

**PROFORMA FOR SUBMISSION OF APPLICATION FOR SUPPORT
FOR ORGANISING CONFERENCES/SEMINARS/WORKSHOPS RELATED TO
BIOTECHNOLOGY AND RELATED AREAS**

(2 Copies to be submitted)

1. ABOUT THE SCHEME

Proposals are invited for organizing conferences/seminars/workshops in Biotechnology and related areas under the scheme titled *Programme Support for North East Institutions for Conferences and Workshops in Biotechnology and for travel support to attend Conferences Abroad*. The scheme is sponsored by the Department of Biotechnology, Govt. of India and is being implemented by Indian Institute of Technology Guwahati.

2. WHO CAN APPLY

Applicants should be faculty members/scientists working in the institutes/colleges/universities in the Northeast India and actively working in the field of Biotechnology or related areas. Except for State/Central universities and Govt. colleges/institutes, other applicants will have to enclose copies of the audited statement of accounts of the last two financial years.

3. SELECTION AND RELEASE OF GRANT

A screening committee will examine the proposals. Upon selection, a sanction letter will be issued indicating the amount of the grant. Before the event, an advance of 70% of the sanctioned amount will be released to the organizers. The remaining amount will be released on receipt of the report, proceedings, utilization certificate and statement of expenditures after completion of the event.

4. APPLICATION

The application completed in all respects together with all relevant documents as indicated above must reach the undersigned at least 6 months prior to the scheduled dates of the conference/workshop duly forwarded by the Head of the Institution. Application not received in time and not received through proper channel will not be considered.

Incomplete application shall be rejected.

The application may be addressed to :

**Dean of Faculty Affairs
Indian Institute of Technology Guwahati
Guwahati – 781039**

- Registered society working in scientific lines (*Please enclose photocopies of registration certificate, memorandum of association, last two years' audited statement of accounts, and last two years' annual reports*)

4. Names and addresses of the key officials (with contact telephone numbers, Fax numbers and email ids) :

Organizing Secretary :

Organizing Chairperson :

Conference President :

Chairperson Scientific Commiittee :

5. a. Topics being covered (name technical sessions) :

b. Relevance and importance of the topics :

6. a. How many delegates (National and Foreign) are expected to participate?

b. How many of the delegates are expected to read papers?

c. For how many delegates are TA/DA is offered and at what rate?

7. What is the total estimated income and expenditure budget? (Please give the details under various heads as per the format in the next page.)

Estimated Income	Amounts (₹)	Estimated Expenditure (with break-up)	Amounts (₹)
Delegates registration fees *		Publications	
Exhibition		Food , snacks , tea during conference days	
Souvenir		TA/DA to invited speakers and resource persons	
Sponsorship from Government agencies requested		Local transport including technical session tour	
		Conference material	
		Accommodation	
		Contingency	
Total		Total	

* Registration fees may have to be waived to some extent for advance level students and young researchers.

8. Details of grants requested / received from other agencies :

9. Grant requested for under this scheme : `

10. Name of the authority who will be responsible for submitting the audited statement of accounts / utilization certificate and other reports :

11. Name, designation and address of the authority in whose favour payment of grant is desired :

Signature of Applicants

Organizing Secretary

Organizing Chairman

Endorsement from the Head of the Institute/Department :

We hereby certify that :

- i. The grant-in-aid if sanctioned will be used to meet the expenditure on the proposed seminar / workshop/conference only.
- ii. The Institute will provide basic infrastructure and other required facilities for organizing the seminar /workshop/conference.
- iii. Institute assumes to undertake the financial and other management responsibilities of the seminar/workshop/conference.

**Signature and official seal
of the forwarding authority**

Note: If the grant is sanctioned, the Convener should at the earliest (in any case not later than 1 month from the date of the symposium / seminar / conference/ workshop) submit detailed audited statement of income and expenditure for the event for which money is sanctioned. The income / expenditure statement shall be for the 'event' only and should not include or merged with any other accounts of the Institute.

CONDITIONS OF DBT GRANT
(For Seminar/Symposium/Conference/Workshop)

1. A utilisation certificate (UC) to the effect that the grant has been actually spent for the purpose for which it was sanctioned, and a statement of expenditure (SE) should be submitted as per the enclosed proforma in duplicate, as early as possible after completion of the event 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. duly signed by the Convenor, Head of the Institute, and Accounts Officer of the institute and certified by a Chartered Accountant showing that the grant has been taken into account for the purposes of both receipt and expenditure, should be submitted as early as possible after completion of the event, not later than 6 months from the date of sanction of the grant.
3. Any unspent balance out of the total income & expenditure of the seminar etc. to the extent the grant from this scheme is to be refunded by way of Demand Draft drawn in favour of “Indian Institute of Technology Guwahati”, Guwahati along with UC/SE.
4. The accounts of the organization related to this event will be open to test-check by the authorized person(s) of “Indian Institute of Technology Guwahati” or Department of Biotechnology, Govt. of India, if required.
5. 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.
6. The diversion of funds to another institution for the same purpose or the diversion of funds by the grantee for another purpose is prohibited.
7. A detailed report on the seminar/workshop/conference etc. along with copy of the publication(s) for which the grant has been sanctioned should be submitted.
8. Support of the Department of Biotechnology, Government of India should be acknowledged in the reports, folders, stationery, banners, etc. of the seminar/symposium/conference/workshop.

**UTILISATION CERTIFICATE FOR THE GRANT OF FINANCIAL ASSISTANCE
FOR ORGANISING SEMINARS/SYMPOSIA/CONFERENCES**

**(A scheme sponsored by the Department of Biotechnology, Government of India, and
implemented by Indian Institute of Technology Guwahati)**

1. Title of the Project : _____
2. Name of the Organization : _____
3. Project Coordinator : _____
4. Sanction Order No. and Date : _____
5. Amount sanctioned as per the sanction order : _____
6. Advance amount received from IIT Guwahati : _____
7. Receipts from other sources, if any
(Mention each in the statement of expenditure) : _____
8. Total amount that was available for expenditure : _____
9. Actual expenditure
(Enclose statement of expenditures) : _____
10. Balance (Sl.8 – Sl.9) : _____
11. Amount being refunded to IIT Guwahati with this UC
(Mention demand draft No., date and issuing bank) : _____
12. Amount to be reimbursed from IIT Guwahati : _____

(Note: Project Coordinator and Finance Officer should put their initials on this sheet also)

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(contd. from page 1)

1. Certified that the amount of Rs. _____ has been utilized on the project for the purpose for which it was sanctioned and that

the balance of Rs. _____ remaining at the end of the project has been surrendered to the funding agency vide DD No. _____ dated _____ of _____
Branch of _____ Bank.

the excess expenditure of Rs. _____ is hereby claimed for reimbursement from the funding agency. will be adjusted towards the grants-in-aid payable during the next year.
(Strike out whichever is not applicable)

2. Certified that we have satisfied ourselves that the conditions on which the grant -in- aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose it was sanctioned.

Kinds of Checks exercised:

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature and name of the Project Co-ordinator)

(Signature and seal of the Finance Officer)

(Signature and seal of the Head of the Institution)

Note: To be further certified by a Chartered Accountant if the grantee is not a Govt. organisation

