

Forwarding Letter

(By Head of the Institution/Registrar in University)

The Incharge,
Training and Capacity Building Division
Indian Council of Social Science Research (ICSSR)
JNU Institutional Area
Aruna Asaf Ali Marg,
New Delhi - 110067

The _____ (Name of the organization) forwards the _____ application of _____ (Names of the Course Director & Co-Course Director) to be considered for the award of the ICSSR grant for organizing a Research Methodology/Capacity Building Programme for Social Sciences Scholars/Faculties.

We agree to facilitate the organization of the workshop within 3 months and in the same financial year and to administer the funds, provide research facilities such as library, logistical support and managerial assistance for the successful conduct of the workshop.

The institution shall be responsible for submitting the audited statement of accounts and utilization certificate in the prescribed format for the total grant received within one month of organizing the programme. If the scholar receiving the grant leaves our institution to join some other institution after part of the sanctioned grant has been received, we would have no objection to transfer the full grant received to the ICSSR without delay.

Signature of the Director of the Institute/
Registrar
(with name and stamp on the official letter head)

Placed: Date

Name: _____

Designation: _____