**Format-I**

<Forwarding Letter>   
Address/ ph /fax no & email id

Dated:

To

The Additional Director General, Capacity Development Division

Ministry of Statistics and Programme Implementation Room No. 119, Khurshid Lal Bhawan, Janpath

New Delhi-110001

Subject: Proposal for undertaking/conducting a study/ seminar /conference on……………..

Sir,

I am glad to forward herewith a proposal for undertaking/conducting a study/ seminar on at a total

cost of Rs…………………………. The study is proposed to be completed over a period of months. The

study/seminar/conference is proposed to be held during …………. (period)………………….. Mr./Ms./Dr who

is working as in this institution will be the Project Director/ Principal Research Investigator.

1. I certify that this institution will provide all the facilities and infrastructure for the completion of the study/ seminar/conference and undertake as follows:
2. This proposal or other similar proposal has not been submitted to any other agency/ Department for funding/ the proposal has also been submitted to……………………. for partial funding up to Rs lakhs.
3. The Project Director/ Principal Research Investigator will continue to work in the institution till the completion of the study/ seminar. In case, the Project Director leaves without completing the project, the institution will take full responsibility to complete the project as per the existing terms and conditions.
4. The institution will take full responsibility for monitoring the progress of the project, sending progress reports and utilization certificates, etc. and ensuring proper and timely implementation.
5. It is requested that the project proposal may be considered favourably for providing financial assistance of

Rs………………..

1. Details of documents enclosed are given in the attached Checklist.

Signature of the Head of the Institution Name of the Head of the Institution & Stamp

**Format X**

## Application Form for Travel Grants

* 1. Name of the applicant (Dr./Mr./Miss/Mrs.)

Please paste a recent & self- attested passport size photograph of the self

* 1. Father’s/Husband’s Name
  2. Nationality
  3. Sex
  4. Date of Birth
  5. Passport No. :
  6. Mailing Address (with Telephone No., Fax No./e-mail, if any)
     1. Official
     2. Residential
  7. Academic Qualifications in Statistics achieved (enclose photocopy of the certificate in support)
  8. Details of employment in chronological order (Designation, organization, pay scale, date of joining, nature of work etc.)
  9. Field of specialization/research work, if applicable
  10. Details of research papers published
  11. Awards/citations, etc. received
  12. Details of the Govt. and other sponsorship/assistance/funding availed of and international conference/seminar/meeting/workshop etc. attended in the last three years (title of the conference, dates, venue, how funding was arranged, etc.)
  13. Details of the Conference/Seminar/ /Meeting/ Symposium/ Workshop etc. where the paper has been accepted by organizers for presentation
      1. Name of the Conference…………………………………………………
      2. Venue of conference……………………………………………………
      3. Date(s) of conference ………………………………………………….
      4. Broad theme(s) of conference…………………………………………
      5. Name and address of the organising/convening Institution (including Telephone numbers, e-mail address and web-site address, a brief note on the organizers (established on…., membership, periodicity of the conference etc.)
  14. Details of the paper accepted for presentation (photocopy of the letter of acceptance of the paper by the organizers for presentation should be enclosed)
      1. Title
      2. Subject area
      3. Whether the full paper has been accepted for paper presentation (Yes/ No), If ‘Yes’ Date of acceptance letter:

c) Tentative/Expected date of presentation

* 1. Detailed item-wise particulars of the financial assistance (towards travel cost, air ticket, etc.) which the applicant has already received or expects to receive from other sources/Agencies for attending the event (for which assistance is now being sought from M/O S&PI) – name of the funding agency, sanctioned amount, mode of payment, items of expenditures being funded, etc. may be given.
  2. Actual airfare (in Indian rupees) of economy class (to and fro) for Air-India by shortest air route between India and country where paper is to be presented.
  3. Item-wise details in respect of other expenditures like other travel costs, registration fee, airport tax, visa fee etc., not included in (17) above.
  4. Total item-wise financial support (in Indian rupees) sought from the Ministry of Statistics & Programme Implementation (after deducting the amount shown at Sl. No. 16 above)
  5. Proposed date of departure from India for attending the event and expected date of return. (Names of international airport in India nearest to the place of working and international airport abroad nearest to the venue of conference may please also be given here).
  6. Details (including dates, PNR No., etc.) of the Air India tickets, if any, blocked for above proposed dates:

1. Onward journey
2. Return journey
   1. The benefits expected to be derived by virtue of attending the event.
   2. Other relevant particulars, if any, desired to be furnished.

I hereby declare that all the particulars given in this application are correct. I have not hidden any such fact/information available with me as must be necessarily brought to the notice of M/O S&PI). I will satisfy all the terms and conditions prescribed by the M/O S&PI. I also agree to be penalized by M/O S&PI as deemed fit by it for the terms and conditions not satisfied by me.

Place:

Date: Signature of the applicant

Recommendations of the Head of Department/Supervisor.

Place: Signature of the Head of the Deptt or

Supervisor (along with official address, telephone no., fax no. and e-mail address)

Date:

Note:

1. The application must contain correct, clear, complete and categorical information. Application with vague or no information particularly in respect of the items at Sr.No.8, 13,14,16 and 19 or application of working persons not forwarded/recommended by their organization would be treated incomplete and would not be considered.
2. The application must have following essential enclosures:
   1. Letter of acceptance from the organizers for presentation of the paper indicated at Sr.No.15 above.
   2. Full copy of the paper proposed to be presented otherwise it will be summarily rejected.
   3. Necessary documents and certificates mentioned in (iv) to (vii) of para 3 of the guidelines.
   4. Certificate from the Head of the Institution on non-availability of funds for meeting the travel expenditure of the candidate for presenting the paper in abroad.
3. *5* copies of papers including application form and full copy of the accepted paper but excluding the papers such as letter of acceptance from the organizers, details of anticipated expenditures, certificates, testimonials, etc. may be submitted. A soft copy of the application form and accepted paper may also be submitted at [training-mospi@gov.in](mailto:training-mospi@gov.in).