

## Information Form for the Proposed Institution

Affix colored photos of the  
Head of proposed institution (2  
pp size & 2 stamp size)

Information about the proposed institution:

## 1.0 Personal Information

1.1	Name (in block letter)	:	
1.2	Full Address	:	
1.3	Registration and Year of Registration (If applicable)	:	
1.4	Name of the Chief Executive	:	
1.5	Designation of the Chief Executive	:	
1.6	Phone Number	:	Office: _____ Residence: Cell phone: _____
1.7	Fax Number	:	
1.8	Website Address	:	
1.9	Email ID	:	

## 2.0 Remarkable activities and achievements/contributions/credits

## 3.0 Awards/Honors/Medals received:

SN	Name of Awards/Honors/Medals received and year of receiving	For which contribution the Awards/Honors/Medals were received	Remarks

4.0 Contributions of the proposed institution in the concerned fields in recognition of which the award is being offered:

5.0 Descriptions of other remarkable important information (If there is any):

6.0 Attached Reports [Give Tick or Cross]

5.1 \_\_\_\_\_ Year

..... Annual Report (Latest one)

5.2 \_\_\_\_\_ Year

..... Meeting Minutes of the Annual General Meeting (Latest one)

5.3 \_\_\_\_\_ Year

..... Audit Report (Latest one)

5.4 \_\_\_\_\_ Dated

....., ....., ....., ....., and ..... Meeting Minutes of the Board of Governors/ Board of Directors/ Managing Committee (Latest 5)

6.0 \_\_\_\_\_ Information of the person with whom necessary communications can be made while the proposal being under process:

7.1	Name	:	
7.2	Designation	:	
7.3	Address	:	
7.4	Phone and Cell Number	:	
7.5	Fax Number	:	
7.6	E-mail ID	:	

8.0 Information of the person who will receive the award on behalf of the Head of the institution in case he/she is unable to receive it in person for unavoidable circumstances:

8.1	Name	:	
8.2	Designation	:	
8.3	Address	:	
8.4	Phone and Cell Number	:	
8.5	Fax Number	:	
8.6	E-mail Address	:	

9.0 Proposal:

The information given above regarding .....(Name of proposed institution)..... as well as the documents and papers enclosed herewith are correct and genuine to the best of my knowledge. In consideration of the outstanding contribution towards the welfare of the country and nation, the institution is eligible for receiving the..... Award. Hence I am proposing the..... Award 20..... to the institution in the field of..... .

Signature of the Proposer

Date:

(.....Name of the Proposer.....)

Seal (If applicable)

10.0 Information of the proposer:

10.1	If the proposer is a previous recipient of the Award of International Mother Language Institute, the year of receiving award	:	
10.2	If the proposer is of the Ministry/Division, designation and the Ministry/ Division of the signatory	:	
10.3	Present Address	:	
10.4	Phone and Cell Number	:	
10.5	Fax Number	:	
10.6	E-mail Address	:	

11.0

Guidelines

regarding proposed Form Fill-up

11.1 In respect of proposal from the Ministry/ Division, the Secretary of the ministry/ Division will sign the proposal.

11.2 The proposer will give initial in every page and Annexure of the proposal.

- 11.3 The proposal must be computer composed on A4 sized paper using only one side and a soft copy of the proposal must be sent in a CD in Nikosh Font/ SutonnyMJ Font.
- 11.4 Photocopy of the National ID Card and Birth Registration Certificate of the proposed person must be attached with the proposal.
- 11.5 In the Article 4 and 5 of the Proposal Form, specific information must be provided within 300 words. If necessary, detail information regarding those matters can be provided with the proposal in the form of Annexure.
- 11.6 The subjects of the Form that are not applicable for the proposed person, must be filled-up with the term 'Not Applicable'. Likewise, the matters that are not in existence, must be filled-up with the term 'Non-existent'.
- 11.7 The Form can be downloaded from the address <http://www.imli.gov.bd>