This duly filled in form along with the enclosures, should reach NBHM office

by **E-mail:** **psmsnbhm@dae.gov.in** **&** **nbhm.conf@gmail.com** at least **Four-Months** **(National Conference) & Six Months (International Conference)** before the start of the event.

(**Before filling in the form please read carefully the notes at the end of the form)**

1. Title of the Event:
2. Date & duration of the Event:
3. Venue of the Event:
4. Name of the Convener/

Organizing Secretary

along with a brief CV:

1. Complete Postal Address of the

Convener/Organizing Secretary:

Phone:

Email:

1. Organizing Committee:
2. Name of the Institution/

Scientific Society/

Specialist Association

Organizing the Meeting:

1. (a) Topics to be covered
2. Relevance & importance

of the Topic Mathematically/

in the context of National needs/

other reasons:

1. Names of Resource persons/

invited Speakers who have

tentatively agreed:

1. Whether proceeding are

intended to be published: YES / NO

1. (a) How many Delegates are

 expected to participate? National:

 Indicate the number of

 National and Foreign Foreign:

 Delegates separately:

1. How many of the National:

Delegates are expected

to read Papers? Foreign:

1. For how many delegates National:

TA/DA is offered and

at what rate? Foreign:

1. Details of the total

expenditure anticipated:

(along with item wise break-up)

1. Details of Grants requested

received from other Agencies:

1. Details of the Support

expected from NBHM:

(along with the break-up)

1. Name of the Authority

who will be responsible

for submitting the Audited

Statement of Accounts/

Utilization Certificate

and other Reports:

1. Name, designation and

address of the Authority

in whose favour payment

of grant is desired:

1. In any financial year, the applicant can only avail one NBHM financial support for Organizing Conference in the same financial year. The applicant needs to submit the self-certificate with the application as follows:

**“I (Name) have not availed NBHM financial support for organizing Conference in this financial year FY 20…… to 20………, till date.**

1. Any other information:

Place: Signature of the applicant

Date:

**CERTIFICATE**

**(To be signed by the official named in Item 14)**

I undertake to receive from the Department of Atomic Energy advance towards conference grant and to submit a utilization certificate for the same after completion of the event.

I hereby state that:

1. utilization certificate for which application for grant is being forwarded to NBHM, will be submitted within 12 months from the date of closure of financial year; and
2. that no utilisation certificate(s) is/are pending against the Institute for the grants given to the beneficiary of their Institute by DAE, for more than 12 months from the closure of the financial year.

The DD/cheque may be drawn in favour of ...............................................................................................

Date Signature

Seal Name

 Designation

**------------------------------------------------------------------------------------------------------------------------**

**NOTE**:

1. The proposal should be accompanied by a Complete Bio-data and list of Publications of the Convener/Organizing Secretary who has responsibility for the Academic Program of the Conference.
2. The meeting should be on a well-focused theme or two.
3. The proposal should contain a list of speakers who have tentatively agreed to deliver lectures.
4. The emphasis while selecting participants should be on those who are likely to benefit from this meeting.
5. NBHM Grant cannot be used for Travel, Local Hospitality, etc. for Foreign Delegates .
6. Conference Support Break up for NBHM Fund may be distributed in Local Travel, Conference support (viz. Stationery kit, etc.), accommodation for local participants, meals (excluding dinner), etc.
7. A consolidated report giving details such as the list of speakers, the titles of the talks, souvenirs/proceedings if any and the list of participants should be sent to the Member Secretary, NBHM after the meeting is held.
8. UC in GFR12-A Format by email.
9. Refund of unspent amount in the form of DD in favour of ‘Pay and Accounts Officer, DAE, Mumbai’ and send to Under Secretary (R&D-II), Anushakti Bhavan, Department of Atomic Energy, C.S.M Marg, Mumbai – 400 001.