

F. No. 20-36/2012-SP II (NSDF)
Ministry of Youth Affairs & Sports
Department of Sports
(National Sports Development Fund)

Shastri Bhawan, New Delhi
Dated 29 October, 2015

OFFICE MEMORANDUM

Subject: National Sports Development Fund – Guidelines/Norms for financial assistance

The undersigned is directed to forward herewith a copy each of the following documents for information/record.

- 1) National Sports Development Fund – Guidelines/Norms for financial assistance
- 2) Amendments of the Guidelines issued vide MYAS OM dated 24 October, 2015

Vivek Narayan

(Vivek Narayan)

Director (Sports) & Member Secretary –NSDF

- (1) Members of the Executive Committee – NSDF
- (2) Joint Secretary (Development)
- (3) Director (Sports II)
- (4) Secretary (SAI)
- (5) Under Secretary (SP II & IV)
- (6) Under Secretary (SP I & III)

(7) Under Secretary (SP VI)

Copy to:

- (1) PS to Hon'ble MoS (I/c) for YAS
- (2) PS to Secretary (Sports)
- (3) AD to DG (SAI)
- (4) PS to JS (Sports)

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National Sports Development Fund – Guidelines/Norms for financial assistance – Amendments

It has been decided with the approval of the Competent Authority that proposals of the following nature will be considered by the Executive Committee.

(1) Financial Assistance for organizing International Tournaments in the country:

The funding requirements of major international sports events should be examined on a case to case basis and reasonable expenditure beyond the limits prescribed under the 'Scheme of Assistance to NSFs' should be met from NSDF. The NSDF may provide funding upto Rs 30.00 lacs for holding of prestigious international sports events in India. However, such events, which are recognized by the International Federations for qualifying/ranking purposes only, would be considered for funding. Such funding would be given from NSDF after approval of the Executive Committee. This would be in addition to the funding under the 'Scheme of Assistance to NSFs'.

(2) Financial Assistance to activities which have not been specifically included in the Guidelines:

The Executive Committee will decide proposals, which are not in the guidelines, provided that such proposals are covered within the objectives of NSDF as per Govt. of India Notification dated 12.11.1998. The maximum assistance in such cases will be Rs 25.00 lacs.

2. The NSDF Guidelines for financial assistance stand modified to the extent indicated above.

Vivek Narayan
(Vivek Narayan)

Director (Sports) & Member Secretary-NSDF

- (1) Members of the Executive Committee – NSDF
- (2) Joint Secretary (Development)
- (3) Director (Sports II)
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National Sports Development Fund – Guidelines/Norms for financial assistance

Introduction

1.1 The National Sports Development Fund (NSDF) was established in November 1998 under Charitable Endowments Act, 1890 with the aim of promotion of sports and games in the country. The main objects of the fund are as under:

- To administer and apply the moneys of the Fund for promotion of sports in general and specific sports disciplines and individual sports persons in particular for achieving excellence at the National and International level;
- To impart special training and coaching in relevant sports disciplines to sportspersons, coaches and sports specialists;
- To construct and maintain infrastructure for promotion of sports and games;
- To supply sports equipments to organizations and individuals for promotion of sports and games;
- To identify problems and take up research and development studies for providing support to excellence in sports;
- To promote international cooperation, in particular, exchanges which may promote the development of sports; and
- To provide low interest or interest free loans for projects and activities related to any of the aforesaid objects.

1.2 As may be seen from the objects of the Fund, the primary function of the Fund is promotion of sports in general and specific sports disciplines and individual sportspersons in particular for achieving excellence at the National and International level; this enables the Fund to assist top level sportspersons for their customized training; the other areas of assistance include development of sports infrastructure and supply of sports equipments for promotion of excellence in sports and research and development studies for providing support to excellence in sports.

1.3 The Government of India Notification dated 12.11.1998, establishing the NSDF, has given basic provisions on the functioning of the Fund. It has been felt that general guidelines/norms are to be formulated to supplement the basic provisions in the Notification. Such guidelines/norms are expected to streamline the procedure for selection of eligible beneficiaries ie, sportspersons for training and identifying most appropriate projects for sports infrastructure, research and development studies and other sports related areas of interest.

