

**APPLICATION PROFORMA FOR FINANCIAL ASSISTANCE FOR HOLDING
NATIONAL/INTERNATIONAL SEMINAR/ SYMPOSIUM/CONFERENCE
/WORKSHOP ON THRUST AREAS OF “BIOTECHNOLOGY”**

Proposals must be submitted to DBT - CTEP Management Cell The Energy Research Institute IHC Complex, Lodhi Road, New Delhi - 110 003, Tel: 011-24682100 and 41504900 Fax 011-24682144 and 2468 2145 Email: mailbox@teri.res.in at least two months before the commencement of the Seminar/Symposium/Conference.

Instructions

1. Enclosures required (item wise)
 - (a) In case of Registered Society, Pvt. College, NGO, deemed university etc., copies of the following should be enclosed:
 - (i) Registration Certificate
 - (ii) Articles of Association
 - (iii) Bye-Laws
 - (iv) Audited Statement of Accounts of the Society etc. for the last 3 years
 - (v) Sources & pattern of Income & Expenditure
 - b. In case of International Conference, copies of the following should be enclosed :-
 - (i) Approval of Administrative Ministry
 - (ii) Clearance of Ministry of External Affairs &
 - (iii) Clearance of Ministry of Home Affairs

(Note: In case anticipated funding from Govt. Departments is more than Rs.5.00 Lakhs, the approval of the Cabinet Secretary through Department of Expenditure, Ministry of Finance may also be obtained and sent to this Department).
 - c. In case of grant-in-aid received from the DBT for the Seminars during last 3 years, the copies of all UCs and Statement of Total Income from all the sources & Expenditure for these seminars should be enclosed and any unspent balance (if any) lying with the Organising Institution as per Statement of Total Income from all the sources & Expenditure may please be refunded in favor of Drawing and Disbursing Officer, Department of Biotechnology, New Delhi-3, through Demand Draft/ Cheque immediately with the interest earned.
2. Wherever an Institute/University/Organisation and a Registered Society/ Association are jointly organizing a seminar, the responsibility of furnishing the Utilization Certificate and Statement of Total Income & Expenditure will lie with both.
3. In case grants-in-aid is granted and there are overall profits/ savings as per the statement of total income from all the sources & expenditure of the Seminar etc., the grants-in-aid sanctioned would be treated as loan and Organising Institute would be required to refund the same to the extent of savings. **The other terms and conditions of the grants-in-aid from DBT are at Appendix-II.**

PROFORMA

1. Event (Please tick) : Seminar Symposium Conference
2. Geographical Coverage (Please tick) : Regional National International
3. Broad subject Area (See Appendix I & give Code No.):
4. Details of the event etc.
 - i. Title:.....
.....
 - ii. Date (s):.....
 - iii. Full address of the Venue:
- iv. Please enclose brief statement of objectives of Seminar highlighting its importance in national context with reference to the following :
 - (a) Review of State of Art
 - (b) Formulate specific programme of action
 - (c) Bring out proceedings/papers in the subject
 - (d) How the proposed seminar/symposium is relevant to the thrust areas of Biotechnology and its development.
 - (e) Others (Please specify)
- v. Estimates on Publication of Proceedings

No. of pages :.....
No. of copies :.....
Will the proceedings be priced? :
- vi. Details of participants to whom TA/DA is being offered:
- vii. Is the Seminar held Annually?

If yes, please give a brief statement of number of speakers, number of participants and follow up of the recommendations of the Seminar held in the past three years.

- viii. Describe the background of the participants (undergraduates/post graduates/Ph.D scholars etc.) and the discipline to which they belong to
- ix. Expected level of participation (tick the relevant box)

| | |
|------------------|-----------------|
| (a) Less than 50 | (e) 200 to 250 |
| (b) 50 to 100 | (f) 250 to 350 |
| (c) 100 to 150 | (g) 350 to 500 |
| (d) 150 to 200 | (h) 500 or more |
- x. Please enclose the following documents:-
 - (a) Technical Programme
 - (b) Tentative list of speakers
 - (c) Announcement details

5. Details of Organising Institution etc.

- (i) Name of the Convener:
- (ii) Address:
 - (a) Name of the Institution & Department:
(with full address)
 - (b) Telephone:
 - (c) Fax/Telefax:
 - (d) E-mail Address:.....

