



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 / Seminar Sub-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	Yes (Air ticket must be booked from Government authorized agency Balmer Lawrie, IRCTC and Ashoka Travels & Tours in economy class)

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.3,000/- per person. No honorarium will be paid to other participants who are not presenting paper.
12.	Honorarium to Seminar Coordinator	Rs.5,000 per day maximum upto Rs.10,000/-
13.	Honorarium for Rapporteur (one)	Yes, not more than Rs.2,000/-
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. 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.
3. 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 seminar@icpr.in and its evaluation by ICPR with which only **subsequent 70% grant** shall be released.
4. **Balance 30% 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 Award letter are also attached herewith for kind information.
5. This may be noted that release of grant is subject to the availability of funds in the concerning financial year.
6. 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.

Award Letter Format (Seminar)

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Subject: Conditional award letter of Rs. as a grant for organizing the **National Seminar**.....

(The programme should only be organized after submission of following required documents & acceptance of terms & conditions issued by the Council.)

Dear Sir/Madam,

Kindly refer to your proposal submitted to Indian Council of Philosophical Research (ICPR), seeking financial support for organizing the

- A. I am directed to inform you that Seminar Sub-Committee meeting held on has recommended Rs. as ICPR financial assistance for organizing the programme subject to the fulfillment of the terms & conditions of the Council.

In this regard, you have to submit the following details:

1. List of resource persons with thematic split and participants.
(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)
2. Revised budget of Rs. Lakhs
3. Concept note as per the title
4. Final date of the Programme
5. Detailed Programme Schedule
6. Bank Details with Payee's Name (as per attached format)
7. In case of a trust, Niti Aayog registration is required

Note: In case of non-production of the above details the award letter will be treated as cancelled.

B. The following documents are mandatory requirements to settle the account.

- a. Feedback from the participants may be obtained and sent to the Council.
- b. Detailed report, of all the sessions in the event in a bound form along with the Rapporteur's report / brief report and some photographs. **(Program report and photographs must be submitted via email to seminar@icpr.in within a week after the program is over.)**
- c. **The public funded Institutions/Universities/Colleges are required to submit the head-wise statement of accounts with utilization certificate. TDS and GST deductions, wherever applicable, may be done as per rule.**
- d. **The NGO's/Private Institutions/Trusts are required to submit the head-wise statement of accounts with certified photocopies of original bills/vouchers of the entire expenditure incurred from the sanctioned amount to be submitted along with utilization certificate. TDS and GST deductions, wherever applicable, may be done as per rule. Where it is not applicable, the same may be mentioned in a list of such receipts and vouchers, when listing them out as per the format.**

C. Terms & Conditions:

1. Travel: All the air tickets invariably are purchased from any of these GOI authorized travel agents only.
 - a) M/s Balmer Lawrie & Company Limited (BLCL)
 - b) M/s Ashok Tours and Travels (ATT)
 - c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

Note: In case an air tickets/train tickets purchased from any other agent no reimbursement will be made.

2. The financial assistance should be utilized for the purpose for which it has been sanctioned and under the sanctioned financial year.
3. Amount of the grant remaining unspent during the current financial year shall be refunded to the ICPR immediately after completion of the programme. If the organization is to refund the amount of the grant then it needs to be refunded along with the accrued interest from the date of the receipt of the grant by the means of the cheque/draft payable to "Indian Council of Philosophical Research, New Delhi".

4. 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.
5. 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.
6. Usage of Plastic Banners, Back drops, water bottles during ICPR sponsored seminars/workshop is banned as per directives of Govt. of India.
7. No part of the assistance is to be utilized for publication of the proceedings of the programme.
8. 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 initiate legal action. Legal Dispute, if any, will be settled in the court of Delhi.
9. The honorarium should be recorded in the receipts format available on the ICPR website under download at **Honorarium or Sitting Fee & T.A. Claim Form**. All papers and receipts should be numbered, self –attested at back of them and be arranged as per the format available on ICPR website at **Expenditure Arrangement Format for Seminar Conferences – such events**.
10. The organizer is to ensure that due approval from Ministry of External Affairs and Ministry of Home Affairs are taken for the visit of any participant resource person from abroad and ICPR will not be answerable for non-compliance of any such norms.
11. Strict economy may be maintained while spending the grant.
12. No excess expenditure shall be reimbursed in case of over expenditure.
13. **Within one month of completion of the event, the grantee shall have to submit the documents. In case the timeline is not adhered to, remaining amount may not be released by ICPR.**

The sanctioned amount will be released in installments as follows:

First Installment	70% As grant in advance	
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The first installment will be released on submission of details 01 to 07 page no. 1 and satisfactory report on evaluation of the research papers. The final installment of Rs./- i.e. 30% of the grant shall be released on receipt of the required documents mentioned at point 13 within a month after the programme is over.

(Authority: - Approval of Member-Secretary dated on page no. of the note sheet).

