

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

1. Name and address of Event Organizers proposing the event i. Chairman ii. Member Secretary			
2. Name and Address of Convenor		Email:	Tel: Mobile:
3. Title of event (attach event circular/brochure)			
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/Establishments which will be actively associated with the event			
10. DRDO establishments which have confirmed participation			
11. Proposed Registration Fee for each participant	National	Rupees (words)	
	International	US Dollars (words)	
12. Estimated expenditure on event (Give break-up overleaf)			Rs.
13. Funds requested/received from other organizations (Give break-up overleaf)			
14. Previous conference grants received from DRDO during last 03 years (Yes/No)		If Yes , details of previous grants: DRDO Ref No. Amount: Rs. (Attach copy of Utilization Certificate for previous Grants)	
15. Grant-in-Aid now requested from DRDO: Rupees (in words)			
16. The fund to be transferred in favour of :			
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.			
Date: Office Seal :	Signature and stamp of Convenor	Signature and stamp of chairman	

Send duly signed form to the office address:

The Director, Dte. Of ER & IPR, 5th Floor, NTB Building, DRDO HQ. ANNEXE, Metcalfe House, Civil Lines, Delhi – 110054, Email: erip-conf.hqr@gov.in.

Break-up of Columns 12 and 13 overleaf

12. Estimated Expenditure	Rupees	13. 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) Traveling charges for local movement and outstation experts/invited speakers		(ii)	
(iv) Honorarium			
(v) Accommodation and catering		(iii)	
(vi) Stationery, folders, secretarial assistance, postage, etc.			
(vii) Printing of circulars, proceedings, abstracts, etc.		(iv) Other Sponsors	
(viii) Other expenses			
Total		Total	

Instructions and Conditions

Event Organisers & Conveners are required to submit the following documents to The Director, Dte. Of ER & IPR, 5th Floor, NTB Building, DRDO HQ. ANNEXE, Metcalfe House, Civil Lines, Delhi – 110054, Email: erip-conf_hqr@gov.in:

- (a) The proposal for DRDO Grant-in-Aid must be submitted three months in advance, along with the duly signed application form (ER/RB-09), brochure, ECS details, copy of cancelled cheque, PAN card and DARPAN ID (in case of NGOs).
- (b) Receipt of the Grant-in-Aid amount will be confirmed immediately upon funds being received.
- (c) Original Utilisation Certificate, Statement of Expenditure, Fund Receipts, two copies of the proceedings, i.e. compiled record of the event's intellectual output (along with one PDF version) and a list of attendees with their designation & affiliations must be submitted to this office within 30 days of the conclusion of the event.
- (d) The Utilisation Certificate, in DRDO format (ER/RB-10), which will be sent to the Event Convener, must be signed by the authorities of the event, namely:
 - (i) Treasurer of the Organising Committee; &
 - (ii) Member Secretary; &
 - (iii) Organising Chairman; &
 - (iv) Administrative authority (e.g., Commandant/Director/Head of the Institution hosting the event)

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 JNB 1105, B Wing, South Block, New Delhi 110011 Tel: 011-23085390, Email: jscoord@mea.gov.in	AND	Joint Secretary (Foreigners Division) Ministry of Home Affairs Foreigners-I Division, Major Dhyam Chand National Stadium, New Delhi-110002 Tel: 011-23092785, Email: jsf@mha.gov.in
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- 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 event may not be deemed to be approval of the Government of India as required above.
- Note (4): Payment will be made only to a Savings Account. Third-party payments shall not be permissible
- Note (5): Disbursement of funds shall be strictly subject to timely compliance with all necessary documentation, as and when required.

Date:
Office Seal :

Signature and stamp
of Convener

Signature and stamp
of chairman