1.4 These are intended for general guidance in processing proposals under NSDF without compromising the in-built element of flexibility available in the Scheme.

Any relaxation, in conformity with the special status/nature of NSDF and in public interest, is to be made with the approval of the Chairperson of the Council with reasons to be recorded in writing.

Handwritten signature

2. Assistance to Sportspersons

2.1 Sports disciplines, which are included in Olympics Games (including Paralympics Games), Commonwealth Games and Asian Games and Chess, will be covered under the NSDF assistance. Preference will be given to sports disciplines, identified as 'High priority sports disciplines' by the Department of Sports.

2.2 Top level sportspersons at Sub Junior, Junior and Senior level, who are medal winning prospects in Olympics, Commonwealth Games and Asian Games, will be selected for financial assistance under the scheme. The assistance will be given for their customized training both in India and abroad and for foreign exposures etc. Selections will be made based on the past performance and future potential of the sportspersons generally by a Committee of experts as per the criteria determined. Similar procedure will be followed in the case of Chess Players keeping in view the important international tournaments in the discipline.

2.3 Ministry of Youth Affairs and Sports (Department of Sports) have formulated 'NSDF Target Olympic Podium (TOP) Scheme' in the National Sports Development Fund with the objective of identifying and supporting potential medal prospects for 2016 and 2020 Olympic Games. Focused disciplines will be Athletics, Archery, Badminton, Boxing, Wrestling and Shooting. The selected athletes will be provided financial assistance for their customized training at Institutes having world class facilities and other necessary support. Benchmark for selection of athletes under the scheme will be in relation to international standards. There will be annual/bi-annual review of performance of selected athletes.

A Committee namely, 'TOP Scheme Elite Athletes Identification Committee' has been constituted for laying down elaborate norms for selection of the right candidates, review of performance and operation of the scheme.

Initially, the National Sports Development Fund (NSDF) will provide fund for the operation of the scheme. Partnership and involvement of Corporate Sector are expected for the successful operation of the Scheme.

Process of selection

2.4 The applications will be taken up for consideration twice a year - March and September.

2.5 The eligible sportspersons should apply, in the prescribed format, to the NSDF Secretariat for assistance. The applicant should provide all the information as prescribed in the format and also certified copies of the invoice on training expenses, terms and conditions of the training and details of training Institutes including whether it is accredited by the International Federation/Olympic Association of the country where it is located or by the Government of the said country. The applicant should also submit details of financial assistance from other sources for the proposed training. Incomplete applications will not be entertained.

2.6 Copy of the application should be endorsed to the Sports Authority of India and the concerned National Sports Federation.

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2.7 The Sports Authority of India and the National Sports Federation should forward their comments/views on such applications within 15 days of receipt of the same. They should give specific comments on the following:

- (a) Correctness of the information given by the applicant;
- (b) An appraisal with reference to the past performance and future potential of the applicant;
- (c) The relevance and usefulness of the training keeping in view the preparation for Olympics, Commonwealth Games and Asian Games and other major international sports events and the chances of the applicant winning medals;
- (d) The profile of the Institute which imparts the training and/or the profile of the Coach and other resource persons in-charge of the training;
- (e) The reasonableness of the coaching fee and other training expenses;
- (f) Availability of same or better facilities of training at reasonable rates elsewhere in India or abroad; and
- (g) Benchmarks for review of performance bi-annually.

2.8 The selected applicants shall undergo training as per the approved training schedule and there shall not be any deviation/modification from the approved schedule without the specific approval of the competent authority. The competent authority in this case is the President of the Executive Committee.

2.9 The applicant and the coach/institute have to submit performance reports of the training highlighting the benefits/improvement acquired by the applicant. The applicant/coach/institute has to submit statement of accounts with supporting documents (vouchers/bills/receipts etc.) on the various items of expenses at the end of the training. If the training is scheduled for more than one session, the performance reports and statement of accounts are to be submitted at the end of each session. Results of participation in competitions during the training period should also be intimated.

2.10 SAI and NSFs should monitor and evaluate the performance of the sportspersons periodically during and after such training as per decided Benchmarks and Periodicity.

