



INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH

Darshan Bhawan, 36, Tughlakabad Institutional Area
M.B Road, New Delhi-110062

APPLICATION FOR FINANCIAL ASSISTANCE FOR HOLDING SEMINAR/CONFERENCE/WORKSHOP/REFRESHER COURSE

(Kindly fill the parts of the format)

[A]

1. Name of the proposer :

(a) Gender : Male / Female

(b) Category : Gen SC ST OBC

2. Designation :

3. Retired / in-service

4. Address (with telephone, mobile numbers, e-mail ID)

(Office)

(Residence)

(E-mail ID)

(Mobile)

5. Other positions held by the proposer in the university/college/institution:

(a)

(b)

(c)

(d)

6. Experience: (in years) Teaching _____ Research _____

7. Area of specialization/study with specific branch:

8. References of Seminars/Conferences/Refresher Courses earlier conducted by the proposer:

Topic (Regional/National/International)	Level	Duration	Year	Place
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(1)

(2)

(3)

9. Brief description of the conferences/Seminars/Refresher Courses held earlier in the same area:

10. Name and designations of the other members of the faculty/colleagues of the proposer:.

(1)

(2)

(3)

(4)

11. Number of student in your department who have worked or are working under the proposer:

(a) B.A. and M.A:

(b) M.Phil and Ph. D:

12. Number of total registered scholars in the Department/Unit

[B]

1. Title of the proposal:

(Regional/National/International

2. Working Paper/Introductory Paper (about 10-12 pages)

(a) Brief introduction, approach and objectives of selecting the topic/theme (on a separate sheet):

(b) Sub-title or allied aspects of the theme/area in which papers from contributors will be invited
(on a separate sheet):

(c) Justificational grounds of selecting the theme/topic (on a separate sheet):

3. Period and dates of the programme in order of preference:

(1)

(2)

(3)

4. List/Number of the participants/Resource Persons (in case of Workshop/Refresher Course):

as under (on a separate sheet)

(1) Outstation

(2) Regional

(3) Local

(4) Ph.D. Scholars

5. Venue of the Programme:

6. Details of the lodging facility:

(a) Number of rooms available in the Guest House

(b) Number of rooms available in the ladies hostel

(c) Number of rooms available for students on sharing basis

7. A brief account of water/electricity, toilet facilities available with cleaning and assisting staff

[C]

Budget details of the proposal

1. Amount required Rs. _____

2. Proposed allocation under different Heads as per permissible items in guideline (attached).

3. Amount of financial help from other sources:

(University/Voluntary Organizations/Business
Houses, etc.)

Rs. _____

4. What efforts will be made by the proposer
to receive the financial help from other agencies
or sources, if not already made

5. Any other information about the programme
not covered in the above mentioned columns:

6. Account details (please fill up bank authorization letter at the end of this proforma)

7. Details of information about grants received in previous years from ICPR and outstanding, if
any.

[D]

UNDERTAKING

1. I certify that above information are correct to best of my knowledge and belief.
2. The sanctioned amount will be utilized for the purpose and within the period for which it is sanctioned.

3. Care and attention will be taken in making expenses as per heads submitted and approved by the Council.
4. In case of any deviation or excess expenditure prior permission will be obtained from the competent authority of the council by the organizer/proposer.
5. The audited account along with photo copy of Vouchers, completed in all respects, will be submitted to the Council within two months after the event/programme with a detailed report of the event.
6. The organizer will maintain economy in expenditure and pay attention the comforts of the delegates and scheduled follow-up of the programme with punctuality.
7. Organizer will comply Terms and Conditions of the Seminar/ Conference/workshop/ Refresher Course as laid down by the Council and stated in Sanction Order.

Signature of the Proposer with designation and seal

Forwarding Authority:

Signature, Designation and Seal

: <u>Check List</u> :	
1. Topic of the event written	<input type="checkbox"/>
2. Budget break wise mentioned	<input type="checkbox"/>
3. Proposed Date(s) of the Event mentioned	<input type="checkbox"/>
4. List of the delegates enclosed	<input type="checkbox"/>

: <u>NOTE</u> :
In case of international event, permission from the Ministry of HRD, Govt of India and necessary clearance from the Ministry of Home Affairs and Ministry of External Affairs has to be obtained.

GUIDELINES FOR SEMINARS FUNDED BY ICPR

All applications for financial assistance to organize seminars must be submitted in ICPR format that can be downloaded from ICPR website. To apply for financial assistance for holding International Seminar/Conference, organizer is required to submit a clearance certificate from Govt. of India to ICPR along with the application.

Although seminar proposals reflecting interdisciplinary areas are welcome, the proposals must have a substantial philosophical content.