(iii) Status of the Organising Institute: (Please tick)

- University (Central/State/Deemed)
- Govt. Autonomous Research Institute/Govt. College
- State Govt.
- Professional Body
- Registered Society/NGO/Voluntary/Organization
- Industry (Private/PSU)
- Private College
- Others (Please specify)

(iv) Name and Address of President/Chairman of the Society /NGO/Voluntary Organisation (Contact person, if the Body is a Registered Body)

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6. Broad Details of the total Estimated Expenditure for the event -
(estimates in Rupees)

- (i) TA/DA :.....
- (ii) Pre-Conference Printing :.....
- (iii) Publication of Proceedings :.....
- (iv) Rental for Venue :.....
- (v) Stationery / Folders :.....
- (vi) Contingency :.....
- (vii) Miscellaneous / Other items :.....
(please specify)

Total :

7. Details of amount requested/received/committed from other agencies:

| (a) Source (Name of the Agency) | Amount | Purpose (Items of Expenditure) |
|------------------------------------|--------|-----------------------------------|
| | | |
| | | |
| | | |

(b) Provide details of the main sponsoring agency:

| Source (Name of the Agency) | Amount | Purpose (Items of Expenditure) |
|--------------------------------|--------|-----------------------------------|
| | | |
| | | |
| | | |

(c) Assistance received from any organization outside India

| Source (Name of the Agency) | Amount | Purpose (Items of Expenditure) |
|--------------------------------|--------|-----------------------------------|
| | | |
| | | |
| | | |

8. Financial assistance required from DBT (Applicable heads please see below)

| Item(s) of Expenditure | Amount in Rupees |
|------------------------|------------------|
| i) | |
| ii) | |
| iii) | |
| iv) | |
| TOTAL | : |

NOTE:- Grants are given for:- (1) TA/DA for domestic travel, (2) Pre-conference printing, (3) Publication of proceedings, (4) Rental for venue, contingency, miscellaneous, stationary/folders. For Workshops grants are also provided for consumables in case required.

9. Details of previous grants received from DBT for Seminar etc.

| DBT Order No. & Date | Title of the Seminar | Status of submission of Utilization Certificate & Statement of Total Income & Expenditure |
|----------------------|----------------------|---|
| | | |

In case the UC is pending for the past events, then DBT is unable to support for your current event.

10. (a) Designation in whose name Demand Draft/Cheque is to be issued:

.....

(b) Complete Address in whose name the Demand Draft/Cheque is to be dispatched.

.....

.....

Appendix I

1. Agriculture Biotechnology including Plant tissue Culture
2. Seri-biotechnology
3. Bio-fertilizers/Bio-pesticides
4. Food Biotechnology
5. Medicinal & Aromatic Plants
6. Animal Biotechnology
7. Aquaculture & Marine Biotechnology
8. Animal Tissue Culture, Hybridoma and Cell culture-based Vaccines
9. Medical Biotechnology
10. Immunology and Immunodiagnostics
11. Microbial & Industrial Biotechnology
12. Biochemical Engineering, Downstream Processing and Process Optimisation
13. Pharmaceutical Biotechnology
14. Molecular Virology
15. Human Genetics and Genome Analysis
16. Peptide and Nucleic Acid Chemistry and Applications
17. Protein Research
18. IPR, Bio-products and Bio-safety
19. Bio-prospecting
20. Biodiversity Conservation and Environmental Biotechnology
21. Bioinformatics
22. Stem Cell
23. Clinical Nano-biotechnology
24. Bioengineering
25. Proteomics
26. RNAi
27. Vaccine and Diagnostics
28. Pharmaco Genomics
29. Biomedical Devices
30. Others (Specify)

CONDITIONS OF DBT GRANT

(For Seminar/Symposium/Conference/ Workshop)

