

Budget estimate for conduct of Seminar / Conference / Workshop (XII Plan)

1. Department :
2. Name of the Organising Secretary :
3. Level: National International Regional
4. Proposed Date:

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5. Broad details of Budget estimate (in Rs.) for which financial assistance is sought:

S No	Particulars/ Heads of A/c	Amount ₹.
A. UGC		
1.	TA/DA (within India) and honorarium (Rs. 1000 per day) for Resource Persons	
2.	TA/DA (within India) for Delegates	
3.	TA/DA (within India) for Paper presenters (not applicable for Departmental Seminars)	
4.	TA/DA (within India) for Research Scholars	
5.	Pre-conference printing (announcements, abstracts, etc)	
6.	Publication of Proceedings	
7.	Local Hospitality including boarding and lodging (may be restricted to 25% of the total allocation from the UGC)	
	Subtotal (A)	
B. Other funding agencies (name them separately & include only heads of a/cs as indicated by the respective guidelines)		
1.	
	Subtotal	
2.	
	Subtotal	
3.	
	Subtotal	
	Subtotal of (B)	
C. Sponsors (mention name of sponsor and amount against each)		
	
	Subtotal of (C)	

S No	Particulars/ Heads of A/c		Amount ₹.
D. Registration			
	<ul style="list-style-type: none"> • No. of Delegates x Reg. Fee (Faculty / Scientists / Paper Presenters) • No. of Research Scholars x Reg. Fee • Others x Reg. Fee 		
	Subtotal of (D)		
	Grand Total (A+B+C+D)		
E.	Proposed expenses	Source	Amount (₹.)
(i)	TA (within India) / DA		
	▶ Resource Persons		
	▶ Delegates		
	▶ Paper presenters		
	▶ Research Scholars		
(ii)	Pre-conference printing (announcements, abstracts, etc)		
(iii)	Publication of Proceedings		
(iv)	Local Hospitality including boarding and lodging		
(v)	Other contingency expenses		
	Total		

Total Receipt (₹.) :

Total Expenditure (₹.) :

Balance Amount (₹.) :

*Signature of
Organising Secretary*

*Signature of
HOD*

*Signature of
Dean*

Office use only :

Committee's Recommendation :

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*Signature of
Convenor*

*Signature of
Member Secretary*