Proforma for submission of application for
Grant – in- Aid for organizing Seminar/ Symposia/ Workshops/
Trainings & Conferences
(To be submitted in five typed copies)

1. Name of Institution : _____________________________________________

2. Department : _________________________________________________

3. Name of the organizers with
   Designation/full address & phones No. & Fax no.: ______________________
   ______________________________________________________________

4. Nature of activity (Symposia, Seminar/ Workshop/ Trainings/ Conference :
   ___________________________________________________________
   ___________________________________________________________

5. (a) Proposed date (S) : From______________ To ________
   (b) Duration :

6. Title of the activity : (In English and in Hindi)
   (a) Hindi
   (b) English
   (c) Regional
   ______________________________________________________________

7. Objectives (in about 50 words)
   (How the proposed activity is likely to help in development programmes of
   the Institution/ State)

8. Detailed back ground of the proposed Seminar/ Symposium/ Workshop etc.
   (in about 500 words under following heads) :
   
   i) Definition of the problem in the context of its relevance and priority for
      the region.
   
   ii) Background information, Survey or document data on the problem.
   
   iii) Pilot studies or efforts already initiated by the Institution on the problem.
   
   iv) Internal resources available at the organization and those expected from
      outside.
v) The areas / topics proposed to be covered at the Seminar / Symposium with a view to generate mission orient approach for tackling the problems.

vi) Significance of the proposed socio – economic activity as well as its application in socio – economic development of the State.

Participants :
(Approx Number)

1. Outstation :

2. Local :

3. Resource Persons (not exceeding from 5 to 10 for Symposia and Seminar (Approx Number ________________) (Please give Name (s) Designation & Specialization.

4. Special Invitees for guest lecture, if any (Visiting Professor / Expert) – Give name full address and Specialization.

Financial Implication: (Permissible expenditure at the rate as per attached list)

1. Participants TA (No. xRs.) Approx Rs.______Outstation (Note : Incidental to be used by the Organizer) DA (No. xRs.) Approx Rs.______

b. Resource persons TA (No. xRs.) Approx Rs.______
Incidental DA (No. xRs.) Approx Rs.______

c. Local DA (No. xRs.) Approx Rs.______ Participants

II. Secretarial assistance :
(Part-time/ Full time staff)

Required Duration (days)_______________ Rs. ____________

Lab facilities Duration (days)_______________ Rs. ____________
III. Contingencies:
   a. Stationery, Postage: ____________________________ lit. Rs.______
   b. Petrol/ Diesel for Transport ____________________________ Rs.______

IV. Laboratory /Workshop
   (Consumable material) specify: Rs. ________________ Rs. __________

V. Cyclostyling of abstracts: Rs. ________________ Rs. __________
   & report of Seminar/ Workshop etc.

VI. Honorarium for Special invited lectures)
   (Please give titles and names) Rs. __________

Total Rs. ________________

1. Utilization report of the accounts incurred may be sent immediately through head of the Institution after the event is over.
2. Final 'I' (Participant's response) may please be sent to the Council duly filled by all the participants immediately after the activity is over.
3. If proceedings are to be printed, a separate request made to the Council for publication grant.

FORWARDING NOTE

We have read the terms & Conditions of the Grant – in – Aid for organizing the aforesaid programme and agree to abide by them.

SIGNATURE
(Head of the Hosting Institute)
(Seal)

Signature :
(Organizer)

Designation :
RULES FOR TA/DA AND HONORARIUM FOR SEMINARS / SYMPOSIA/ CONFERENCES

<table>
<thead>
<tr>
<th>Category</th>
<th>TA</th>
<th>DA/ Local Hospitality</th>
<th>Honorarium</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Resource Persons</td>
<td>As per rules of the Institutions to which the resource persons belongs (Air Travel may be permitted to not more than 2 persons)</td>
<td>* Rs. 40/- per head per day</td>
<td>@ Rs. 100/- per lecture (Max. of Rs. 300 for three or more lectures)</td>
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<tr>
<td>2. Outstation Participants</td>
<td>1st class fare for lecturer and above in cadre. According to State or Central Govt. entitlements for their staff of equal category.</td>
<td>* Rs. 40/- per head per day</td>
<td>*</td>
</tr>
<tr>
<td>3. Local Participants</td>
<td>-----------------------</td>
<td>* Rs. 20/- per head for day</td>
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