

**PROPOSAL FOR INTERNATIONAL CONFERENCES/WORKSHOPS/SEMINARS ETC.  
HELD IN INDIA**

**Check-list for foreign participation in  
International Conferences / workshops / Seminars / Symposium /  
Online / webinar etc. held in DAE units located in India**

Sr. No	Requirement of details for International Conference / Workshops / Seminars / Symposium etc.	information in detail	Enclosure attached Yes/No/N.A.
1	Name of the Constituent Unit/Institution which is hosting the International Conference / Seminar / Symposium / Workshop		N.A
2.	Subject/theme of the event		N.A
3.	Details of the institution / organization in collaboration with which the event will be held		N.A
4	Venue of the event		N.A
5	Date(s)/Duration of the event		N.A
6	Intended participants (countries) in the event		N.A
7	Whether MEA/MHA clearance required/obtained		N.A.
8	Copy of Personal/Passport details and visa		Yes, enclosed / No
9	Details of proposed visit to any of the DAE sites / facilities, as part of the event.		N.A.
10	Approval/recommendations of the Head of the Unit		N.A.
11	Whether administrative/Financial approval for hosting the event/s has been obtained from the nodal Section? If so, provide the details of the same.		Yes, enclosed/ No
12	Whether Government Funding is involved, if so, indicate the details thereof. .		Yes, enclosed / No
13	Whether any foreign visitor/s is from Prior Reference Country (PRC) ? if so, provide the justification for his/her participation		N.A.
14	Whether the proposal is being sent one month before the of date of holding of International Conference/Seminar etc. if not, provide justification for the same.		N.A.
15	Details of the passport and personal information of Foreign participants is to be provided in the prescribed format viz. Annexure-I and Annexure-II.		Yes, enclosed
16	Other Remarks, if any.		
17	Complete proposal with the approval of competent authority of Unit alongwith enclosures and checklist is being forwarded to the Department for approval.		Yes, enclosed

It is to certify that all the information/details provided alongwith the proposal is correct and enclosure/documents as per above checklist is attached herewith.

Signature & Name and Designation of the Signing Authority  
Name of Unit

Section Officer (ER), DAE

Telephone No., E-mail ID

Copy to : US (ER), DAE.