



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Dr. Rajendra Prasad Road, Krishi Bhavan, New Delhi 110 001

F.No.23(6)/2025-Cdn (Tech.)

Dated: 19th May 2025

CIRCULAR

Subject: Grant of Financial Assistance to the Scientific Societies/Academic Institutions/Agricultural Universities etc. for organizing National/International Symposia/Seminars/Conference and the publication of Journals etc.

The Indian Council of Agricultural Research provides financial assistance to Scientific Societies/Academic Institutions for organizing National/International Seminars/ Symposia/ Conferences and Publication of Scientific Journals. All the Scientific Societies/Academic Institutions/ Universities willing for financial assistance from Indian Council of Agricultural Research may submit their applications in the prescribed format (copy enclosed) accordingly.

Under the provisions of Revised Rules and Guidelines for grant of financial assistance to scientific societies and academic institutions, the schedule for receiving applications is given below: -

National events:

- For organizing National Seminar/Symposium/Conference, the application for financial assistance has to be received in the Council not less than three (3) months before the date of Seminar/Symposium/Conference.

International events:

- For organizing International Seminar/Symposium/Conference, the application for financial assistance has to be received in the Council not less than Six (6) months before the date of Seminar/Symposium/Conference.

Due to technical glitches in the ICAR-FACJ (Financial Assistance for Conference and Journals) portal developed for submitting application for grants of financial assistance, the organizers are allowed to submit their proposal on offline Mode in the prescribed format along with the following documents: -

- i) Certificate of Registration as a Society
- ii) NITI Aayog Registration Certificate (Mandatory), without Registration Certificate, grant could not be released.
- iii) Memorandum of Association of the Society/Association
- iv) Rules/Articles of Association of the Society/Association
- v) List of members of the Society
- vi) For International seminars/symposia etc. the organizing must obtain prior approval of the Nodal Ministry, Ministry of External and Home Affairs at the earliest. Without these approvals, the grants sanctioned by Standing Committee shall not be released.
- vii) After organizing the event, all organizers are required to submit their recommendations of International/National Seminar, feedback report (format enclosed) and Utilization Certificate according to GFR 12(A) & 12(C) (formats enclosed) duly signed by Chartered Accountant as well as Head of Institution (at least two signatories) in prescribed proforma along with proceedings.


The Organizers may also provide their Bank Details, NITI Aayog UID Number (except ICAR Institutes/Govt Departments/Universities) and PFMS Registration Number alongwith application for online payment in the given format -

S. No	Name of Bank	Branch Name	Beneficiaries/ Organization name & Bank Account Number	NITI Aayog UID Number	PFMS Registration Number under ICAR Hqrs Scheme 1270	IFSC Code	Electronic Mode (CORE /RTGS)
1	2	3	5		6		7

Authorize Signatory

All the duly filled proposals must reach to the undersigned *latest by 15th June 2025 positively for consideration*. The proposal received after the prescribed date will not be entertained for financial assistance.

Sincerely,


(Anil Kumar) 19.05.25

Assistant Director General (Coordination)
Tele.: 011-23073124

Distribution: -

1. All the DDGs, ICAR /Vice Chancellors of CAUs & SAUs (by email) /Directors of ICAR Institutes.
2. All Scientific Societies (by email).

Copy for information to: -

1. PPS to Secretary, DARE & DG, ICAR
2. Sr. PPS to AS(DARE) & Secretary, ICAR
3. PPS to AS&FA(DARE/ICAR)

Note: - It is requested to kindly download this Circular as it is not being distributed separately.

Annexure I

APPLICATION FORM FOR SEEKING FINANCIAL ASSISTANCE BY THE SCIENTIFIC SOCIETIES AND ACADEMIC INSTITUTIONS FOR HOLDING NATIONAL/ INTERNATIONAL SEMINARS/SYMPOSIA/ CONFERENCES AND OTHER RELATED EVENTS IN AGRICULTURE INCLUDING ANIMAL SCIENCES AND ALLIED SUBJECTS

