



National Translation Mission

Central Institute of Indian Languages

Dept. of Higher Education, Govt. of India
Ministry of Human Resource Development
Manasagangotri, Mysore – 570 006



GRANT-IN-AID APPLICATION FORM FOR ORGANIZING PROGRAMMES IN 22 SCHEDULED LANGUAGES

**Please read the instructions carefully before filling up the application*

1.	Name and address of the university / institution	
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 (attach the abstract of the papers to be presented)	
7.	Estimated Expenditure	i) T.A/D.A. for participants : (A copy of the list of participants indicating their designation & address must be enclosed) ii) Honorarium for the experts/resource persons : iii) Stationery : Total :
8.	Amount of Financial Assistance required	

Guidelines

GRANT-IN-AID APPLICATION FORM FOR ORGANIZING PROGRAMMES IN 22 SCHEDULED LANGUAGES

Under this scheme, NTM will provide financial assistance for organizing programmes related to translation to universities/colleges/institutions recognized by State/Central/UT Governments.

- 1. Productive workshops**
- 2. Seminars/conferences/symposia/colloquia**

Eligibility

1. The Universities/institutions, which are set up, registered and funded by the central/UT/state governments for promoting translation activities, will be eligible.
2. The programmes that hurt the political, religious and ethnic emotions of the public and those that are against national interest shall not be eligible.

Terms and conditions

1. Request for financial assistance shall be made for only one programme in one financial year.
2. The applicant shall maintain an identical signature in all the documents related to the grant.
3. In case of any change in the postal address of the applicant after the submission of the application, the same shall be communicated to NTM-GIA immediately.
4. No interim correspondence shall be entertained. However an acknowledgement letter will be sent to the applicant confirming receipt of the application.
5. Once approved or rejected by NTM-GIA committee, the proposal shall not be reconsidered.
6. Any decision regarding the admitted items and estimates of expenditure of the approved programme shall totally rest with the sanctioning authority and it will be final and binding.
7. The sanctioning authority reserves the right to terminate the approved programme at any stage, if it is convinced that the grant has not been properly utilized and sufficient progress has not been achieved.
8. Once the estimates are approved and the grant sanctioned, they shall not be modified later at any stage.
9. The sanctioned grant shall be used for the following heads of expenditure:
 - TA/DA to outstation participants/resource persons
 - local conveyance for local participants/resource persons
 - honorarium to external resource persons
 - stationery expenses
10. The grant under this scheme shall not be used for meeting previous liabilities or debts.
11. The grant released shall not be spent on developing infrastructure facilities such as construction of buildings, purchase of vehicles, air-conditioning etc.
12. The assets acquired wholly or substantially out of the grant received under this scheme shall not be disposed off or transferred to any person/institution/agency/association or utilized for purposes other than the programme for which it has been sanctioned.

13. The grantee shall exercise utmost economy in execution of the approved programme.
14. The grantee shall maintain separate records of expenditure of the approved programme as per the guidelines provided by NTM-GIA's sanctioning authority.
15. Subject to the provisions of this scheme, all disputes, claims, suits and actions arising out of this scheme will be finally decided in accordance with the provisions of the Indian Arbitration and Conciliation Act 1996. The venue for arbitration shall be Mysore/Delhi, India.
16. Paper / Materials Presented / Produce during the Seminar / Workshop should be submitted with the detailed report to NTM and final version of the material shall be published by NTM or if the host institute would be publishing it should to be a joint publication.

Requirements for submission of application:

1. The application has to be forwarded through the Registrar along with the following documents:
 - detailed programme proposal
 - project estimate/budget
 2. The application should be sent to:

Project Director,
National Translation Mission
SRLC Building
Central Institute of Indian Languages
Manasagangotri, Hunsur Road
Mysore-570006, Karnataka.
- *The applicant should write 'NTM-GIA' in bold letters on the envelope.*
- **Applications with incomplete information will not be considered.**

Mode of Payment:

The sanctioned grant will be released in two installments as given below:

- A) The first installment of 25% of the sanctioned budget will be released on submission of the following documents:
 - acquittance
 - a bond to be executed on non-judicial stamp paper worth Rs 100 which contains two witnesses and two sureties
 - documents authenticating the identity of the sureties
 - authorization letter. In case of e-transfer, only non-personal account should be given
- B) The second and final installment of 75% of the sanctioned budget will be released on submission of the following documents:
 - programme bills/ vouchers in prescribed proforma (with necessary enclosures)
 - statement of expenditure
 - programme report
 - list of participants/enrolled students with their clear addresses for correspondence
 - attendance sheet of the programme of all the days (session-wise)
 - copies of the papers presented in the programme (seminars/conferences)
 - a copy of the prepared material, in case of workshops