

**Government of India**  
**Ministry of Statistics and Programme Implementation**

**PROFORMA FOR APPLICATION FOR GRANTS-IN-AID FOR HOLDING  
NATIONAL/INTERNATIONAL SEMINAR/SYMPOSIUM/CONFERENCE/  
WORKSHOP ETC.**

**A. ORGANISATION**

1. Name of the Organization
2. Status of the organizing institution  
(Registered Society/University, IIT  
etc)
3. In case of Registered Society date  
& place of registration along with  
the authority with whom  
registered.

**B. SEMINAR/CONFERENCE/WORKSHOP ETC.**

4. Name of the Seminar/Symposium/  
Workshop/Conference
  5. Date of Seminar/Symposium  
proposed to be held.
  6. Name and Address of the  
organizing institution.
  7. Name of the Chairman & Members  
of the organizing committee for the  
seminar
  8. Brief statement of the objectives of the seminar (e.g. to review the state of art on  
the subject, to formulate specific programme of action on the subject, to bring out  
the proceedings including papers submitted in the subject etc.). Topics to be  
discussed and the importance of the seminar in the national context.
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9. Brief statement about the relevance of the topic of the seminar with Informatics & its importance in the national context.

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**C. FINANCIAL DETAILS**

10. Proposed details of the total budget estimates of the expenditure for the seminar/conference with break-up among items of expenditure such as:

- (a) Estimates of expenditure on publication of the proceedings of the seminar, along with No. of copies.
- (b) Will the proceedings be priced, if yes, then how much.
- (c) Whether 5 complimentary copies could be sent to NIC.

11. Name of the sponsoring organizations alongwith financial support being received from them.

(A) Indian Organizations

- I. Government Departments
- II. Others

(B) International Organizations

12. Details of other organizations and Govt. Departments applied for grants-in-aids along with present status:

13. (a) Amount of financial assistance required from NIC.
- (b) Items of expenditure for which the amount requested from NIC will be utilized.
  - (c) In whose favour Cheque/ Demand Draft is required to be drawn and sent

**D. FINANCIAL ASSISTANCE RECEIVED EARLIER**

14. (a) Whether any grants-in-aid for Seminar/Symposium etc. received in previous year(s). If so, sanction letter No. and date and the amount received from NIC.
- (b) Whether Utilization Certificate sent. If not reasons, thereof (give Letter No. and Date)
- (c) Whether audited accounts statement also sent (Give Letter No. & Date). If not reasons thereof

**E.PARTICIPANTS**

15. Number of participants (list of Special Invitees/Participants should be attached)
16. If foreign participants are being invited, whether clearance of your administrative ministry for their participation obtained
17. Number of free participants to be allowed to NIC being the Co-sponsorer

**F. FINANCIAL RESOURCES FOR SEMINARS/CONFERENCE**

18. (a) Money to be received from registration fee, (participation fee etc.
- (b) Co-sponsorship/Contribution etc.
- (c) Publication of advertisements in Convener's etc
- (d) Sale of pre-conference and past conference proceedings
- (e) Grants-in-aid from various sources
- (f) Any other source
- (g) Total

(h) Total estimated expenditure on the Seminars/Conferences

(i) Deficit (h-g)

**G. RECOMMENDATIONS**

19. Brief statement on the steps you plan to take to implement the recommendations of the Seminar/Conference/Symposium

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20. Is this Seminar held annually. If yes, please give a brief statement on the follow up action in the past 3 years.

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**The terms and conditions of grant-in-aids as given in the Annexure have been accepted by the competent authority of the organization.**

Dated:

Recommendations of the Head of the Institution:

Name:

Signature(s):

Seal:

Date:

**ANNEXURE**

**CONDITIONS GOVERNING GRANTS-IN-AID**

- 1) The grant has been made for the specific purpose mentioned and shall be subject to the implied conditions: (A) The grant shall be spent for the specific purpose only and within a reasonable time and (B) Any portion of the grant which is not ultimately required for expenditure for the approved purposes shall be duly surrendered to Government.
- 2) The organization shall render an account of expenditure incurred from out of the grant under various sub-heads within two months of the close of the Conference/Seminar/Workshop. The grantee should maintain a separate account for this purpose.
- 3) The organization shall send to this office not later than 6 months after the close of the financial year in which the expenditure is incurred, an audited statement of accounts and utilization certificate duly certified by the Auditor that the grant has been utilized for the purpose for which it was released.
- 4) The Audit authorities as well as this office shall have the authority to call for such details and documents as they seem necessary in order to satisfy themselves that the grant has been utilized in accordance with the rules and for the purpose for which it has been given and the organization shall furnish to the audit authorities and this office the information and documents required by them.
- 5) No portion of the grant will be spent on entertainment , lunch, tea, etc.
- 6) On conclusion of the celebrations the organization shall forward to this office a report highlighting benefits derived from the holding of National/International Seminar/Symposium/Conference/Workshops etc. and the other aspect of work which is of interest to National Informatics Centre.
- 7) In case proceedings of the Conference/Seminar/Workshop are printed, five copies will be sent to NIC.
- 8) The Indian Audit and Accounts Department will have the right to access the books and accounts of the organization for which a reasonable notice would be given by the Accountant General concerned.
- 9) If the grantee is a private body, it has to execute a bond with two sureties to the President of India that he will abide by the conditions of the grant-in-aid and in the event of his failing to comply with the conditions or committing breach of the bond, the grantee and the sureties individually and jointly will be liable to refund to the President of India the entire amount of the grant with interest thereon the sum specified under the bond.

Signature of Head of Institution with Date

NAME

SEAL