Director (P&R)

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	Yes (Air ticket mustd be booked from Government authorized agency Balmer Lawrie, IRCTC and Ashoka Travels & Tours in economy class)
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 (Air ticket should be booked from Government authorized agency Balmer Lawrie, IRCTC and Ashoka Travels & Tours in economy class) 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 (Air ticket should be booked from Government authorized agency Balmer Lawrie, IRCTC and Ashoka Travels & Tours in economy class) or by train (AC II tier) may be permissible to the resource persons. Resource persons may be paid an honorarium @Rs.3,000/- 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. 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.

3. 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 (seminar@icpr.in) and its evaluation by ICPR after which only Subsequent 70% grant shall be released.
4. Lastly, balance 30% 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.
5. This may be noted that release of grant is subject to the availability of funds in the concerning financial year.
6. No Registration Fee shall be charged from Participants by the Organizer.

Award Letter Format (Workshop)

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Subject: Conditional award letter of Rs. as a grant for organizing the **National Seminar**.....

(The programme should only be organized after submission of following required documents & acceptance of terms & conditions issued by the Council.)

Dear Sir/Madam,

Kindly refer to your proposal submitted to Indian Council of Philosophical Research (ICPR), seeking financial support for organizing the

D. I am directed to inform you that Seminar Sub-Committee meeting held on has recommended **Rs.** as ICPR financial assistance for organizing the programme subject to the fulfillment of the terms & conditions of the Council.

In this regard, you have to submit the following details:

8. Concept note
9. Revised budget of Rs. Lakhs
10. Final date of the programme
11. List of resource persons & participants
12. Detailed Programme Schedule
13. At least 08 (twelve) papers
14. Bank Details with Payee's Name (as per attached format)
15. In case of a trust, Niti Aayog registration is required

Note: In case of non-production of the above details the award letter will be treated as cancelled.

E. The following documents are mandatory requirements to settle the account.

- e. Feedback from the participants may be obtained and sent to the Council.
- f. Detailed report, of all the sessions in the event in a bound form along with the Rapporteur's report / brief report and some photographs. **(Program report and photographs must be submitted via email to seminar@icpr.in within a week after the program is over.)**
- g. **The public funded Institutions/Universities/Colleges are required to submit the head-wise statement of accounts with utilization certificate. TDS and GST deductions, wherever applicable, may be done as per rule.**
- h. **The NGO's/Private Institutions/Trusts are required to submit the head-wise statement of accounts with certified photocopies of original bills/vouchers of the entire expenditure incurred from the sanctioned amount to be submitted along with utilization certificate. TDS and GST deductions, wherever applicable, may be done as per rule. Where it is not applicable, the same may be mentioned in a list of such receipts and vouchers, when listing them out as per the format.**
- i.

F. Terms & Conditions:

14. Travel: All the air tickets invariably are purchased from any of these GOI authorized travel agents only.
 - d) M/s Balmer Lawrie & Company Limited (BLCL)
 - e) M/s Ashok Tours and Travels (ATT)
 - f) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

Note: In case an air tickets/train tickets purchased from any other agent no reimbursement will be made.

15. The financial assistance should be utilized for the purpose for which it has been sanctioned and under the sanctioned financial year.
16. Amount of the grant remaining unspent during the current financial year shall be refunded to the ICPR immediately after completion of the programme. If the organization is to refund the amount of the grant then it needs to be refunded along with the accrued interest from the date of the receipt of the grant by the means of the cheque/draft payable to "**Indian Council of Philosophical Research, New Delhi**".

17. 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.
18. 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.
19. Usage of Plastic Banners, Back drops, water bottles during ICPR sponsored seminars/workshop is banned as per directives of Govt. of India.
20. No part of the assistance is to be utilized for publication of the proceedings of the programme.
21. 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 initiate legal action. Legal Dispute, if any, will be settled in the court of Delhi.
22. The honorarium should be recorded in the receipts format available on the ICPR website under download at **Honorarium or Sitting Fee & T.A. Claim Form**. All papers and receipts should be numbered, self –attested at back of them and be arranged as per the format available on ICPR website at **Expenditure Arrangement Format for Seminar Conferences – such events**.
23. The organizer is to ensure that due approval from Ministry of External Affairs and Ministry of Home Affairs are taken for the visit of any participant resource person from abroad and ICPR will not be answerable for non-compliance of any such norms.
24. Strict economy may be maintained while spending the grant.
25. No excess expenditure shall be reimbursed in case of over expenditure.
26. **Within one month of completion of the event, the grantee shall have to submit the documents. In case the timeline is not adhered to, remaining amount may not be released by ICPR.**

The sanctioned amount will be released in installments as follows:

First Installment	70% As grant in advance	
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The first installment will be released on submission of details 01 to 08 page no. 1 and satisfactory report on evaluation of the research papers. The final installment of Rs./- i.e. 30% of the grant shall be released on receipt of the required documents mentioned at point 13 within a month after the programme is over.

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

(Director P&R)

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