2.11 Sportspersons, who are not covered under the eligibility criteria as prescribed at Para 2.2 and 2.3 above, will also be considered for assistance if they are included in the Core Probable for Olympics, Commonwealth Games and Asian Games. Such assistance will be with reference to these sports events only and the training programme is to be arranged so as to ensure preparation at optimum level at the time of such events. Potential young sportspersons who are medal hopes for future Olympics Games may also be encouraged and supported for training on a continuing basis. The procedure for submission of application and selection will be the same as in other cases.

2.12 In case any athlete fails to meet the present benchmarks, his/her support can be withdrawn without Notice.

2.13 Ordinarily, assistance available to an athlete during a year will be maximum Rs 50.00 Lacs.

Duration of training

2.14 The duration of training of individual sportspersons abroad should ordinarily be for a period of two months in a year. Training abroad over and above this period may be

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considered after a proper evaluation of the training, which should cover aspects like the performance of the sportspersons, the benefits derived out of such training etc.

3. Selection of Training Institutes/Coaches

3.1 It is considered necessary to identify and prepare a list of reputed Institutes/Coaches of international standard in India and abroad so as to facilitate selection of appropriate entity for sending sportspersons for training. The Institute should be a legal entity as per the laws of the country of its existence. The past contribution of the Institute in imparting training to sportspersons is to be evaluated. The profile should cover all the details like its legal status, management board, resources and facilities available etc.

3.2 Detailed information on the rates of coaching fee and charges for other services by such Institutes for different categories/level of training/coaching should be available. The prospectus/information bulletin of such Institutes may provide these details. In the absence of such documents, specific details are to be obtained, through contact, in writing; the feasibility of negotiation, especially when several sportspersons can be sponsored, is also to be explored. It may not be possible to prescribe fixed rates in many cases, but there should be a clear idea of the fee range as well as the likely amount of expenses for accommodation, food and other facilities. Such an arrangement will ensure competitive rates for providing training.

3.3 Specific feedback from sportspersons, who had undergone coaching/training or had availed of such other facilities, is also to be obtained. The subsequent performance of such sportspersons may be an indicator of the level of the Institutes and its likely contribution to the performance of the sportspersons.

3.4 Such information is to be developed and updated from time to time with the assistance of SAI, IOA and NSFs.

4. Assistance to sportspersons for purchase of equipments

4.1 Sportspersons, selected for training under the scheme, can also seek financial assistance for purchase of sports equipments which are essential for training and participation in competitions in the respective sports disciplines. SAI/NSFs should certify that such equipments are essential for the sports discipline and for enhancing the performance level of the applicant in training and competitions.

4.2 The proposed equipments should be of international standard accepted by the IOC/ International Federations for use in training/competitions.

4.3 The sportsperson shall follow normal procedure for purchase of such equipments from the authorized agencies. If it is a proprietary item manufactured by only one firm, a certificate to that effect should be obtained from the manufacturer/sole distributor. Invoice/bills/receipts for purchase of equipments should be obtained.

4.4 It will be the responsibility of the sportsperson to adhere to the statutory provisions of the country if the purchase of such equipments involves import, licensing etc.

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4.5 Costly and non-consumable equipments may be taken on the stock of the SAI. However, the sportsperson will be allowed to keep such equipments with them for continued use after the training. They may have to deposit the same with SAI after retirement from active participation in sports events.

5. Assistance to Sports Academies/Institutes for development of Sports Infrastructure

5.1 NSDF will consider proposals for financial assistance to Sports Academies/Institutes for development of sports infrastructure/facilities. Sports Academies/Institutes promoted by Olympic Medalists, Asian Games Gold Medalists, Rajiv Gandhi Khel Ratna Awardees and Dronacharya Awardees will be eligible for assistance; in such cases the concerned sportspersons/awardees should continue to be actively associated with such Academies/Institutes; the Academies/Institutes should be in existence at least for three years.

It will be desirable that Department of Sports/Sports Authority of India could arrange training camps for National level Sportspersons of sub junior, junior and senior levels in such Academies/Institutes.

The success of such Academies/Institutes in producing champions over the period of its functioning would be taken into account while considering applications for financial assistance.

5.2 The applicant Organization should have dedicated wing and clear action plan for promotion of sports and games including Sports Science and Medicine. Assistance will be given for construction of facilities and for purchase of state of the art equipments for promotion of excellence in sports and games. The assistance will be decided based on the type of proposals and it may be for the whole project or identified items/components of such projects.

5.3 The maximum assistance will be Rs 5.00 crore only for such project.

5.4 Proposals for construction of sports infrastructure for high priority sports disciplines, selected by the Ministry of Youth Affairs and Sports, will be given preference.

5.5 The applicant organization should apply for assistance in the prescribed format along with detailed project report, time schedule for completion of the project and financial implications. While submitting the proposals, the applicant organization should invariably give information/details as under:

- (a) Legal status of the Organization along with the relevant instruments like Memorandum of Association, Rules & Regulations, Bye-Laws, Trust Deed etc. under which it has been established;
- (b) Management structure, along with list of the members of the Governing Body;
- (c) Process of election;
- (d) Details of its normal activities;
- (e) Source of fund for its functioning/activities;
- (f) Copy of audited statement of accounts for the last two years;
- (g) Copy of Annual Report/Other publications, if any;
- (h) Details of Sports infrastructure including Sports Science/Medicine facilities; and;
- (i) Details of Boarding/Lodging (Hostel) facilities.

5.6 The land, where the infrastructure is proposed to be constructed, should be either under ownership or on long term lease of minimum 20 years with the applicant organization.

5.7 The organization should have wide representation and it should be a body (like Society and Trust), established as per the law of the country. Its activities should conform to the objectives laid down in the Memorandum of Association/Bye-laws/Trust Deed.

5.8 There should be arrangement for providing the facilities so created to the local youth free of cost or at a very nominal fee.

5.9 The implementing agency will have to follow the work norms in qualitative and quantitative terms as prescribed by the Central Public Works Department (CPWD) or State PWDs or Local/Municipal Civil Divisions or such other authorized authorities/agencies.

5.10 The applicant should give details of the arrangement for operation and maintenance of the infrastructure so created, its utilization plan (including the facilities being extended to the population of the region), profile of the beneficiaries etc. and details of funds availability for the same.

5.11 The applicant organization will have to extend the facilities for conducting National/State/Regional level competitions/training camps of Sub Junior, Junior and Senior level athletes as required from time to time. For this, the beneficiary will have to sign an agreement with the Sports Authority of India or any other agency as determined by the Ministry of Youth Affairs and Sports/National Sports Development Fund. This will form part of the utilization plan.

5.12 It is permissible for a donor to the Fund to indicate a project along with any specific location/aspect for funding and also an agency for the execution of the project while making donations to the Fund. This provision is subject to general policy guidelines and rules in this behalf. Any proposals under this category will be considered by the Executive Committee subject to the provisions of the NSDF scheme and the guidelines.

5.13 The NSDF Secretariat will consider all such applications for establishment of Sports Academies and for development of sports infrastructure after getting the comments of the State Government, Sports Authority of India and the concerned NSFs.

5.14 After completion of the project, the applicant organization should submit the following documents:

- (i) Completion Certificate of the project along with photographs;
- (ii) Utilization Certificate along with audited statement of accounts; and
- (iii) Final utilization plan of the facilities created.

Additional conditions for establishment of Sports Academies

5.15 The proposed Sports Academies should have proper facilities and arrangement for training/coaching of aspiring young sportspersons – both residential and non-residential. Normally, the training should be on long term basis; the Academies are free to conduct short term training courses in addition to the regular long term courses.

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5.16 Elaborate guidelines should be formulated for the process of selection of candidates to the Academies. The selection should be based on merit/trials of the candidates of the Region/State/Country. The Academies may be required to admit a few candidates of the same level sponsored by the Ministry of Youth Affairs and Sports/Sports Authority of India either free or at concessional rates.

5.17 There should be arrangement for the academic studies and all round development of the selected candidates.

6. Prize Money Tournament

6.1 NSDF will support 'Prize Money Tournaments' in selected sports disciplines with object to promote competitions leading to improved quality and performance; to strengthen the sport and enlarge the bench strength; to give strong motivation for athletes to strive for excellence; also to get opportunities to the young potential athletes to compete with or watch the performance of top level athletes in the concerned disciplines.

6.2 The tournament will be open to different categories for Men and Women at senior and junior levels. The categories in each discipline will be decided on the basis of the categories approved for Commonwealth Games, Asian Games and Olympic Games.

6.3 Initially, NSDF will provide financial grant for the conduct of the tournaments. It is expected to continue such tournaments on regular basis with corporate sponsorship.

6.4 Detailed guidelines for the conduct of 'Prize Money Tournaments' have been issued separately.

7. Consideration/approval of proposals

The Executive Committee – NSDF will consider all the proposals after getting comments from the concerned authorities/organizations/agencies and take appropriate decisions.

8. Procedure for payment

Assistance to Sportspersons

8.1 After approval of an application from the sportsperson for training/purchase of equipments, the NSDF will release assistance in installments - normally 75% of the approved amount as advance and the balance amount on completion of the training/project. In exceptional cases, advance up to 90% can be released. The balance amount (25% or 10%) will be released on submission of the following documents:

- (i) Performance Report on the training (this should also include the actual training schedule).
 - (ii) Statement of accounts with supporting documents like bills, vouchers and receipts.
 - (iii) Details of the resources/facilities available at the Institute/place of training (details like Coaches, Sports Psychologists, Physiotherapists, Sports Medicine Specialists, Nutritionists etc.)
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8.2 Coaching fee (Advance and balance amount) will normally be released direct to the Institute/Coach through electronic transfer; training expenses on other items (in part or full) will be released either to the Institute or the sportsperson as per the training package.

Amount of Assistance:

8.3 Maximum assistance per year to a sportsperson will be reviewed by the Executive Committee at least once in four years. The limit could be different for different sports disciplines. Within the limit, rates for various components like boarding/lodging will be decided by the EC at least once in four years. Such rates could be different for different geographical regions.

Assistance for Sports Infrastructure Projects

8.4 After approval of the project, the NSDF will release assistance normally in four installments as under:

- (a) First installment: 25% of the sanctioned amount after completion of the tendering process;
- (b) Second installment: 30% after 90% utilization of the first installment;
- (c) Third installment: 30% after (i) completion of the construction work upto the roof level and also (ii) 90% utilization of the amount released earlier; and
- (d) Final installment: 15% on completion of the project and after submission of the audited statement of accounts and utilization certificate.

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**Ministry of Youth Affairs and Sports
Department of Sports
(National Sports Development Fund)**

National Sports Development Fund – Form for submission of proposals for financial assistance

PART I – General information

1.1 Name of the Applicant (Individual/Organization)

1.2 Address

1.3 Contact details

(a) Tele No

(b) Mobile No

(c) Email address

PART II – Applications/proposals from Sportspersons for training/purchase of equipments

2.1 Primary information

(i) Date of birth

(ii) Educational/Professional qualifications

(iii) Employment details

(iv) Income/financial assistance from different sources

2.3 Achievements

(i) Sports discipline

(ii) Achievements - last five years at international and national level competitions as under:

Name of the competition	Position & Score	No. of participants	Highest score in the competitions
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(iii) Ranking:

(To indicate the category like senior/junior/sub-junior etc.)

(a) World Rank

(b) Asian Rank

(c) National Rank

2.3 Past assistance from NSDF and other sources for training

(i) Details of previous training with NSDF assistance (To indicate the period of training, benefits out of training with reference to the target and total expenses)

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- (ii) Details of previous training with assistance from other sources (To give information as above along with details of such assistance)

2.4 Target (To indicate the likely benefits out of the proposed training especially with reference to the forthcoming important international competitions/tournaments)

2.5 Details of the proposed training

- (i) Name and location of the Training Institute
- (ii) Training schedule with actual period of training (number of days etc.)
- (iii) Period of stay for the training
- (iv) Type of training
- (v) Brief note on the facilities available at the proposed Training Institute (Services of Coach, Sports Psychologist, Physiotherapist, Sports Science Evaluation, Mental Trainer, Nutritionist etc and also facilities of accommodation/food/transport and other services are to be given)

2.6 Details of the estimated training expenses

- (i) Invoice from the Institute/Coach giving item wise expenses is to be given
- (ii) If there is an agreement with the Institute/Coach, a copy of the same also is to be given

2.7 For Purchase of Equipments (The proposed equipment(s) should be an essential item for training/participation in competitions)

- (a) Brief particulars/specifications of the equipment(s)
- (b) Country of manufacture
- (c) Cost (including cost of transportation, if any)
- (d) Process of purchase/procurement
(It should be through tendering; if it is a proprietary item, a certificate from the manufacturer/sole distributor is to be given on the status)
- (e) Legal formalities
(The applicant will be responsible for completion of all legal formalities like import license, permit for use etc.)
- (f) Agreement to deposit such equipments, which are specifically categorized, with the Sports Authority of India/other authorized agencies after its active use or after the specific time period.

2.8 The applicant has to submit an Affidavit declaring that the money granted will be utilized for the purpose for which it has been granted and unspent money, if any, will be refunded; the Affidavit should also give details of financial assistance from other sources for the proposed training/for purchase of equipments.

2.9 Present Performance and Benchmarks for performance at specified time-intervals during and after training expected.

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PART III – Proposals from Organizations (including Sports Academies) for creation of infrastructure for development of sports

3.1 Primary Information

- (i) Legal status of the Organization (Society/Trust etc.)
- (ii) Date of Incorporation
- (iii) Brief history and brief note on normal activities/functions
- (iv) Catchment area (National/State/Regional/District level)
- (v) Source of finance for its normal activities
- (vi) Management structure, along with the process of election

3.2 Performance/achievements of the organization for promotion of sports and games
(Please give details of its success in producing champions and other achievements)

3.3 Grant/Assistance received by the organization (Details of such grant/assistance including the amount, year and purpose separately for each grant/assistance)

Whether the Organization is in receipt of grant/assistance in cash or kind from:

- (i) Ministry of Youth Affairs and Sports or any other Ministry or Department of the Government of India
- (ii) State Government
- (iii) Autonomous bodies under Central/State Governments
- (iv) Any international organizations
- (v) Any other organization/individual in India or abroad

3.4 Details of the proposal/project

- (i) Location and title of the Project
- (ii) Schedule of implementation
- (iii) Implementing agency
- (iv) Type of assistance required (Creation of infrastructure, purchase of equipments, development of facilities etc.)
- (v) Utilization Plan, brief profile of the beneficiaries and area covered
- (vi) Operation and maintenance of the facilities created

Detailed Project Report (DPR) is to be attached

3.5 Area of land available

(For creation of infrastructure/development of sports facilities, the applicant organization should have land under ownership or long term lease of minimum 20 years)

3.6 Source of finance for the project

- (i) Total estimated cost of the project
- (ii) Amount of financial assistance sought from NSDF
- (iii) Financial contribution of the applicant organization
- (iv) Financial assistance sought from other sources with details

3.7 Certified copies of the following documents are to be attached.

- (i) Certificate of Incorporation/Registration Certificate of the applicant organization
- (ii) Relevant instruments like Memorandum of Association, Rules & Regulations, By-laws, Trust Deed etc., as may be applicable
- (iii) List of Members of the Governing Body/Executive Committee and Office Bearers and present tenure
- (iv) Copy of the audited statement of accounts for the last two years
- (v) Copy of the Annual Report and other publications, if any

3.8 The applicant organization has to submit an Affidavit declaring that the money granted will be utilized for the purpose for which it has been granted and unspent money, if any, will be refunded; the Affidavit should also give details of financial assistance from other sources for the proposed project.

PART III A – Additional information for Sports Academies

The applicant organization for setting up/modernization of Sports Academies should give the following additional information

3.9 Details of the facilities being created

3.10 Information on the following may be given

- (i) Brief description of the training module for long term and short term training
- (ii) Process of selection of candidates
- (iii) Number of residential candidates proposed to be accommodated
- (iv) Number of non-residential candidates
- (v) Arrangement for the academic studies of the selected candidates
- (vi) Arrangement for the health care and overall development of the candidates

3.11 Details of the provisions for coaches and other specialists

Name and Signature of the applicant
With date
(Also give designation in the case of organization)

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