

Application for Grant-in-Aid (Partial Funding) from DRDO for Academic / Research Institutions and Societies Working in Defence Technology Areas Regarding the Organization of Conferences, Symposia, Seminars, and Workshops

1. Details of the Organizing Institution: (Please tick ✓ the appropriate box) ☐ Central University ☐ Institute of National Importance ☐ State University ☐ Deemed University ☐ Recognized Private Research Institution ☐ Scientific Research Society • Name of University / Research Institute / Society: • Complete Postal Address: • Official Email: • Telephone (with STD code): • Mobile Number: • Fax Number:
2. Details of the Director / Head of Institution / Authorized Signatory: • Full Name: • Designation: • Official Address: • Official Email: • Telephone (with STD code): • Mobile Number: • Fax Number:
3. Details of the Event Chairman/ Convener: • Full Name: • Designation & Department: • Official Address: • Official Email: • Telephone (with STD code): • Mobile Number: • Fax Number:
4. Details of Bank Account for Fund Transfer: (Note: Mandatory Requirement: An active Savings Bank (SB) account owned by the Institution/Society organising the event as mentioned in para 1) • Account Name (Beneficiary): • Name of the Authority Holding the Account: • Savings Bank (SB) Account Number: • Bank Name: • Branch Address: • IFSC Code: • MICR Code: Mandatory Document Enclosure: ✓ Form No. ER/RB-03 (ECS Mandate Form) duly filled, signed, and bank-verified ✓ Copy of Cancelled Cheque of the specified SB account ✓ Copy of PAN Card of the Institute / University / Society
5. AICTE Registration ID (For Academic Institutes only): • AICTE Permanent ID / Registration Number: Mandatory Document Enclosure: ✓ Copy of AICTE Approval / Registration Certificate for the current academic year
6. NIRF Ranking of Academic Institution (For the current year / latest cycle): Category-Specific Rank (e.g., Universities/Engineering): Mandatory Document Enclosure: ✓ Copy of NIRF ranking proof
7. Active NGO-DARPAN ID (For Societies only): • NGO-DARPAN Unique ID: Mandatory Document Enclosure: ✓ Copy of NGO-DARPAN Registration Certificate / Proof of Active Registration (NITI Aayog portal)

8. Title and Nature of Event (Please tick ✓ the appropriate box): ☐ Conference ☐ Workshop ☐ Symposium ☐ Seminar Full Title:		
Mandatory Document Enclosures: ☒ Detailed Event Brochure (including themes, topics, and scope) ☒ Lecture Planner / Tentative Schedule (including list of key speakers/sessions)		
9. Venue of the Event (Full Address):		
10. Proposed Timeline & Mode of the Event: - Start Date: - End Date: - Total Duration: _____ Days - Execution Mode (<i>Please tick ✓ the appropriate box</i>): ☐ Physical (In-Person) ☐ Virtual (Online) ☐ Hybrid		
11. Topics to be covered during the Event:		
12. Relevance of the Proposed Topics to DRDO and Defence Technologies in India:		
13. Name of DRDO Laboratories / Establishments for Which the Event is Relevant:		
14. DRDO Laboratories / Establishments which have confirmed participation in Conference (if any):		
15. Grant-in-Aid now requested from DRDO: Rs. Rupees in words:		
16. Proposed Registration Fee for each participant: - National: Rs. Rupees in words: - International: US \$ US Dollars (words):		
17. Estimated Expenditure on the Event: Total Estimated Cost (in Rs.):		
Detailed Head-Wise Budget Break-Up		
S. No.	Particulars / Head of Expenditure	Amount (in Rs.)
I.	Hiring of covered space	
II.	Hiring of facilities like public address system, etc.	
III.	Traveling charges for local movement and outstation experts/invited speakers	
IV.	Honorarium	
V.	Accommodation and catering	
VI.	Stationery, folders, secretarial assistance, postage, etc.	
VII.	Printing of circulars, proceedings, abstracts, etc.	
VIII.	Other expenses	
Total Estimated Cost in Rs.		

18. Funds requested/received from other organizations:

- Total Received Amount (in Rs.):

Detailed Funds requested/received Break-Up

S. No.	Organizations Name	Fund Requested in Rs.	Fund Received in Rs.
I.			
II.			
III.			
IV.			
V.			
Total Amount in Rs.			

