

## **INSPIRE INTERNSHIP - INSTRUCTIONS TO FILL UP ONLINE PROPOSAL**

With the introduction of the E-management system for transparent governance of INSPIRE Program in recent times, Organizer of the INSPIRE Internship Science Camp may kindly note that Science camps proposed to be organized from 1<sup>st</sup> April 2014 and onwards needs to submit the proposal through online mode only by visiting web portal: [www.online-inspire.gov.in](http://www.online-inspire.gov.in). Apart from the Guidelines indicated in the above Web Portal, Organizers are also required to follow the following Steps during submission of the proposal:

**Step 1: Registration** of the Organizer who intends to organize the Science camp

**Step 2: Filling up of Proposal Online:** During this Process you need to upload two documents

- a. Cancelled blank Cheque for the a/c operated by the Head of the institute/College/University.
- b. Duly approved Central Plan Schemes Monitoring System (CPSMS) Registration Certificate/Unique Agency code of the College/University/Institute indicating the same Bank account.

Upon uploading of these two documents and approval by the DST- INSPIRE, the Organizer will be able to submit the Proposal on ONLINE mode.

Organization already registered with CPSMS shall be able to immediate take actions on this. However, in case any **Organization is not registered at CPSMS**, such Organization needs to register online visiting the website: [www.cga.nic.in](http://www.cga.nic.in) with all particulars and sought approval from the concerned Authority. Simultaneously, the Organization also needs to provide through email (at [uk.sharma@nic.in](mailto:uk.sharma@nic.in)) the Bank Account Verification Details as per Format given below duly verified and signed by your Bank in which this account is available towards facilitating the approval process by the concerned Authority.

### **FORMAT for BANK ACCOUNT VERIFICATION DETAILS**

#### **1. DETAILS OF ACCOUNT HOLDER**

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/E-MAIL	

#### **2. BANK ACCOUNT DETAILS**

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND E-MAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S IFCS CODE	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT WITH 10/11/13)	
COMPLETE BANK ACCOUNT NUMBER (NEW)	

**3. DATE OF EFFECT**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed, or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date: \_\_\_\_\_  
Signature of the Customer

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp

Date: \_\_\_\_\_  
Signature of the Authorized Official from the Bank

1. Please attach a photocopy of cheque along with verification obtained from the Bank.
2. In case your Bank Branch is presently not "RTGS Enabled", then upon its up-gradation to "RTGS Enabled" branch, please submit the information again in the above Pro-forma to the Department at the earliest.