

Endorsement from the Head of the Institution

(To be given on University/ Institute/ Organization/ College/ Society Letter head)

This is to certify that:

1. Dr. / Shri _____, the Convenor of the proposed conference/ seminar/ workshop/ symposia titled
..... Is working in our University / Institute / Organization / College / Society will assume the full responsibility for organizing the same.
2. The convenor is a regular employee of our University/ Institute/ Organization/ College/ Society and working as In department.
4. The convenor will be governed by the rules and regulations of University/ Institute/ Organization/ College/ Society and will be under administrative control of the University/ Institute/ Organization/ College/ Society for the completion of all the formalities related to the approved event.
5. The grant-in-aid by the ANUSANDHAN NATIONAL RESEARCH FOUNDATION (ANRF), New Delhi will be used to meet the expenses related to the approved event only i.e. Domestic Travel for Young and Senior Scientists (Indian Only), Pre-Conference Printing (Announcements, abstracts etc.), Contingency/Incidental Expenses (to meet working expenses/accommodation/venue costs during the event).
7. The University/ Institute/ Organization/ College/ Society will provide basic infrastructure and other required facilities to the convenor for implementing of the event.
8. The University/ Institute/ Organization/ College/ Society will submit materials (i.e. audited income expenditure statement, brief report of the event, copy of certificate, abstract book etc.) related to the approved event to ANUSANDHAN NATIONAL RESEARCH FOUNDATION (ANRF), New Delhi after completion.
9. The University/ Institute/ Organization/ College/ Society assumes to undertake the financial and other management responsibilities of the released grant for the event.

Signature of Convener /
Organising Secretary

Signature with Seal
(Head of the Institution i.e. Registrar / Director / Principal)
(In case of University / Academic Institution)

Signature of Convener /
Organising Secretary

Signature with Seal
(President/Secretary)
(In case of Societies / Association)

Date: