



CSIR-Human Resource Development Centre

Postal Staff College Area, Sector 19, Kamla Nehru Nagar,
Ghaziabad, Uttar Pradesh 201002

Proforma to accompany Proposals for holding Bilateral Meetings

1. Name of the proposing CSIR Institute
2. Thematic area
3. Title of Scientific Meeting
4. Is the meeting part of any ongoing bilateral project / programme. If so, please provide details
5. Proposed venue and dates
6. Short CVs including contact details of both Indian and Foreign coordinators
7. Executive summary (about 200 words)
8. Background, concept and purpose in detail (maximum two A4 pages)
9. Specific need for the bilateral meeting, its relevance and mutual benefits (max. 1 page)

10. Number and List of Expected Indian and Foreign participants with affiliation

(Below details of foreign participants may be provided for obtaining political clearance which may be sent subsequently but at least one month prior to the event)

SN	Name as in passport	Affiliation (with address & contacts)	Father/ Spouse name	Date of Birth	Nationality & Passport Number	Date of Issue	Place of Issue	Date of Expiry
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11. Preliminary technical agenda / sessions listing proposed speakers

12. Financial estimate and source of funds*

* Statement of anticipated Expenditure and Receipts vetted by institute COFA/FAO may be submitted

Expenditure Head	Amount	Source of Fund* *Please enclose support letter
1. Travel		
2. Accommodation		
3. Organizational Expenses		
4. Any other, please specify		
TOTAL COST		

Signature & Seal of the Indian Coordinator

Signature & Seal of the Institute Director