1. A Utilisation certificate (in the proforma *enclosed at Appendix-III*) to the effect that the grant has been actually spent for the purpose for which it was sanctioned should reach this Department in duplicate, as early as possible but not later than 6 months from the date of sanction of the grant.
2. Two copies of the Statement of total income from all the sources and expenditure of the seminar etc. should reach DBT not later than 6 months from the date of sanction of the grant. *A format for the same is enclosed as Appendix-IV*. This statement should be duly signed by the Convener, Head of the Institute and Accounts Officer of the institute if the organizing institute is a Govt. institute or audited by the Chartered Accountants in case of Society, NGO etc. showing that the grant has been taken into account for the purposes of both receipt and expenditure. Any unspent balance out of the total income & expenditure of the seminar etc. to the extent of the grant from this department is to be refunded to the Deptt. by way of Demand Draft drawn in favour of Drawing and Disbursing Officer, Deptt. of Biotechnology, New Delhi along with UC/SE.
3. The accounts of the organization will be open to test-check by the Comptroller & Auditor General of India at his discretion.
4. The grant in question should be spent for the purpose for which it has been sanctioned and if any grant/assistance has also been received for the same purpose/items of expenditure from other source, the details of the same should be furnished.
5. The diversion of funds to another institution for the same purpose or the diversion of funds by the grantee for another purpose without specific approval of the Govt. of India is prohibited.
6. A detailed report on the Seminar etc. along with copy of the publication(s) for which the grant has been sanctioned may please be made available to this department as early as possible and one copy of each issue of the publication(s) may also be supplied regularly to the Library, Department of Biotechnology, Block-2, CGO Complex, Lodi Road, New Delhi – 110 003.
7. Support of the Department of Biotechnology may be acknowledged in the proceedings, reports, folders, stationery, banners etc. of the seminar/Symposium/Conference/ Workshop.

UTILIZATION CERTIFICATE

(To be sent in duplicate alongwith the Statement of total income and expenditure of the Seminar/Symposia/conference etc. in the proforma enclosed)

1. Title of the Seminar/Symposium/
Conference/Workshop & its duration :
2. Name of the Organizing Institute :
3. Name of the Society/Association :
4. DBT's Order No. & Date of Sanction :
5. Amount of grant received from DBT :
6. Actual expenditure incurred for the purpose
for which DBT's grant was received. :
7. Savings, if any, out of total income & expenditure
of the Seminar/Symposium/Conference/Workshop :
8. Unspent balance to the extent of DBT grant
refunded out of savings, if any
(Please give details of cheque No. etc.) :

Certified that the amount of Rs.(Rupeesonly) mentioned against Col.6 was actually incurred on the above Seminar/Symposium/Workshop for the purpose for which it was sanctioned and no grant/assistance has been received from any other source for these items of expenditure (if any grant for the same purpose has been received from other grantee also, the break-up of expenditure met from grant of each grantee is to be given).

Also certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly 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.

Date:

Place:

**Signature of Accounts Officer/
Treasure (with Seal)**

**Signature of Convener/
Organising Secretary**

**Signature of the CA, if the
Institute is Society/NGO/etc.**

***Signature of Head of the Organisation/Institute
(with rubber stamp)***

STATEMENT OF TOTAL INCOME AND EXPENDITURE

**Statement of Total Income (Source-wise) and Expenditure (Head-wise) on the
Seminars/Symposia/Conferences titled held
fromat**

(To be sent alongwith Utilization Certificate of the Seminars/ Symposia/ Conferences
etc.)

| Income (in Rs.) | Expenditure |
|------------------------------|--------------------------------------|
| 1. By Registration : | 1. TA/DA Expenses : |
| 2. By Donations : | 2. Printing of Proceedings |
| 3. By advertisements : | 3. Pre-Conference Printing |
| 4. By Grant from DBT : | 4. Stationary/Folders/Banners: |
| 5. : | 5. Contingency : |
| | 6. Other etc. : |
| | (please specify) |
| Total : | Total : |

Date:
Place:

Signature of Accounts Officer/
Treasure (with Seal)

Signature of Convener/
Organising Secretary

Signature of the CA, if the
Institute is Society/NGO/etc

Signature of Head of the Organisation/Institute
(with rubber stamp)