

**APPLICATION SEEKING GRANT-IN-AID FROM DRDO FOR ORGANISING
CONFERENCE / SYMPOSIUM / SEMINAR / WORKSHOP/ SHORT COURSES ETC EVENT**

| | | | | |
|--|------------------------------------|--|------------------------------------|------|
| 1. Name and address of Event Organiser (chairman/member secretary) proposing event. | | | | |
| 2. Name and Address of Convenor | | Email | Tel. Mobile: | Fax. |
| 3. Title of event (attach event circular/brochure) | | | | |
| 4. Venue of event: | | | | |
| 5. Duration of event (days) | | 6. Beginning date | | |
| 7. Topics to be covered during event: | | | | |
| 8. Relevance of (7) to Armed Services or DRDO: | | | | |
| 9. Name DRDO Labs/Estts which will be actively associated with the event | | | | |
| 10. DRDO establishments which have confirmed participation | | | | |
| 11. Proposed Registration Fee for each participant | National | Rupees (words) | | |
| | International | US Dollars (words) | | |
| 12. Estimated expenditure on event (Give break-up overleaf) | | | Rs. | |
| 13. Funds requested/received from other organizations (Give break-up overleaf) | | | | |
| 14. Previous conference grants received from DRDO during last 03 years (Yes/No) | | If Yes , details of previous grants: DRDO Ref No. Amount: Rs. (Attach copy of Utilisation Certificate for previous Grants) | | |
| 15. Grant-in-Aid now requested from DRDO: Rupees (in words) | | | | |
| 16. The fund to be transferred in favour of : | | | | |
| We have read, understood, and shall comply with the Instructions and Conditions overleaf. Certified also that monies will not be sought from any other DRDO Laboratory/ Project/Research Board. | | | | |
| Date: Office Seal : | Signature and stamp of Convenor | | Signature and stamp of chairman | |

Send completed form to one of following concerned offices**ER & IPR / LSRB / ARMREB / NRB / ARDB, DRDO HQ. Annexe, Metcalfe House, Civil Lines,
Delhi – 110054**

Break-up of Columns 12 and 13 overleaf

| 12. Estimated Expenditure | Rupees | 13. Funds requested/received from other organizations named below | Rupees |
|---|--------|---|--------|
| (i) Hiring of covered space | | (i) | |
| (ii) Hiring of facilities like public address system, etc. | | | |
| (iii) Travelling charges for local movement and outstation experts/invited speakers | | (ii) | |
| (iv) Honoraria | | | |
| (v) Accommodation and catering | | (iii) | |
| (vi) Stationery, folders, secretarial assistance, postage, etc. | | | |
| (vii) Printing of circulars, proceedings, abstracts, etc. | | (iv) Other Sponsors | |
| (viii) Other expenses | | | |
| Total | | Total | |
| | | | |

INSTRUCTIONS AND CONDITIONS

Event Organisers are required to submit the following:

- (a) Receipt for the Cheque;
- (b) Utilisation Certificate;

Note: The Utilisation Certificate, in DRDO format which will be sent to Event Convenor along with the Cheque, needs to be signed by authorities of the event such as:

- (i) Administrative authority, e.g. Commandant/Director/Controller of the institution holding event; or
- (ii) Chairman and Convenor (both) of the Organising Committee; or
- (iii) Secretary and Treasurer (both) of the Organising Committee.

The Utilisation Certificate, together with a list of attendees with their affiliations, should be submitted immediately upon conclusion of the event.

- (c) 02 copies of the proceedings of the Seminar/Symposium/Conference/Workshop when published/brought-out.

The above should be submitted to address at foot of form (overleaf).

PARTICIPATION BY NON-INDIANS [See also Note (1) below]

Organisers/Institutions proposing international events involving participation by non-Indians (as delegates, invitees or in any other capacity) from Afghanistan, Bangladesh, China, Pakistan or Sri Lanka shall seek necessary approvals from the Ministry of External Affairs and the Ministry of Home Affairs. Addresses of offices for obtaining required approvals are:

Joint Secretary (Coord)
Ministry of External Affairs
Room No.79, South Block
New Delhi 110 011
Tel: 011-301 2987 Fax: 011-301 0727

AND

Joint Secretary (Foreigners Division)
Ministry of Home Affairs
First Floor, Lok Nayak Bhavan
New Delhi 110 003
Tel: 011-463 3828 Fax: 011-461 7337

Note (1): Persons of Indian Origin (PIOs) travelling on or holding foreign (i.e. non-Indian) passports are non-Indians.

Note (2): The above information has been provided as a facilitation. It is not warranted that the above information is current, accurate or complete or that no other applicable approval from any other agency is required.

Note (3): A Grant-in-Aid from DRDO for holding international events may not be deemed to be approval of the Government of India as required above.