

CSIR-Human Resource Development Centre

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

(PROFORMA TO ACCOMPANY PROPOSALS FOR HOLDING INTERNATIONAL SYMPOSIA/
CONFERENCES/ SEMINARS / WORKSHOPS AT NATIONAL LABS. / INSTTS)

1.	Name of the lab under whose auspices the event is proposed to be organized.	
2.	(a) Name of the international agency/ national body (other than national lab.) under whose sponsorship the event is to be organized. (b) Name of co-sponsors, if any	
3.	(a) Topic and subject of the event (Give a back-ground note indicating adequate justification and benefits accruing to the country for holding the event. State briefly the relevance and scientific/techno-logical importance of organizing the event in the context of present day national needs) (b) Date and Venue (c) When was the event on the topic organized last? Its recommendation and follow-up action taken for implementing the recommendations	
4.	Number of delegates expected to Participate a) number of foreign delegates expected to participate (A complete list with full addresses and passport details to be attached) b) number of national delegates	
5.	Will the proceedings be published? If so, whose responsibility it is to get it published?	

6.	(a) Quantum of financial assistance (in Rs.) given by Human Resource Development Group (HRDG) of CSIR. (Pl. attach copy of support letter) (b) Registration fee proposed to be charged from Indian/foreign delegates.	
7.	Quantum of financial assistance (in Rs.) given by CSIR, Hq, New Delhi. (PI attach copy of support letter)	
8.	Financial support (in Rs) obtained from other Govt. Depts. (DBT, DST etc.) (PI. attach copy of support letter)	
9.	Quantum of financial assistance (in Rs.) given by other sources not mentioned above. (PI attach copy of support letter)	
10	Whether the MC/RC of the lab has approved the proposal.	
11	Benefit Accrued to Laboratory	

(Signature & seal of the Director)

Note

Please note that MC and RC approvals and passport details of all foreign delegates are mandatory before the proposal is processed by CSIR-ISTAD

Details of expected Foreign Participants

Sl. No.	Name	Father's/Husband's Name	Date of Birth	Place of Birth	Nationality & Passport No.	Date of Issue	Place of Issue	Date of Expiry	Address in country of residence

Details of Estimated Expenditure

S. No.	Expenditure Head	Source of Fund	Amount