



DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH
Access to Knowledge for Technology Development and Dissemination -
Events Programme

Proforma of application for seeking support in the organisation of
National/International Seminar/ Symposium/ Conference/ Training/ Exhibition/ Workshop/ other events
on subjects related to Industrial Technology and Innovation Issues.
(To be submitted as per Schedule of inviting Proposal)

INSTRUCTIONS:-

1. Please submit complete application as per Application Format.
2. The following documents must be enclosed in the case of Not-For- Profit organisations along with the completed application;
 - i. Local Chapters of the Society if not registered separately should submit their application only through their registered body. (Grants, if approved, will be released only in favour of registered body).
 - ii. Letter of Affiliation/recognition thus obtained from regulatory bodies vis., UGC, AICTE, Central/ State Universities, if any, in the case of academic institutes.
 - iii. Registration Certificate of Society.
 - iv. Memorandum of Association & Bye-Laws.
 - v. Audited Statement of Accounts of the Society for previous three years.
 - vi. Latest Annual Report along with Society's elected members' list.
3. Other documents required pertaining to the event:
[You may submit these documents at latter stage after submission of application]
 - i. List of International/National/Local Organizing Committees.
 - ii. Key-note Speakers / Resource Persons List.
 - iii. Brochure / Information Booklets/Copy of Announcement.
 - iv. Detailed Programme schedule giving details of technical sessions & their Chairman etc.
4. The application has to be submitted duly counter-signed by the Head.
INCOMPLETE APPLICATION NOT SIGNED BY THE HEAD OF INSTITUTION WILL NOT BE ENTERTAINED.
5. Please send the completed form along with required documents along with soft copy to;

Vimal Kumar Varun
Scientist 'F' & Member Secretary
Access to Knowledge – Events Programme
Department of Scientific & Industrial Research (DSIR)
Technology Bhavan, New Mehrauli Road, New Delhi-110016
TeleFax: 011 26516078 **Phone:** 011 26590416 **Email:** vkv [at] nic [dot] in



DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH
Access to Knowledge for Technology Development and Dissemination Events Programme

Schedule for inviting proposal

Tick Below	Date of Advertisement	Proposal submission Dates	Proposals for National Events scheduled between (post TAC Meeting)	Proposals for International Events scheduled between (post TAC Meeting)	Consideration in TAC Meeting held during the month	Timeline for uploading the Calendar of Events on Website
<input type="checkbox"/>	Sep 1	Sep 1 - Dec 31	Apr to Jul	Apr to Nov	January	March
<input type="checkbox"/>	Jan 1	Jan 1 - Apr 30	Aug to Nov	Aug to Mar Next year	May	July
<input type="checkbox"/>	May 1	May 1 – Aug 31	Dec to Mar Next Year	Dec to Jul Next year	September	November

(PLEASE TICK OUT THE APPROPRIATE ITEM)

1. TYPE OF EVENT Seminar ☐ Training ☐ Conference ☐ Workshop ☐

Exhibition ☐ Other (Pl mention) _____

2. GEOGRAPHICAL COVERAGE Regional ☐ National ☐ International ☐

3. BROAD SUBJECT AREAS _____

4. NAME OF EVENT _____

5. DATES From To

6. VENUE / CITY _____

7. NAME AND ADDRESS OF ORGANISING INSTITUTION/COLLEGE/SOCIETY

Institute Name _____

Department _____

Address _____

Pin Code _____

Legal Status _____

8. Are you recognized as SIRO/PFRI by DSIR? ☐ Yes ☐ No

If Yes, then ☐ SIRO ☐ PFRI Valid upto _____

9. NAME & ADDRESS OF CONTACT PERSON _____

Email _____ Phone _____ Mobile _____

10. Bank Details Name as appearing in bank account _____
Bank Name _____
Bank address _____
Account No _____
RTGS/IFSC Code _____

11. BROAD DETAILS OF ESTIMATED EXPENDITURE: (In Rupees)

[Submit detail justification on each item on separate sheet]

Sr. No.	Item	Estimated Expenditure	DSIR Support Sought
1.	Publication and Documentation (Proceeding, broacher, banner etc)		
2.	Publicity, Audio- video etc		
3.	Delegate kit		
4.	Resource Person Expenditure		
5.	Venue Charges		
6.	Hospitality		
7.	Secretarial Assistance		
8.	Contingency		
9.	Any other Expenses		
	Total Budget		

12. DETAILS OF INCOME

Source	Amount Requested	Receipts Amount estimated	Items suggested
From Other Funding Agencies/ Cosponsor			
Through Registration			
Through Advertisement			
Contribution of Applicant			
Total Amount			

13. Brief Statement of objective of event including Its kind & level of participation, number. of Participants etc. (Separate Notes To Be Attached)

14. Details of past events organised on related topics, in the last 3 years

15. Expected outcomes and benefits from the event

16. Any other information

Signature of applicant/Organising secretary

Signature of Head of Institution

Place :

Date :