Following points must be observed while submitting seminar grants proposal –

1. Precise title has to be given.
2. Its significance and contemporary relevance have to be stated.
3. A detailed note on the theme has to be given.
4. Thematic split up and names of prospective paper presenters have to be mentioned.
5. Venue and Budgetary requirements are to be spelt out.
6. Required number of papers have to be sent to ICPR for quality evaluation. Only after the approval of ICPR, Seminar date can be fixed.
7. In case the expenditure should exceed the sanctioned amount, it will not be reimbursed.

Organizations eligible for Financial Assistance:

1. Proposals submitted by an organization should fall in one of the following categories:
 - A. Central University
 - B. State University
 - C. College affiliated to either A or B above.
 - D. Institution of national Importance receiving grant from UGC/Central Government
 - E. Research Institute funded by Central/State Government
 - F. Deemed University
 - G. NGO/Society engaged in promotion of philosophical research. To be eligible to seek financial assistance under this scheme, NGO/Society must be non-profit making and registered under the Societies Registration Act and should be registered in Niti Aayog PORTAL.
2. Application in duly filled proforma, along with all the documents, must be submitted to the council through proper channel. Applications may be sent in any time in the year. The proposals are evaluated by Academic Advisory Committee for consideration of the Research Project Committee. The committee meetings are generally held 4 times a year to consider and decide the proposals received subject to availability of fund. ICPR may send one or more observers to supervise the seminar.

Types of expenditure permissible under this assistance

It is being formed that ICPR allows budgeting on specific heads that are essential for the organization of the seminars and therefore organizers are strongly recommended to limit their expenses to these only.

The following heads will be considered permissible

S.No.	Particulars	Permissible
1.	International travel	No
2.	Domestic Travel in	Yes (only by Air-India, super value economy class

		case of travel by Air
3.	Accommodation to foreign participants	Yes
4.	Accommodation to Indian participants	Yes
5.	Tea, snacks, lunch and dinner	Yes
6.	Transport	Yes
7.	Stationary	Yes
8.	Xeroxing	Yes
9.	Secretarial Assistance	Yes
10.	Contingency	Yes, not more than 10% of the total budget.
11.	Honorarium to paper writers	Yes, not more than Rs. 2,500/- per person. No honorarium will be paid to other participants who are not presenting paper.
12.	Honorarium to Seminar Coordinator	Rs. 2000 per day maximum upto Rs. 6000/-
13.	Honorarium for Rapporteur (one)	Yes, not more than Rs. 2000/-
12.	Per-diem to the paper writers	No
13.	Publication	No

Other terms and conditions for the release of funds

1. The institution should inform the council if any financial assistance is received from other sources for the same seminar.
2. As per ICPR norms: **10% grants shall be** released via Office Sanction Order directly to institution's bank account immediately after receipt of required documents as per Seminar application forms.
3. The items permissible/non permissible in organization of the programme expenditure and travel etc. are clearly mentioned in this *SEMINAR GUIDELINES* for making expenditure strictly adherence to it to avoid audit objection.
4. Seminar Director/Coordinator may invite papers from participants for presentation in the seminar on the theme. Kindly note that above programme is approved in principle, which shall be finally organized by seminar coordinator only after the receipt of required quality research papers¹ by participants and its submission to ICPR via email (mercy_prasad@yahoo.com) and its evaluation by ICPR with which only **subsequent 80% grant** shall be released.
5. **Balance 10% grant** will be released after the programme is over and accounts and expenditure related bills/vouchers as per Sanction Order are submitted and adjusted at ICPR office. In this regard, a general terms and conditions contained in Sanction Order are also attached herewith for kind information.
6. This may be noted that release of grant is subject to the availability of funds in the concerning financial year.
7. No Registration Fee shall be charged from Participants by the Organizer.

¹ Number of papers required are as: one day seminar – 4 papers; two days seminar – 8 papers; three days seminar – 12 papers.

GUIDELINE FOR WORKSHOP FUNDED BY ICPR

All applications for financial assistance to organize workshops must be submitted in ICPR format that can be downloaded from ICPR website.

Application may be sent to the council along with all the documents through proper channel. Applications may be sent at any time in a year. The proposals are evaluated by Academic Advisory Committee for consideration of the Research Project Committee. The committee meetings are generally held 4 times a year to consider and decide the proposals received, subject to availability of fund. ICPR may send one or more observers to supervise the workshop.

