



Council of Science & Technology U.P.

Vigyan Bhawan 9, Nabiullah Road, Lucknow-226018

PROFORMA FOR APPLICATION OF GRANT FOR HOLDING NATIONAL/ INTERNATIONAL SEMINAR/CONFERENCE ON SUBJECTS RELATED TO "SCIENCE AND TECHNOLOGY FOR DEVELOPMENT" TO BE SUBMITTED AT LEAST 2 MONTHS IN ADVANCE OF HOLDING THE SEMINAR

1. Name of the Seminar/Symposium/Conference/WorkshOp(National or International)
2. Date of the Seminar/Symposium/Conference/Workshop and the place where it is proposed to be held.
3. Name and address of the Organising Institution.
4. Name of Chairman/Organising Secretary and Members of the Organising Committee for the Seminar, Symposium/Conference/Workshop (if any).
5. Status of organising body (Academic/Professional) along with the credentials.
6. In the case of Registered Society applying for grant from DST for the first time a copy each of the following may be enclosed-
 - a. Registration Certificate
 - b. Memorandum of Association.
 - c. By laws (Rules & Regulations).
 - d. Audited statement of Account of the last three years
 - e. Physical report of the last three years.
7. Designation of the official empowered to receive financial grants.
8. Broad details of Estimates of Expenditure for the Seminar/Symposium/Conference/Workshop. Please attach statement excluding publications.
9. a. Estimate of expenditure on publication of the proceedings of the Seminar/Symposium/ Conference/Workshop

No. of pages.	No. of copies to be printed	Estimated expenditure
b. Will the proceedings be priced?		
10. Details of income and sources of income. (Please attach statement giving the following)

Source	Amount requested	Amount committed
a.
b. Registration fee from participants.		

11. Financial assistance required from Council of Science and Technology.
12. Any grants received in the past from Council of Science and Technology. if so, details and whether utilization certificate and audited statement have been furnished.
13. No. of participants (list of invitees/participants should be attached).

Foreign:

Indian:

14. If foreign participants are being invited, whether clearance of your administrative ministry for their participation has been obtained.
15. Annual Report of the organizing institution.
16. Success stories/feedback of programmes organised earlier.
17. Brief statement of objectives of the Seminar/Symposium/Conference/Workshop (e.g. to review the state of the art in the subject to formulate specific programme of action to bring out the proceedings including papers submitted on the subject etc.) topics to be discussed and importance of the seminar in the National context.
18. Details of the technical programme for the Seminar/Symposium/Conference/Workshop sessions (Please give names of Chairman/Organizing Secretary, Chief Guest and key note speakers).
19. Brief statement on the steps you plan to take to implement the recommendations of the Seminar/Symposium/ Conference/Workshop.
20. Is this Seminar/Symposium/Conference/Workshop held annually? If yes, please give a brief statement on the follow-up of the recommendations of the Seminar/Symposium/Conference/Workshop held in the past three years.

Countersigned by Head of Institution.

Signature of Organising Secretary with seal.