



ICSSR-NORTHERN REGIONAL CENTRE, NEW DELHI

APPLICATION FORM

Partial Financial Assistance to Organize
Seminars/Graduate Seminars/Conferences/Workshops in India

Applicants should read the *General Guidelines*
Before completing the Application Form

Name and Address of the Organizers:	Phone: Fax: E-mail: Website:
Name and address of the Convener	Phone: Fax: E-mail: Website:
Theme of the Conference/Seminar/Workshop	
Concept Note one Page of Seminar/Conference/Graduate Seminar/Workshop	
Sub-Themes: 1. 2. 3. 4. 5.	Proposed Dates: Venue:

Number of Participants		
	(in number)	(in words)
Local		
Outstation		
Total		
Funding Details:-		
Detailed Budget indicating amount to be incurred on TA/DA, hospitality, Transport, Stationery, Secretarial Assistance. Typing and Xeroxing work and other contingent expenditure etc.		
S.NO.	Items	Amount
1.	Domestic Travel	
2.	Accommodation to participants	
3.	Tea- snacks, Lunch and Dinner	
4.	Transport	
5.	Stationery	
6.	Xeroxing	
7.	Secretarial Assistances	
8.	Contingency	
9.	Honorarium to Speaker	
10.	Any other (Specify)	
	Total	

* Please consult Guidelines for preparing the Funding Details

Amount expected from NRC (maximum financial assistance Rs. 1,50,000/-)		
Institutional Funding		
Own Contribution	Amount Sought	Amount sanctioned by the institution
Funding from other sources:		
Name of organization	Amount Sought	Amount sanctioned

I hereby certify that the above information is correct to the best of my knowledge and that I shall abide by the Terms & Conditions as laid down in the guidelines of the Scheme.

Signature of the Applicant

Date

Name (block letters)

Designation:

Address:

**Signature of the Head of the Institution/Organization
(Seal)**

Date

Name (block letters)

Designation:

Address:

N.B.

1. The application should be forwarded by the Head of the Institute/Organization viz. Director/Registrar/President/Chairman, etc. duly signed and stamped. The applications should reach three months prior to schedule date of seminar/conference/graduate seminar/workshop.
2. In case of approval, the funds will be released to the forwarding institution/Organization.
3. NGOs should enclose the NGO Profile Form "S" along with relevant documents.
4. In case of non-fulfilment of any of the Terms & Conditions, the applicant/organization will not be eligible for further support under any of the schemes of the Centre

Applications, complete in all respects, should be addressed to:

**The Hony. Director
Northern Regional Centre
Room No. 003, Old CRS Building
Jawaharlal Nehru University
New Delhi-110067**

☎.No. 011-26741607,26741610; E-mail: icssrnc@gmail.com

Annexures /Checklists for Seminar Grant Application

(Please see **GUIDELINES FOR AWARD OF SEMINAR GRANT**)

1. Abstracts Form of Seminar Proposal as Annexure I
2. Brief CV of the Seminar Convener (3-4 pages) as Annexure II
3. Duly attested SC/ST/PWD certificate as Annexure II A
4. Concept Notes with Sub-themes (1000-1500 words) and the tentative session-wise programme as Annexure III A and III B, respectively.
5. List of paper presenters and speakers as Annexure IV
6. Confirmation letters/emails from the speakers and paper presenters as Annexure IVA. Confirmation letters/emails from the national speakers and paper presenters as Annexure IV B.

Forwarding Letter

(Through Head of the Institution/ Registrar in case of University)

The Hony. Director
Northern Regional Centre
Room No. 003, Old CRS Building
Jawaharlal Nehru University
New Delhi 110067

The _____
(Name of the organization) forwards application of _____
(Name of the Convener) for the financial assistance for organizing seminar/
conference on the theme _____

_____ with an
undertaking that this organization agrees to administer and manage the ICSSR
Seminar Grant and provide basic infrastructural facilities for the above-mentioned
seminar.

The institution shall be responsible for submitting the audited statement of
accounts and utilization certificate for the grant received by it, for this purpose.

Signature
(Seal)

Place:

Name: _____

Date:

Designation: _____