Format for Workshop Proposal

1. It has to be based on classical text.
2. Its significance and contemporary relevance has to be stated.
3. A synoptic survey of the text has to be given.
4. Thematic split up of the text and apportioning of its parts to five Resource Persons for workshop of one week and ten for workshop of two weeks has to be stated.
5. Possible venue, duration and time have to be mentioned.
6. In case the expenditure should exceed the sanctioned amount, **it will not be reimbursed.**

Organizations eligible for assistance:

Proposals submitted by an organization should fall in one of the following categories:

- A. Central University
- B. State University
- C. College affiliated to either A or B above.
- D. Institution of national Importance receiving grant from UGC/Central Government
- E. Research Institute funded by Central/State Government
- F. Deemed University
- G. NGO/Society engaged in promotion of philosophical research. To be eligible to seek financial assistance under this scheme, NGO/Society must be non-profit making and registered under the Societies Registration Act and should be registered in NEETI AYOGA PORTAL.

Types of expenditure permissible under this assistance

ICPR allows budgeting on specific heads that are essential for the organization of the workshop and therefore organizers are advised to limit their expenses to specific budget heads only.

The following heads may be considered permissible/non-permissible

S.No.	Particulars	Permissible
1.	International travel	No
2.	Domestic Travel economy	Yes (only by Air-India, super value class in case of travel by Air)
3.	Accommodation to foreign participants	Yes

4.	Accommodation to Indian participants	Yes
5.	Tea, snacks, lunch and dinner	Yes
6.	Transport	Yes
7.	Stationary	Yes
8.	Xeroxing	Yes
9.	Secretarial Assistance	Yes
10.	Honorarium for Rapporteur	Yes, up to Rs. 2000/-
11.	Contingency	Yes, not more than 10% of the total budget.
12.	Per-diem to the resource persons	No
13.	Publication	No

TA and Honorarium for the Workshop Coordinator

Domestic travel by flight (only by Air-India, super value economy class in case of travel by Air) or by train (AC II tier) may be permissible to the Course Coordinator. A lump sum honorarium of Rs. 5,000/- for one week Rs. 10,000/- for two weeks may be given to the Coordinator of the workshop. However, the Coordinator may be entitled to draw honorarium for taking at least two lectures for which Rs. 2000/- may be paid in the same workshop. Since accommodation will be paid by the organizer, no DA is permissible to the Course Coordinator. It is mandatory for the Co-ordinator to be present on all the days.

TA and Honorarium for Resource persons

Domestic travel by flight (only by Air-India, super value economy class in case of travel by Air) or by train (AC II tier) may be permissible to the resource persons. Resource persons may be paid an honorarium @Rs. 1000/- per lecture and one resource person may not deliver more than five lectures. This involves conduct of discussion and assessment of performance of participants. Each lecture session may continue for 90 minutes. Since accommodation will be paid by the organizer, no DA is permissible to the resource person. The resource person will provide the abstract of his/her lecture well before the course to ICPR through the Workshop Coordinator for advance circulation to the participants.

TA for participants: Participants may be entitled to AC III tier train journey by the shortest route.

Duration: The duration of a workshop may be one week or two weeks. Participants must stay for entire duration.

Number of outstation participants: The number of participants in a workshop may be 30.

Reading materials: Not more than 10% of the total sanctioned budget may be spent on account of reading materials.

Release of Grants and Sanction Order:

1. The institution should inform the council if any financial assistance is received from other sources for the same seminar.
2. As per ICPR norms: **10% grants shall be** released via Office Sanction Order directly to institution's bank account immediately after receipt of required documents as per guideline/application form.

3. The items permissible/non permissible in organization of the programme expenditure and travel etc. are clearly mentioned in **WORKSHOP GUIDELINES** for kind information and making expenditure strictly in adherence to it to avoid audit objection.
4. Participation from the all India level may be invited for the Workshop. It may kindly be noted that above programme is approved in principle, which shall be finally organized by workshop coordinator only after the receipt of teaching material by resource persons its submission to ICPR via email (mercy_prasad@yahoo.com) and its evaluation by ICPR after which only Subsequent 80% grant shall be released.
5. Lastly, balance 10% grant will be released after the programme is over and accounts and expenditure related bills/vouchers as per Sanction Order are submitted and adjusted at ICPR office. In this regard, general terms and conditions contained in Sanction Order are also attached herewith for kind information.
6. This may be noted that release of grant is subject to the availability of funds in the concerning financial year.
7. No Registration Fee shall be charged from Participants by the Organizer.

SANCTION ORDER FORMAT

(Particulars and Terms & Conditions for information to applicant)

Sanction of the Indian Council of Philosophical Research is hereby accorded for the payment of a grant of (amount) through the (Registrar/Principal) to be disbursed to (Seminar Coordinator) for organizing a Seminar on (Title) during (date). Out of the grant sanctioned above, a grant of (10% and/or 80% as per case) is being released . The remaining 10% will be released after receipt of the audited statement as well as related documents.

