

 <p>National Council for Promotion of Urdu Language</p> <p>SCHEME DOCUMENT</p>	Doc. No. : SC-05
	Issue No. : 04
	Issue Date : 01-Apr-2016
	Page 1 of 1
<b>Title: SCHEME OF FINANCIAL ASSISTANCE FOR SEMINARS/ CONFERENCES/ WORKSHOPS/MUSHAIRA</b>	

1. Financial Assistance is provided to registered NGOs for organising of Seminar/Conference/Workshop on topics related to Linguistic, Literature, Culture and Cultural Heritage associated with Urdu language.

**2. Extent of Financial Assistance :**

1. Local/District Seminar upto Rs.37,500/-
2. State Level Seminar upto Rs.75,000/-
3. National Level Seminar upto Rs.1,50,000/-
4. International Level Seminar upto Rs.4,50,000/-

Following items of expenditure shall be admissible under the scheme :

- (i) Rent of venue.
- (ii) TA/DA of participants subject to IInd AC railway fare.
- (iii) Honorarium of scholarly papers @ Rs. 1000/- per paper.
- (iv) Miscellaneous/ contingency expenditure.

The grant shall be released in two equal installments. Second installment shall be released after the receipt of report on deliberation, list of actual participants and utilization certificate from the grantee institution/organization.

The articles/materials, presented in the seminar/conference/workshop will be the property of the NCPUL.

**3. Eligibility :**

- 3.1 Voluntary organization/societies/charitable endowments/ trusts which are registered for last three years under the relevant Central or a State Laws prevalent for the time being, are eligible to apply for assistance.
- 3.2 Voluntary organization/societies/charitable endowments/ trusts should be registered with the government NGO portal [www.ngo.india.gov.in](http://www.ngo.india.gov.in).

**4. Submission of Application:**

The application may be submitted from 1<sup>st</sup> May to 31<sup>st</sup> May and 1<sup>st</sup> September to 30<sup>th</sup> September of every year, on prescribed proforma along with required documents for consideration.

**APPLICATION FORM FOR SEMINAR /CONFERENCE/WORKSHOP**

**The Director**

National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan  
FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir

I submit herewith an application for Seminar/Conference/Workshop under the scheme of financial assistance for “**Seminar/Conference/Workshop**”. Details are as follow:

1. Name of the applicant with full address : .....  
(attach a copy of Bio-data in case of scholar) : .....  
: .....
2. Topic of Seminar/Conference/Workshop : .....
3. A detailed note on the topic : .....  
(attach a separate sheet)
4. Proposed date and Venue : .....
5. No. of participants : .....  
(attach the complete list of participants  
with professional status, full address and  
Telephone/Fax No.)
6. No. of Scholarly papers to be presented : .....
7. **Estimated Expenditure**
  - (i) Rent for Venue : .....
  - (ii) TA/DA for participants limited to 50 : .....
  - (iii) Honorarium for scholarly papers : .....
  - (iv) Contingency : .....
- TOTAL** : .....
8. Amount of Financial Assistance required : .....

**For Voluntary Organization/Societies/Trusts**

1. Name of NGO/VO/Society/Trust with complete address : .....
2. Name of Chief Executive/ Functionary with Tel.No./Mob./Fax/E-mail : .....
3. (a) Registration Number with Date/Year and Act in which registered (enclose a copy of Registration Certificate also) : .....
- (b) Unique ID No. of NGO as generated in [www.ngo.india.gov.in](http://www.ngo.india.gov.in) (enclose a copy of Unique ID Number) : .....

**(Signature)**

Name ( in Capital) : .....

Address : .....

Office Seal : .....

**Note : Please read NORMS carefully before filling the form.**