

Item No.	To seek approval of MC to organize
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Aim:

Objective:

The receipt for the program are excepted as follows :

- | | | | |
|----|---|---|-----|
| 1. | Registration fee (from about ____ participants
@ Rs. _____ per participants) | - | Rs, |
| 2. | DST/NABL | - | Rs. |
| 3. | CSIR | - | Rs. |
| 4. | Indian industries (in kind only) | - | Rs. |

Rs.

CONVENOR**VENUE**

Financial Liabilities NPL

(a) Financial - Rs.

(b) Others Infrastructure, if any -

Proforma is placed at .

Action : MC is requested to kindly accord its approval to the above.

Proforma to accompany proposals for holding International Conferences, Symposia, Seminars, Exhibitions, Workshops, Training courses at the national Laboratories/institutes.

Council of Scientific & Industrial Research

International Science & Technology Affairs Directorate

(The proforma must reach ISTAD, CSIR six months in advance)

1. Name of the Lab./Instt. Under whose auspices the event is proposed to be organized.
2. (a) Name of the International Agency/National Body (Other than National Lab./Instt.) under whose sponsorship the event is to be organized.

(b) Name of the co-sponsors, if any
3. (a) Topics and subject of the event (enclose a background note giving justification and benefits accruing to the country for hold the even and indicate briefly the relevance and scientific/technological importance of organizing the event in the context of the present day national needs)

(b) Date and Venue

(c) When was the event on the topic organized last? Give its recommendations and follow-up action taken for implementing the recommendations

4. In the case of Column (2) above, the financial or other assistance to be provided by the sponsors/International Agency/National Lab./Instt., if any and also by cop-sponsors.
5. Number of delegates expected to participate:
 - (a) number of foreign delegates (complete list with address, biodata, date of birth and passport number of foreigners may be sent at least six weeks before the date of event).
 - (b) Number of national delegates
Name, address, biodata including date of birth and passport number of principal speakers.
6.
 - (a) Will the proceedings be published?
If so, whose responsibility it is to get it published.
 - (b) number of expected pages and copies required (whether bound or unbound)
 - (c) Will the proceedings be priced?
If so, the approximate price.
7. Total anticipated expenditure under the following heads:
 - (a) Local hospitality for invited speakers/delegates from abroad with justification for providing hospitality to them.
 - (b) Local hospitality for Indian speakers/delegates with justification for providing hospitality to them.
 - (c) Stationary, printing of pamphlets, course materials etc.
 - (d) Folders and badges etc.
 - (e) Temporary Secretarial assistance.
 - (f) Entertainment
 - (g) Transport
 - (h) Contingencies
 - (i) Any other expenditure

8. (a) Whether funds will be met from the sanctioned funds of the Lab./Instt. If so, whether provision has been made for the event in the sanctioned budget of the Lab./Instt.
9. (a) Whether any financial assistance has been sought from Extra Mural Research Unit of CSIR/DST or any other national body. If so, give reference and extent of financial assistance sought/sanctioned.
 - (b) Registration charges proposed to be charged from Indian/foreign delegates.
 - (c) Extent of financial assistance required from CSIR, if any.
10. Whether the Management Council and the Research Council of the Lab./Instt. Have approved the proposal. If so, the dates of the meetings.
11. Name, address, telephone no. & fax no. of the contact person.

Signature of the Proposer

Signature of the Chairman, ISTAG

Signature of the Director