

**PROFORMA**

Government of India  
Department of Electronics & Information Technology (DeitY)  
R&D in Electronics Group  
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./ website/e-mail
2. a) Legal status of the organizing institution :  
(Please give details whether a registered society,  
Educational institution, research organization,  
Professional body involved in scientific/  
academic/ technical activities)
- b) Category of the organization:
  - i) Autonomous Bodies/Societies.
  - ii) Co-operative societies and Co-operative institution
  - iii) Central/State Government universities.
  - iv) Industry Association in ICT areas.
  - v) Others.
3. i) In case of registered organization/society/NGO, please:  
give details of registration no., place of registration and  
registration authority (enclose a copy of Registration Certificate).
- ii) Please confirm whether your organization has been :  
operating for the past 3 years. (Please enclose a copy  
of the latest Annual Report & Balance Sheet and other relevant documents).

**II DETAILS OF PROGRAM (CONFERENCE / INVENTORY STUDY)**

4. i) Name/Title of the Seminar/ Symposium/  
Workshop/ Conference / Inventory Study (enclose a  
copy of Brochure/Leaflet of the proposed event)
- ii) Name of the Sponsoring Ministry / Department, if any
- iii) Date & venue of the event:
- iv) Level of the Seminar/Symposium/Workshop:  
i.e. whether Regional/National/International.
- v) List of confirmed speakers along-with:  
topics to be delivered by them & contact details.
- vi) Brief objectives of the event & its relevance:  
with electronics, communication and IT and its  
current linkage to the thrust areas of DeitY
- vii) In case of inventory study, details of protocol to be followed  
(choice of cities/ states, bulk consumers, product identification, end-of-life etc.)

### **III FINANCIAL DETAILS**

5. Details of the budget estimates:  
(Income and expenditure statement of the proposed event)

#### Part - I (Total estimated expenditure of the event)

- a) Secretariat Assistance ` \_\_\_\_\_ b) Stationary ` \_\_\_\_\_  
c) Incidental Expenses ` \_\_\_\_\_ d) TA/DA ` \_\_\_\_\_  
e) Printing & Publication ` \_\_\_\_\_ f) Pre-conference printing ` \_\_\_\_\_  
g) Other Expenditure \_\_\_\_\_

#### Part – II (Total estimated receipt/income of the event)

- a) Organizer's own contribution \_\_\_\_\_  
b) Registration fee \_\_\_\_\_  
c) Financial support sought from other Organizations with names \_\_\_\_\_  
d) Financial support sought from DeitY: \_\_\_\_\_  
(DeitY Financial support would be restricted to printing & publication, pre-conference printing only)
6. Amount of financial assistance required from DeitY and also furnish the following details:
- a) Name of the Grantee institution/organization  
b) Name of Bank in which the party has an account, branch and branch address  
c) Bank Account Number and Branch Code No.  
d) Magnetic Ink Character Recognition (MICR) code  
e) IFSC Code.
7. Name, address & contact details of the person :  
responsible for furnishing Utilization Certificate (UC)  
and audited statement of accounts

### **IV DETAILS OF FINANCIAL ASSISTANCE RECEIVED EARLIER FROM DeitY:-**

8. a) Whether any grant-in-aid for conducting Seminar/ :  
Symposium/Conference etc. received earlier  
from DeitY. If yes, please mention sanction  
letter No. date and amount received  
b) Whether Utilization Certificates/audited statement of accounts have:  
been submitted (please give letter No. and date)

### **V DETAILS OF PARTICIPANTS:-**

9. If foreign participants are being invited, :  
whether applications submitted to Ministry of  
External Affairs for clearance or clearance obtained.  
(Please attach a copy).

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

**VI UNDERTAKING BY THE HEAD OF THE INSTITUTION**

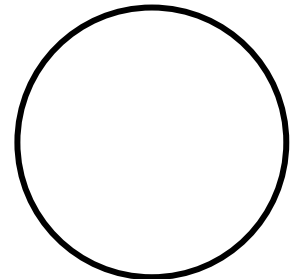
It is certified that the information given in the proposal is true to the best of my knowledge.

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 7 above, within prescribed time limits. I also undertake to return the grant within 15 days to the Pay & Accounts Officer, Department of Electronics and Information Technology (DeitY), 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 DeitY 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