



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 obtained from regulatory bodies viz., 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;

Dr. Vipin Shukla
Scientist 'G' & Head, A2K+
Access to Knowledge – Events Programme
Department of Scientific & Industrial Research (DSIR)
Technology Bhavan, New Mehrauli Road, New Delhi-110016
Telephone: 011-26859460, 26590463 **Email:** vipin[dot]shukla[at] gov[dot]in



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

Schedule for inviting proposal

Tick Below	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
<input type="checkbox"/>	Sep 1 - Dec 31	Apr to Jul	Apr to Nov	January
<input type="checkbox"/>	Jan 1 - Apr 30	Aug to Nov	Aug to Mar Next year	May
<input type="checkbox"/>	May 1 – Aug 31	Dec to Mar Next Year	Dec to Jul Next year	September

(PLEASE TICK OUT THE APPROPRIATE ITEM)

1. TYPE OF EVENT: Seminar ☐ Conference ☐ Training ☐ Workshop ☐ Exhibition ☐
Hackathon ☐ Virtual Event ☐ Other (Pl mention) _____

2. GEOGRAPHICAL COVERAGE: Regional ☐ National ☐ International ☐

3. BROAD SUBJECT AREAS: _____

4. TITLE OF EVENT: _____

5. EVENT 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 (Applicant / Organizing Secretary):

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 (Honorarium/Travel/Stay)		
5.	Venue Charges		
6.	Hospitality		
7.	Secretarial Assistance		
8.	Contingency		
9.	Prizes & Awards (for Hackathon)		
10.	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/Organizing Secretary

Signature of Head of Institution

Place :

Date :