

PROFORMA

**GOVERNMENT OF INDIA
MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY (MeitY)
ELECTRONICS NIKETAN
6 CGO COMPLEX, LODI ROAD
NEW DELHI – 110 003**

I DETAILS OF APPLICANT ORGANISATION

1. Name of the organization :
with address, phone no./fax no./e.mail.

2. a) Legal status of the organizing institution :
(Please give details whether a trust, a company,
registered society, educational institution,
research organization, professional body involved
in scientific/ academic/technical activities)

- b) Category of the organization:
 - i) Autonomous Bodies.
 - ii) Non. Governmental Organization (NGO).
 - iii) Co-operative Societies and Co-operative Institution.
 - iv) State Governments (Other than 3601/3602/7602).
 - v) Union Territories Government.
 - vi) Others.

3. i) In case of registered organization/society, please :
give details of registration no., place
of registration and registration authority (enclose copy
of the relevant documents).

- ii) Please confirm whether your :
organization has been operating for
3 years. If yes, please enclose copy of
Annual Reports & Balance Sheets highlighting
substantive achievements

II DETAILS OF CONFERENCE PROGRAM

4. Name/Title of the Seminar/ Symposium/ :
Workshop/ Conference

5. Level of the Seminar/Symposium/Workshop:
i.e. whether Regional/National/International.
Please furnish details of collaborating institutions,
experts and participants (Please refer to para 3.4.
of the guidelines/brochure).
6. Proposed dates of the Seminar/Symposium/ :
Workshop.
(Please enclose copy of detailed
program and list of speakers).
7. Full address of the Venue for :
Conference with contact details of the
Secretary/Chairman of the Organizing committee
for event. (Please enclose list of all members).
8. Brief objectives of the event :
including the topics to be discussed
and the importance of the event
in the national or international context
9. Brief statement about the relevance of the :
topics of the event with electronics,
communication and IT and its current
linkage to the thrust areas of MeitY

III FINANCIAL DETAILS

10. Details of the budget estimates of :
the expenditure for the seminar alongwith
total income and expenditure statement
(including registration fee from delegates etc.)

Part-I

- | | |
|-------------------------------------|--------------------------|
| a) Secretariat Assistance Rs. _____ | b) Stationary Rs. _____ |
| c) Incidental Expenses Rs. _____ | d) TA/DA Rs. _____ |
| e) Printing & Publication Rs. _____ | f) Other Expd. Rs. _____ |

Part-II

- | | |
|--|----------------------------|
| a) Organiser's own contribution _____ | Registration fee Rs. _____ |
| c) Financial support sought from other Organizations _____ | |
11. a) Estimated expenditure for publication of :
the proceeding of the seminar (including
no. of copies);
 - b) Will the proceedings be priced, if yes :
the price;

- c) Whether 3 complimentary copies of :
proceedings could be sent to MeitY along
with a soft copy in PDF format within
one month of the event.
12. Names / details of other organizations to :
whom request for Grants-in-aid (GIA) has
been made alongwith commitments received
13. Names of other organizations who are :
sponsoring your conference alongwith
financial support.
14. Amount of financial assistance required :
from MeitY, and name & designation in whose
favour Cheque/DD is required to be drawn and
sent.
15. Name & address of the person :
responsible for furnishing Utilization
Certificate (UC) within a fortnight and audited
statement of accounts within 2 months of
completion of the event (Phone number &
e-mail address should also be provided)

IV DETAILS OF FINANCIAL ASSISTANCE RECEIVED EARLIER FROM MeitY:-

16. a) Whether any grant-in-aid for Seminar/ :
Symposium/Conference etc. received earlier
From MeitY. If yes, please mention sanction
letter no. date and amount received
- b) Whether Utilisation Certificates has :
been submitted (please give letter no. and date)
If not, reasons thereof
- c) Whether audited statement of accounts :
submitted to MeitY (please give letter no. & date)
if not, reasons thereof;

V DETAILS OF PARTICIPANTS:-

17. No. of participants :
(along with list of speakers & experts)
18. If foreign participants are being invited, :
whether applications submitted to Ministry of
External Affairs for clearance or clearance obtained .
(Please attach copy).

19. Whether clearance of Ministry of Home :
Affairs from security angle in case of
foreign participants has been obtained. or applied for
(Please attach copy).

VI DETAILS OF RECOMMENDATION/IMPLEMENTATION MECHANISM:-

20. Brief statement on the steps you plan to :
take to implement the recommendations
of the Seminar/Conference/Symposium
21. In case the event is periodic, please give a :
brief statement on the follow up action on
the recommendations of the Seminar held in
the past 3 years
22. Has the detailed programme been drawn up :
in consultation with MeitY, if yes, please
give details.

VII UNDERTAKING BY THE HEAD OF THE INSTITUTION

It is certified that the information given in the proposal is true to the best of my knowledge.

On behalf of (name of the institution), I hereby undertake to ensure smooth conduct of the event, proper use of Government funds and submission of utilization certificate and audited statement of accounts, as indicated at para 15 above, within prescribed time limits. I also undertake to return the grant within 15 days to the DDO, Ministry of Electronics & Information Technology (MeitY), Electronics Niketan, 6 CGO Complex, New Delhi in the event of failure to conduct the event on the date(s) indicated above or any deviation made from the commitments or furnishing of false information.

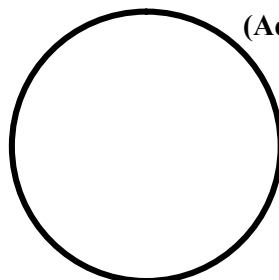
The terms & conditions attached to the Grants-in-aid (as given in the MeitY web site) are also acceptable to us.

**Name and Signature of
Head of Institution**

(Address with Phone No. Fax No. & email)

Place :

Date :



Seal of the Institution