19. Previous conference grants received from DRDO during last 05 years (Yes/No) (Mandatory):

- Have you received any conference/symposium grants from DRDO in the past 5 years?

[] Yes / [] No (Mandatory Field)

If yes, please provide the details of the previous grants in the table below and attach copies of their Utilization Certificates

S. No	Title of the Event	Date & Year of the Event	Amount Sanctioned	Convener Name	Utilization Certificate Submitted (Yes/No)
I.					
II.					
III.					
IV.					
V.					

20. 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.

Note: All correspondence regarding this application must be conducted exclusively through the designated email address above. Kindly avoid telephonic inquiries. A hard copy of the complete application must be sent by post, in addition to submitting the soft copy via email.

Declaration

We have read, understood, and agree to strictly comply with all the instructions and conditions overleaf. We further certify that funding for this event has not been and will not be sought from any other DRDO laboratory or project.

Date:

Place:

Signature

Chairman/Convener

Office Seal

Signature

Head of Institution/ Society

Office Seal

Note:

- Proposals for the DRDO Grant-in-Aid, along with all required documents, must be submitted at least three months prior to the scheduled event.
- You can download the Application Form (ER/RB-09), ECS Mandate Form (ER/RB-03), and Utilization Certificate Form (ER/RB-10) from the official DRDO website by navigating to Documents > Forms & Manuals at drdo.gov.in.
Direct Link: <https://drdo.gov.in/drdo/en/documents/form-and-manual>

21. Instructions and Conditions:

Proposals for the DRDO Grant-in-Aid, along with all required documents, must be submitted at least three months prior to the scheduled event. Please submit the proposal via email to the address provided below, and also speed-post the duly ink-signed physical copies along with a covering letter to our postal address.:

The Director

Directorate of ER & IPR, 5th Floor, NTB Building

DRDO HQ Annex, Metcalfe House, Civil Lines, Delhi – 110054

Email: erip-conf.hqr@gov.in

(I). Submission Guidelines and Requirements:

The grant proposal must be accompanied by the following mandatory documents:

- 1) Duly signed application form (Form No. ER/RB-09)
- 2) ECS Mandate Form duly filled, signed, and bank-verified (Form No. ER/RB-03)
- 3) Copy of a cancelled Cheque
- 4) Copy of the PAN card of the organizing institution
- 5) Copy of AICTE Approval / Registration Certificate for the current academic year
- 6) Copy of NIRF ranking proof (if applicable)
- 7) Copy of NGO-DARPAN Registration Certificate / Proof of Active Registration on the NITI Aayog portal (Mandatory for Societies only)
- 8) Detailed Event Brochure (including themes, topics, and scope)
- 9) Lecture Planner / Tentative Schedule (including list of key speakers/sessions)

(II). Post-Event Compliance and Reporting:

Organizers must complete and submit the following post-event documentation within 15 days of the conclusion of the event:

- **Receipt Confirmation:** Immediate confirmation of the receipt of the Grant-in-Aid funds upon credit.
- **Financial Reports:** Original Utilization Certificate and Audited Statement of Expenditure.
- **Proof of Funds:** Official Fund Receipts.
- **Event Proceedings:** Two hard copies of the event proceedings (compiled record of the intellectual output) along with one digital version (PDF).
- **Attendee Records:** Comprehensive list of DRDO participants and attendees, including their official designations and laboratory affiliations.

(III). Utilization Certificate Guidelines:

The Utilization Certificate must strictly follow the **DRDO format (Form No. ER/RB-10)** (provided to the Event Convener) and must be jointly signed by the following authorized signatories of the hosting institution:

- Treasurer
- Convener / Member Secretary
- Organizing Chairman
- Administrative Authority (e.g., Commandant, Director, or Head of the Institution hosting the event)

22. 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

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 JNB

Foreigners-I Division,

Major Dhyan Chand National Stadium,

New Delhi-110002

Tel: 011-23092785, Email: jsf@mha.gov.in

Note (1): Persons of Indian Origin (PIOs) traveling 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 Indian 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:

Place:

Signature

Chairman/Convener

Office Seal

Signature

Head of Institution/ Society

Office Seal