1	Level of event	NATIONAL/INTERNATIONAL
2	Title of the Seminar/Symposium/Conference	
3	Name of the Scientific Society /NGO/ Academic Institution with full address	
4	Name and full address of the office bearer with whom correspondence may be made, together with the telephone and e-mail address	
5	Year of establishment	
6	Whether registered (if applicable) under the Societies Registration Act 1860 or any similar Act of Central/State Legislature (Give Registration number and date)	
7		Whether the society registered with the NITI Aayog. Please provide the following details:
	I. PAN number	
	ii. Registration No. obtained from the NITI Aayog	
	III. AADHAR No. of signatory and relevant Executive Committee Member	

8	Describe the Membership Eligibility Criteria		
9	Membership fee and number of members	Fee (Rs)	Number
	i. Life members		
	ii. Institutional members		
	iii. Scientist members		
	iv. Student members		
	v. Other members (specify)		
Total			
10	Amount collected as membership fee during last year		
11	Main areas of work of the Society/ Institution		
12		Summary of the activities undertaken by the organisation and its future programmes	
	i. Conferences/Seminars/Symposia organized during the last three years and their outcome/ follow up action		
	ii. Journals, Newsletters & Proceedings brought out during the last three years		
	iii. Other Publications, e.g. Pamphlets, Brochures, Leaflets etc. brought out during the last three years		
	iv. Future programmes		
	v. Whether copies of the above mentioned publications are being supplied regularly to the ICAR library		

13	Executive Committee/Council of the Society						
i. Current position							
ii. Mode of Election/Manner of appointment							
14				Financial position of the Organization during the last three fiscal years			
	Year				Receipt (Rs)	Expenditure (Rs)	
15	Whether the accounts of the organization for the previous year have been audited by the auditors. If so, copy thereof may be enclosed						
16	Whether the organization agrees to maintain a separate account of the grant, if sanctioned by the Council						
17				Details of financial assistance (in Rs) already received from the Council during the last three years and the purpose for which it was received			
Year	Amount of grant	Purpose (in brief)	Total expenditure incurred		Amount of grant utilized	Has Council accepted AUC?	Remarks

18				Details of financial assistance (for holding National event: maximum limit is Rs 5.00 lakhs and International event maximum limit is Rs 10.00 lakhs)			
	Item of expenditure				Estimated Expenditure	Expenditure sought from ICAR	
	A. Holding a Seminar/ Symposium/ Conference and other related event				Rs (lakhs)	Rs (lakhs)	
	i. Secretariat assistance; stationery (including cost of paper, postage and duplication of articles); incidental expenses (e.g. hiring of transport and audio-visual equipment, rent for facilities related to holding of the event including that incurred for open-ground pandal/auditorium).				1.50	2.50	
	ii. For organizing poster presentations				0.50	1.00	
	iii. Meeting travel and boarding expenses of special invitees, National Experts/Speakers/ Chairman (Max. 10) and Students/Young Scientists (below 35 years of age) (Max. of 6).				2.50	3.50	
	iv. International Experts to the extent of local hospitality (maximum two)				-	2.50	
				B. Printing of Papers/Proceedings			

	v. Printing of circulars/invited lectures/abstracts and printing of Proceedings/Technical papers etc.	1.50	2.50
	Total	6.00 (total amount to be sanctioned will be limited to Rs 5.00 lakhs)	12.00 (total amount to be sanctioned will be limited to Rs 10.00 lakhs)
19	In case foreign participants being invited, whether the clearance for their participation has been obtained from		
	i. Administrative/Nodal Ministry of the organizer		
	ii. External Affairs Ministry		
	iii. Home Affairs Ministry		
20		Has a grant for any of the above purposes been applied for from any other source s? If so, please provide:	
	i. Name(s) of the Authority/Authorities concerned		
	ii. Purpose for which grant has been sought		
	iii. Amount of grant sought		
	iv. Amount of grant received		
21	Whether the grant is acceptable to the Society/ Association/Institution on the terms and conditions of the Council	Yes/No	

Place and Date

Signature and name of the Applicant with designation

Signature and name of the Sponsoring Authority with designation

CERTIFICATE

- a) The information given above is correct;
- b) If the information supplied is found to be incorrect on later date, I undertake to refund the entire amount of assistance to the Council;
- c) The amount received will be utilized for the purpose(s) for which it is sanctioned;
- d) I shall abide by all the decisions of the Council in this regard; and
- e) Certified _____ that

(Name of Professional body/ society) shall abide by all terms and conditions of the scheme.
- f) Check List is attached.

