



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
HUMAN RESOURCE DEVELOPMENT GROUP
OPP. INSTITUTE OF HOTEL MANAGEMENT
CSIR COMPLEX, PUSA, NEW DELHI - 110 012

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

CSIR's Symposium Grant is provided for the organization of a 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 and those not received 3 months prior to the event will not be considered.

1. (a) 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 Non-Government Organization:

2. (a) Topic and Subject of Symposium/Seminar/Conference/Workshop:
 - (b) Major discipline in which it falls:
(Chemical/Earth/Engineering/Life Science/Mathematical/Medical/Physical)
 - (c) Date and venue:
 - (d) When was a Symposium etc. on the topic organized last? :

3. List the various technical sessions.

4. (a) Indicate briefly (within 20 lines the relevance and scientific/technological importance of organizing the Symposium/Seminar etc. in the context of the present day national needs):
 - (b) Specify the last Symposium/Seminar organized by the Scientific Society, what were its recommendations and what follow-up steps have been taken by the Society (including involvement of the Scientists of CSIR Laboratories) in implementing the recommendations and also reason out with appropriate justification why the CSIR should support the present Symposium/Seminar:

5. (a) Have you approached any of the CSIR Laboratories for co-sponsorship or for participation in the Symposium/Seminar/Conference? If so, the names of such laboratories/Institutes and the different technical sessions:
 - (b) Names of Specific CSIR scientists who will be participating:
6. Names of other R&D Organizations who have been approached for sponsoring the Symposium/Seminar:
7. Indicate if the Scientific Society is organizing the Symposium etc. in collaboration with any Government Department, University Department, Registered Society, or Autonomous Body. (if yes, these may be named):
8. Also, attach an attested copy of the willingness letter from the Institute/Agency, which has extended facility for holding the Symposium/Seminar:
9. How many delegates are expected to participate? Indicate the number of national and foreign delegates. Indicate also the names of principal speakers delivering keynote addresses of various technical sessions:
10. How many delegates would read papers?
11. How many delegates are being offered TA/DA?
- 12.(a) Will the proceedings be published ? If so, whose responsibility it is and how many copies are expected to be published ?
 - (b) Will the proceedings be priced ? If so, approximate price to be charged:
13. Total anticipated expenditure under the following heads:
 - (a) TA/DA:
 - (b) Pre-Conference printing. (announcements, abstracts etc.):
 - (c) Stationery:
 - (d) Secretarial assistance:
 - (e) Publication of proceedings:
 - (i) No. of Pages: (ii) No. of Copies to be printed: (iii) Estimated expenditure:
 - (e) Board & Lodging of delegates:
14. Total anticipated income out of the following :
 - (a) Registration fee of the delegates:
 - (b) Sale of proceedings to be published:
 - (c) Any other income:

15. Details of any grants requested/received from other agencies for the proposed activity:

Name of the Agency	Grant requested	Grant Received	Grant Expected	Item for which grants have been asked for

16. (a) Grant requested from CSIR:

(b) Specific item/items of expenditure for which the grant is requested from CSIR:

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

17. (a) Did the organizers receive any grant from CSIR in the past? If yes, please indicate:

Total amount	Year	Purpose	Whether the accounts have been submitted

(b) A copy of each of the proceedings may be appended. It may be stated whether audited utilization certificate(s) for the grant(s) received earlier have been sent. The date(s) of the letter(s) enclosing the utilization certificate may be given. This Request for grant would be considered only if audited statement of account(s) of previous ones has been sent.

18. Mention the name of the authority who will be responsible for submitting the audited statement of accounts for the present grant, if sanctioned:

19. The name of the authority to whom the cheque is to be issued:

20. Any other information which you may want to add:

Signature, Name, Designation and
Address of the Organizing Agency.

Signature, Name and Designation and
Address of the Executive Authority of
the Local Organizing Committee.

Signature of the Head of the
Institution where the Symposium/
Seminar etc. is to be held.

One copy of abstract and one set of invitation for the meeting should accompany the bill for release of sanctioned grant. One copy of Proceedings and audited accounts must be sent as soon as ready. Applications for grants will be considered only if above requirements have been met for the grants previously received.