

## **Instruction for Online Application Submission under Events Programme**

1. Applicants may refer Events guidelines at ([https://www.dsir.gov.in/sites/default/files/2022-01/a2ke\\_guide\\_2021e.pdf](https://www.dsir.gov.in/sites/default/files/2022-01/a2ke_guide_2021e.pdf)) for the scheme details.
2. For Online Applications, applicants are advised to keep required information and documents ready for upload. Form fields of the applications are mentioned below this document for ready reference.
3. For application submission, the applicant shall be taken to the service plus portal at <https://serviceonline.gov.in/dbt>
4. The applicant shall first have to register for accessing the schemes on the service plus portal. After registering, the applicant organization can log in with the registered login credentials.
5. After log in, Events Programme can be reached through Apply for Services --> View all Available services --> Events Programme (Search Events for quick access).
6. After submission, the applicant organization will receive an Acknowledgement receipt where it will have the Application Reference Number (App Ref No.).
7. Applicant may check the application status as: Login --> View Application status -> Track Application status --> App Ref No. --> Get Data.
8. It is advisable to keep saving data by clicking on DRAFT while filling the form.
9. Once it saves in Draft, applicant will get a pop-up notifying App Ref No.
10. This App Ref No. will be used to further track the Draft Application as: View status of Application --> View Incomplete Application.
11. Applicants can manage the profile after registering.
12. The applicant is required to fill all the required fields and upload all the relevant documents.
13. Applicants are advised to observe patience as draft saving/submission may take little time on some occasions.
14. The auto-fill fields have to be clicked for proper insertion.
15. All attachments to the online applications must be in the .pdf file format only.
16. DSIR reserves the right to summarily reject the application at any stage, if it is convinced that the application is not properly filled or the relevant information is not provided.
17. Form fields of the applications are appended below.



सत्यमेव जयते

Government of India

Ministry of Science and Technology

Department of Scientific and Industrial Research

Technology Bhavan, New Mehrauli Road, New Delhi - 110 016

Access to Knowledge for Technology Development and Dissemination (A2K+)

Support to Events

[Refer Guidelines before filling Application Form](#)

## 1. Event Type

1.1 Geographical Coverage \*

Please Select ▼

1.2 Type of Event \*

- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> Training               | <input type="checkbox"/> Conference | <input type="checkbox"/> Workshop       |
| <input type="checkbox"/> Exhibition             | <input type="checkbox"/> Hackathon  | <input type="checkbox"/> Virtual Events |
| <input type="checkbox"/> Other (Please mention) |                                     |   |

## 2. Event Details

2.1 Broad Subject Areas \*

2.6 Address Line 1 \*

2.2 Name /Title of Event \*

Address Line 2 \*

2.3 Venue / City \*

Address Line 3

2.4 Event Date \*

Country \*

Please Select ▼

(i) Date of Event (from)

State \*

Please Select ▼

(ii) Date of Event (to)

District

Please Select ▼

2.5 No. of Participants Expected \*

Postal / Zip Code \*

Upload Details of expected  
Participants ?

Additi

Choose File No file chosen

2.7 Telephone(s) \*

2.8 E-Mail \*

### 3. Organisation Details

3.1 Name of Organisation \*

3.2 Department

3.3 Address Line 1 \*

Address Line 2

Address Line 3

Country \*

State \*

District

Postal / Zip Code \*

3.4 Telephone(s) \*

3.5 E-Mail ( Head of Institution / Organization ) \*

### 4. Structure of Organisation

4.1 Type of Institution / Organisation \*

### 5. Bank Details

5.1 Name of Account Holder \*

5.2 Beneficiary Account Type \*

5.3 Beneficiary Account Number \*

5.4 Beneficiary Bank Name \*

5.5 IFSC Code \*

5.6 Branch Address \*

## 6. Organising Secretary / Principal Investigator

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6.1 Name \*

6.2 Designation \*

6.3 Address Line 1 \*

Address Line 2

Address Line 3

Country \*

Please Select



State \*

Please Select



District

Please Select



Postal / Zip Code \*

6.4 Telephone(s) \*

6.5 Mobile Number \*

6.6 E-Mail \*

## 7. Budget Details

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### 7.1 Budget \*



S.No	Item	Estimated Expenditure (INR) ₹ * ?	DSIR Support Sought (INR) ₹ * ?
a	Publication and Documentation ( Prox		
b	Publicity , Audio-video etc		NA
c	Delegate Kit		
d	Resource Person Expenditure (Honora		
e	Venue Charges		NA
f	Hospitality		NA
g	Secretarial Assistance		NA
h	Contingency		NA
i	Prize & Awards ( for Hackathon )		NA
j	Any other Expenses		NA
k	Total Budget		

Budget Justification \*

Justification

## 8. Details of Anticipated Income

### Details of Income \*

Source	Amount Requested (INR) ₹ * ?	Receipts Amount estimated (INR) ₹ * ?	Items suggested
From Other Funding Agenci			
Through Registration			
Through Advertisement			
Contribution of Applicant			
Total Amount			NA

Upload Document ?

Additional docu

Choose File No file chosen

## 9. Objectives of Event

9.1 Brief Statement of objective of event including its kind & level of participation, number of expected Participants etc. (up to 2000 character) \*

(Separate files to be attached, if required) ?

Additional docu

Choose File No file chosen

9.2 Expected outcomes and benefits from the event \*

(Separate files to be attached, if required) ?

Additional docu

Choose File No file chosen

## 10. Details of Past Events

10.1 Details of past events organised on related topics, in the last 3 years \*

(Separate files to be attached, if required) ?

Additional docu

Choose File No file chosen

## 11. Any Other Information

11.1 Any other Information

Upload Document ?

Additional docu

Choose File No file chosen

## Declaration

I / We declare that all the statements made in this application are true, complete and correct to the best of my / our knowledge and belief. In the event of any information, found false or incorrect, my / our proposal will stand cancelled and all my / our claims will be forfeited. Further, it is stated that I / we have not received / applied for any financial assistance for the present proposal from any other agency. \*

I / We Agree

Name of Organising Secretary \*

Designation \*

Organisation Details \*

Signature of Applicant / Organising Secretary \* ?

Choose File No file chosen



Name of Head of Organisation \*

Designation \*

Organisation Details \*

Signature of Head of Organisation \* ?

Choose File No file chosen



Please upload coloured scan of above undertaking (ink signed by the Organising Secretary and Head of Organisation) on the letter head of the Organisation . \* ?

Additional docu

Choose File No file chosen

Place \*

Date \*

### Word verification



Please enter the characters shown above

Draft

Submit

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