

Proposal Format

Basic level workshop on Manuscriptology and Palaeography

1. Name and address of the Coordinator of the proposed workshop:

i) Name of the Coordinator :

ii) Designation & Address :

2. Name and address of the collaborating Institution/University:

i) Name of the Institution :

ii) Address :

3. Bankers details:

i) Name of the Bank :

ii) Name and designation of the
Holder of the account :

iii) Account number :

iv) Bank draft to be drawn in
favour of :

4. Contact phone, mobile and fax no. of the coordinator along with e-mail ID:

i) Contact number :

ii) Mobile number :

iii) Fax number :

iv) E-mail ID :

5. Brief history of the collaborating Institution/MRC/University:

6. Infrastructural status of the collaborating Institution/MRC/University:

7. Back ground and justification:

8. List of experts and participants (Attached separately):

9. Proposed duration of the workshop: (21 days)

10. Programme details along with schedule: (Attached separately):

11. Proposed budget: (should not exceed Rupees 7 lakh.)

Sl. No	Name of the Head	Amount (Rs.)
1	TA/DA to Resource persons and Participants (Subject to actual)	
2	T.A./D.A. to Invitees (Speakers, Chairpersons, Guests for Inaugural and Valedictory functions) (Subject to actual)	
3	Honorarium of Resource Persons @ Rs. 1000/-per lecture	
4	Food (Breakfast, Lunch, snacks & Dinner) @Rs. 250 per person per day	
5	Accommodation charges for Resource person and participants	
6	Kit-bags and Stationeries (Subject to actual)	
7	Printing, Xerox, Postage (Subject to actual)	
8	Transportation charges (Subject to actual) (Hiring of Taxi Buses etc. if, necessary)	
9	Photography, Audio and Video Recording etc. (Subject to Actual)	
10	Expenditure for Inaugural and valedictory functions (Flower bouquets, Decoration and gift charges) (Subject to actual)	
11	Miscellaneous Expenses (Subject to actual)	
	Total (Maximum 7 lakhs)	

Signature with seal