

**PROFORMA**

**GOVERNMENT OF INDIA  
DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)  
INTERNATIONAL COOPERATION & INDUSTRIAL PROMOTION GROUP  
TRADE & INVESTMENT PROMOTION DIVISION  
ELECTRONICS NIKETAN  
6 CGO COMPLEX, LODI ROAD  
NEW DELHI - 110 003**

**I DETAILS OF APPLICANT ORGANISATION**

1. Name of the organization :  
with address, phone no./fax no./e.mail.
2. a) Legal status of the organizing institution :  
(Please give details whether a trust, a company,  
registered society, educational institution,  
research organization, professional body involved  
in scientific/ academic/technical activities)
- b) Category of the organization:
  - i) Autonomous Bodies.
  - ii) Non. Governmental Organization (NGO).
  - iii) Co-operative Societies and Co-operative Institution.
  - iv) State Governments (Other than 3601/3602/7602).
  - v) Union Territories Government.
  - vi) Others.
3. i) In case of registered organization/society, please :  
give details of registration no., place  
of registration and registration authority (enclose copy  
of the relevant documents).
- ii) Please confirm whether your :  
organization has been operating for  
3 years. If yes, please enclose copy of  
Annual Reports & Balance Sheets highlighting  
substantive achievements

**II DETAILS OF CONFERENCE PROGRAM**

4. Name/Title of the Seminar/ Symposium/ :  
Workshop/ Conference

5. Level of the Seminar/Symposium/Workshop:  
i.e. whether Regional/National/International.  
Please furnish details of collaborating institutions,  
experts and participants (Please refer to para 3.4.  
of the guidelines/brochure).
6. Proposed dates of the Seminar/Symposium/ :  
Workshop.  
(Please enclose copy of detailed  
program and list of speakers).
7. Full address of the Venue for :  
Conference with contact details of the  
Secretary/Chairman of the Organizing committee  
for event. (Please enclose list of all members).
8. Brief objectives of the event :  
including the topics to be discussed  
and the importance of the event  
in the national or international context
9. Brief statement about the relevance of the :  
topics of the event with electronics,  
communication and IT and its current  
linkage to the thrust areas of DIT

### **III FINANCIAL DETAILS**

10. Details of the budget estimates of :  
the expenditure for the seminar alongwith  
total income and expenditure statement  
(including registration fee from delegates etc.)

#### **Part-I**

- |                                     |                          |
|-------------------------------------|--------------------------|
| a) Secretariat Assistance Rs. _____ | b) Stationary Rs. _____  |
| c) Incidental Expenses Rs. _____    | d) TA/DA Rs. _____       |
| e) Printing & Publication Rs. _____ | f) Other Expd. Rs. _____ |

#### **Part-II**

- |  |                            |
|--|----------------------------|
| a) Organiser's own contribution _____                      | Registration fee Rs. _____ |
| c) Financial support sought from other Organizations _____ |                            |
11. a) Estimated expenditure for publication of :  
the proceeding of the seminar (including  
no. of copies);
  - b) Will the proceedings be priced, if yes :  
the price;

- c) Whether 3 complimentary copies of :  
proceedings could be sent to DIT along  
with a soft copy in PDF format within  
one month of the event.
12. Names / details of other organizations to :  
whom request for Grants-in-aid (GIA) has  
been made alongwith commitments received
13. Names of other organizations who are :  
sponsoring your conference alongwith  
financial support.
14. Amount of financial assistance required :  
from DIT, and name & designation in whose  
favour Cheque/DD is required to be drawn and  
sent.
15. Name & address of the person :  
responsible for furnishing Utilization  
Certificate (UC) within a fortnight and audited  
statement of accounts within 2 months of  
completion of the event (Phone number &  
e-mail address should also be provided)

#### **IV DETAILS OF FINANCIAL ASSISTANCE RECEIVED EARLIER FROM DIT:-**

16. a) Whether any grant-in-aid for Seminar/ :  
Symposium/Conference etc. received earlier  
From DIT. If yes, please mention sanction  
letter no. date and amount received
- b) Whether Utilisation Certificates has :  
been submitted (please give letter no. and date)  
If not, reasons thereof
- c) Whether audited statement of accounts :  
submitted to DIT (please give letter no. & date)  
if not, reasons thereof;

#### **V DETAILS OF PARTICIPANTS:-**

17. No. of participants :  
(along with list of speakers & experts)
18. If foreign participants are being invited, :  
whether applications submitted to Ministry of  
External Affairs for clearance or clearance obtained .  
(Please attach copy).

19. Whether clearance of Ministry of Home :  
Affairs from security angle in case of  
foreign participants has been obtained. or applied for  
(Please attach copy).

**VI DETAILS OF RECOMMENDATION/IMPLEMENTATION MECHANISM:-**

20. Brief statement on the steps you plan to :  
take to implement the recommendations  
of the Seminar/Conference/Symposium
21. In case the event is periodic, please give a :  
brief statement on the follow up action on  
the recommendations of the Seminar held in  
the past 3 years
22. Has the detailed programme been drawn up :  
in consultation with DIT, if yes, please  
give details.

**VII UNDERTAKING BY THE HEAD OF THE INSTITUTION**

It is certified that the information given in the proposal is true to the best of my  
knowledge.

On behalf of ..... (name of the institution), I hereby undertake to ensure smooth  
conduct of the event, proper use of Government funds and submission of utilization  
certificate and audited statement of accounts, as indicated at para 15 above, within  
prescribed time limits. I also undertake to return the grant within 15 days to the  
DDO, Department of Information Technology (DIT), Electronics Niketan, 6 CGO  
Complex, New Delhi in the event of failure to conduct the event on the date(s)  
indicated above or any deviation made from the commitments or furnishing of false  
information.

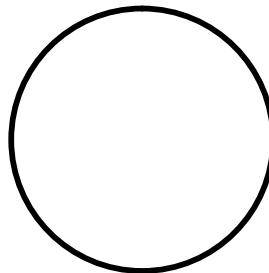
The terms & conditions attached to the Grants-in-aid (as given in the DIT web  
site) are also acceptable to us.

**Name and Signature of  
Head of Institution**

**(Address with Phone No. Fax No. & email)**

**Place :**

**Date :**



**Seal of the Institution**