific / technological importance of organizing the Symposium/Seminar/Conference/Workshop etc. in the context of the present day national needs

: _____

(b) Specify the last Symposium/Seminar/Conference/Workshop etc. organized by the Scientific Society/Academic Institution, what were its recommendations and what follow-up steps have been taken by the Society/Academic Institution (including involvement of the Scientist of CSIR Laboratories) in the implementing the recommendations and also reason out with appropriate justification why the CSIR should support the present Symposium/Seminar/Conference/Workshop etc.:

5. (a) Have you approached any of the CSIR Laboratories for co-sponsorship or for participation in the Symposium/ Seminar/ Conference? If so, provide the details of names of such laboratories/Institutes along with details of the different technical sessions :

S.No	Name of the Laboratory	Technical Session
1		

2		
3		

(b) Names of the CSIR Scientists who will be participating :

S.No.	Name of the Scientists	Name of the Laboratory
1		
2		
3		

6. Indicate if the Scientific Society is organizing the Symposium/ Seminar/ Conference/ Workshop etc in collaboration with any Government Department, University Department, Registered Society, or Autonomous Body.(If yes, these may be named): _____

7. Also, attach an attested copy of the willingness letter from the Institute/ Agency, which has extended facility for holding Symposium / Seminar / Conference / Workshop etc:

8. (a) Indicate how many total delegates are expected to participate indicating the number of national, foreign delegates, research students etc.

Total Delegates : _____ no(s)
National Delegates : _____ no(s)
Foreign Delegates: _____ no(s)
Research Students : _____ no(s)
Any Others: _____ no(s)

(b) Indicate also the names of principal speaker(s) delivering keynote addresses of various technical sessions

S.No.	Names of principal speaker	Detail of Technical Session
1		
2		
3		

9. How many delegates would read papers: _____ no(s)

10. How many delegates are being offered TA/DA: _____ no(s)

11. (a) Will the proceedings be published : Yes / No (PI tick mark \checkmark)

If yes, i) who is responsible : _____
ii) how many copies are expected to be published: _____ no(s)

(b) Will the proceedings be priced: Yes / No (PI tick mark \checkmark)

If yes, approximate price to be charged: Rs. _____

12. Total anticipated expenditure under the following heads:

- (a) TA/DA : Rs _____
- (b) Pre-Conference printing (announcements, abstracts etc.): Rs. _____
- (c) Stationery: Rs. _____
- (d) Secretarial Assistance: Rs. _____
- (e) Publication of proceedings:
 - (i) No. of pages: _____
 - (ii) No. of copies to be printed: _____
 - (iii) Estimated expenditure : Rs. _____
- (f) Boarding and Lodging of delegates: Rs. _____
- (g) **TOTAL of above (a) to (f) : Rs. _____**

13. Total anticipated income out of the following:

- (a) Registration fee of the delegates: Rs. _____
- (b) Sale of proceedings to be published: Rs. _____
- (c) Any other income / grant from your institute / Organization : Rs. _____
- (d) **TOTAL of above (a) to (c) : Rs. _____**

14. (a) Grant requested from CSIR: Rs. _____

(b) Specific item/items of expenditure for which the grant is requested from CSIR (From 12a to 12f above)

(c) We agree to allow three nominees of CSIR for participation without any registration charges.

15. Details of other R&D Organizations / Other agencies who have been approached for sponsoring the proposed activity:

16.

S. No	Name of the agency	R&D Organ. (PI tick mark √)	Grant Requested	Grant Received	Grant Expected	Items for which grants have been requested
1		Yes / No	Rs	Rs	Rs	
2		Yes / No	Rs	Rs	Rs	
3		Yes / No	Rs	Rs	Rs	
		Yes / No	Rs	Rs	Rs	

16. (a) Did the organizers receive any grant from CSIR in the past (From 1st Apr 2001 onward)? If yes, please indicate:

S. No	Total Amount	CSIR Grant Reference No	Conference Title and period	Whether the Utilization Certificate have been submitted (indicate the reference number and date also)
1	Rs.	Sym/		Yes / No (PI tick mark ✓) Ref No. _____
2	Rs.	Sym/		Yes / No (PI tick mark ✓) Ref No. _____
3	Rs.	Sym/		Yes / No (PI tick mark ✓) Ref No. _____
	Rs.	Sym/		Yes / No (PI tick mark ✓) Ref No. _____

(b) Copies of the Audited Utilization Certificates separately for each above grants received from CSIR may please be enclosed. **This request for this grant would be considered only if audited Utilization Certificates of the previous ones has been sent as well as copies enclosed herewith also.**

17. Mention the name and address of the authority who will be responsible for submitting the Audited **utilization certificate** for the present grant, if sanctioned :

Name : Dr/ Ms/ Mr _____
 Designation : _____
 Department (if any) : _____
 Name of the Institute / Society etc: _____
 Address _____

City _____ State _____
Pin _____
Contact No with STD code _____
Mobile no _____
e-mail ids _____

18. The name of the authority to who the cheque is to be issued: Director / Registrar / Dean / Principal / _____ (PI tick mark \checkmark OR write for others after asking from your Organization)

19. Any other information which you may like to add:

Signature of the Organizing Agency: _____
Name : Dr/ Ms/ Mr _____
Designation : _____
Department (if any) : _____
Name of the Institute / Society etc: _____
Address _____

City _____
State _____ Pin _____
Contact No with STD code _____
Mobile no _____
e-mail ids _____

**Signature of the Executive Authority
of the Local Organizing Committee** _____
Name : Dr/ Ms/ Mr _____
Designation : _____
Department (if any) : _____
Name of the Institute / Society etc: _____
Address _____

City _____
State _____ Pin _____
Contact No with STD code _____
Mobile no _____
e-mail ids _____

**Signature of the Head of the Institution/
Organization (along with seal)
where the Symposium/Seminar is to be held.** _____
Name : Dr/ Ms/ Mr _____
Designation : _____
Department (if any) : _____
Name of the Institute / Society etc: _____
Address _____

City _____
State _____ Pin _____
Contact No with STD code _____
Mobile no _____
e-mail ids _____

1. Result will be available on CSIR HRDG site www.csirhrdg.res.in after taking decision by the committee/ experts and only recommended applicants will be informed by Post also.
2. ***One copy of abstract (preferably soft copy), and one set of invitation for the meeting should accompany the bill for release of sanctioned grant. One copy of Proceedings (preferably soft copy) and audited Utilization Certificate must be sent as soon as ready and not later than date mentioned in grant letter if grant is sanctioned. Applications for grants will be considered only if above requirements have been met for the grants previously received.***
3. No application should be entertained in future without all the authorized signatories has signed in the place provided in the application proforma.