Date:

Place:

Signature of the President
or Secretary of Society/ Head of the
Institution/ Vice-Chancellor
with seal of Office.

Annexure: IA**SUMMARY FORMAT OF APPLICATION ON SEEKING FINANCIAL GRANT FROM THE ICAR FOR HOLDING NATIONAL/ INTERNATIONAL SEMINAR/ SYMPOSIUM/CONFERENCE AND ANY OTHER RELATED EVENT**

S.No.	PARTICULARS	DETAILS
NITI Aayog Registration Number and Date:		
1.	Title of the event with date, venue and name of the organizers.	
2.	National/International	
3.	Background (give rationale for holding the event), in no more than 3 sentences of 30 total words.	
4.	Main Goal of the event	
5.	Main topics for deliberations, in no more than 5 bullet points	
6.	Invited speakers list (Special invitees only)	
7.	Expected output	
8.	Participants Number/schedule: National/International and duration of the event.	
9.	Financial support sought from the Council. Give information on funding from other sources, if any. Give details on how the financial support requested from the ICAR will be utilized.	
10.	Whether the proceedings representing full-length papers, abstracts or only summary of the deliberations will be published and when with time frame after holding the event.	

11.	Whether received any financial support from ICAR during the previous three years, if so, details thereof and the date of submission of AUC	
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PROFORMA FOR FEED BACK FROM THE SCIENTIFIC SOCIETIES ON THE ORGANIZED SEMINAR/SYMPOSIA/CONFERENCE, ETC.

1. Name of the Applicant Society
2. Title of the Seminar/symposium/conference
3. Venue and Date(s)
4. No. of Participants Indian_____ Foreigners_____
5. Expenditure Incurred
6. Amount of grant by ICAR
7. ICAR's Sanction No. and Date
8. Major Achievements of the event.
9. Technologies identified/ready for release.
10. Existing production, protection and management techniques which need improvement.
11. Technological gaps identified.
12. Specific recommendations made to address the gaps.
13. New Thrust Areas of major relevance identified
14. Usefulness of the recommendations for the Council.
15. Follow-up action later by the society/organization or proposed to be undertaken
16. Any other remarks.

Note: The above information may be furnished to the Council in not exceeding 4-5 pages within two months of organization of the event.

GFR 12-A

AUDITED UTILIZATION CERTIFICATE

(COMPONENT WISE)

Name of the University:

Financial Year of AUC:

1. Name of the Scheme:
2. Whether recurring or non-recurring or both grants:
3. Grants position of the beginning of the Financial Year
 - (i) Cash in Hand/ Bank
 - (ii) Unadjusted advances
 - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received Years (figure as at Sl. No. 3(III))	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2+3+4)	Expenditure incurred	Closing Balance
1	2	3	4			5	6	7
			Sanction No. (i)	Date	Amount			

Component wise utilization of grants

Grants-in-aid-General	Grants-in-aid Salary	Grants-in-aid-creation of Capital assets	Total

Details of grants position of the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules/Standing instruction (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants - in-aid.
- (vii) It has been ensured that the physical and financial performance under.....(name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/ targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure-I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure-II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/ specification).
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries in enclosed of Annexure-II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Signature

Signature

Name

Name

Chief Finance Officer
(Head of the Finance)

Head of the Organisation

Date:

Place:

GFR 12-C

AUDITED UTILIZATION CERTIFICATE

(COMPREHENSIVE)

Name of the University:

Financial Year of AUC:

Sl. No.	Letter No. and date	Amount	Certified that out of Rs. of grants sanctioned during the year.....in favour ofunder the Ministry/ Department Letter No. given in the margin and Rs.....on account of unspent balance of the previous year, a sum of Rs.....has been utilized for the purpose offor which it was sanctioned and that the balance of Rs.remaining unutilized of the end of the year has been surrendered to Government (vide No.....dated...../ will be adjusted towards the grants payable during the next year.....
	Total		

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sectioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.

Signature:

Designation:

Date:

PS: The AUC shall disclose separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.