The grant is released subject to the following conditions:

1. The sanctioned amount should be utilized exclusively for the purpose for which it has been sanctioned for the Seminar/Conference/Workshop, etc. and as per the budget provided by the organization, approved by the Council, and the guidelines as attached. Regular account shall be maintained by keeping receipts / vouchers with regard to expenditure incurred out of the grant including travel and TDS, and the same should be consistently reflected in the Statement of expenditure. Unspent balance out of the ICPR grant, if any, be refunded to the Council forthwith. The excess expenditure made for the programme will not be reimbursed by the Council.
2. **Earnings & Expenditure:**
 - (a) Any interest earned from the grant amount in the Saving Bank Account of the Institute of the grantee to which the grant is disbursed may be accounted for as a receipt for the above programme and the same should be taken as earning while making the statement of expenditure.
 - (b) Financial Assistance / donations or receipts from any other sources for the same event may also be mentioned in total earning/receipts, and expenditure mentioned in Audited Statement of Account (ASA) and Utilization Certificate (UC). The expenditure may be incurred on the basis of the budget submitted and as per the guidelines only.
 - (c) **TDS deducted may be deposited with Income Tax Department in time under the TIN Number of grantee organization and a copy of the TDS certificate may be provided to the Council along with Utilization Certificate.**
 - (d) Any payment made from the grant should be supported by Receipts/Cash Bills. Any expenditure settled above Rs.5000/- should be supported by a receipt duly signed on a revenue stamp.
 - (e) No assets such as cartridge/tonner/portable hard disk, etc. can be created out of the grant released. Hence, such items should not be purchased out of the grant amount.
 - (f) Strict economy may be maintained while spending the grant.
3. **Travel: Standard T.A. form of the institution may be used for settlement of expenses on travel. Air travel, if any, should be allowed through only by Air-India, super value economy class in case of travel by Air. However some permissible sector relaxed by Government of India may be seen at ICPR website download section .**

4. Submissions for Account Settlement: Immediately after the event is over, the grantee shall submit to the Council the following:

(a) Soft copy of Rapporteur report / brief report on the event incorporating the main points that arise during the discussion along with two photographs, to be sent to seminar.report@icpr.in immediately after the program is over which will be uploaded in ICPR Website.

(b) Within one month of completion of the event, the grantee shall submit to the Council the following:

(i) The detailed Audited Statement of expenditure supported by Original receipts/vouchers (signed with date by the organizer), or the detailed statement of expenditure along with utilization certificate (UC) issued by a Chartered Accountant duly supported by photocopies of receipts and vouchers (signed with date by the organizer). Audit fee may be provisioned and paid from the budget. (ii) Copy/copies of TDS certificate reflecting income tax deduction under the TIN No. of the grantee as applicable under income tax rule.

(iii) Detailed report, all the papers presented in the event in bound form along with the Rapporteur report / brief report and some photographs.

(iv) A list of invitees and a copy of attendance sheet of the participants.

(v) Sample of Kits used for the event.

(vi) All the documents (except submissions by email) should always be submitted through proper channel. The vouchers and receipts and photocopies of the documents should be signed with date by the organizer of the event.

5. The final installment of **10%** of the sanctioned amount will be released after verifying and clearance of the above mentioned documents.

6. In case of cancellation of the event, the Institute /grantee will be liable to return the entire grant received from the Council with the interest earned, failing which, the Council will be free to institute legal action. Legal Dispute, if any, will be settled in the court of Delhi.

The amount of out of the amount sanctioned herein would be paid to the through Bank transfer to S.B A/c at(Bank details etc). The amount sanctioned herein is debitable to the head of Account **ICPR organized Seminar** (Plan) out of the budget allocation of the Council for the current financial year 2016-17.

(Authority: Approval of Member-Secretary on note dated)

(Director P&R)

Accounts Officer, ICPR, New Delhi (Bill attached)

Copy to:

Seminar coordinator Registrar/Principal.....

BANK AUTHORISATION LETTER

(/WE _____

Organization /Society/ NGOs name/Institution/College/University's name) would like to receive the sums disbursed by the Indian Council of Philosophical Research, New Delhi to me/us electronically to our bank account: detailed below:

Payee's Particulars	
Address	
District	
Pin code	
I.T. Permanent Account Number	
Telephone number with STD code	
Fax No. if any	
Bank Details	
Name of the Bank	
Bank Branch(full address& Telephone number)	
Bank Account Number	
Account type	
Mode of electronic transfer available – RTGS, NIFD any other	
IFSC code	
MICR code	

Account number and IFSC/MICR codes have been verified by me and are correctly recorded above

SD*

Manager

(Bank branch maintaining the Account)

Seal

*(to be signed by the Manager of the Bank)

Signature

Name _____

Name of Organization _____

Registration No _____

Authority & Place of Registration

Date of Registration