

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

1. Name and address of Event Organiser (chairman/secretary) proposing event		<b>For DRDO use</b>	
		Date Received	
		ER&IPR File No.	
2. Name of Convenor (1) above	Email	Tel. Mobile:	Fax.
3. Title of event ( <u>attach event circular/brochure</u> )			
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. Estimated number (in words) of participants	National		
	International		
12. Proposed Registration Fee for each participant	National	Rupees (words)	
	International	US Dollars (words)	
13. Estimated expenditure on event (Give break-up overleaf)		Rs.	
14. Money requested/received from other organizations (Give break-up overleaf)			
15. Previous conference grant received from DRDO during last 02 years	Rupees per grant		
16. Grant-in-Aid now requested from DRDO: Rupees (in words)			
17. The Cheque to be issued in favour of :			
<p>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.</p> <p>Date: _____ Signature of Convenor _____ Name &amp; Signature of Chairman of Organising Committee _____</p>			

**Send completed form to:**

Director, Directorate of Extramural Research & Intellectual Property Rights, DRDO, Room No. 348, DRDO Bhawan, Rajaji Marg, New Delhi – 110105.. Fax : 011 – 23017582 Phone: 23007350 erip\_er@hqr.drdo.in

Amount approved	Signature of approving Competent Authority	<b>DRDO use only</b>
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**Break-up of Columns 13 and 14 overleaf**

13. Estimated Expenditure	Rupees	14. 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) (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.