

Government of West Bengal
Department Of Biotechnology
EN-24 (3rd. Floor), Salt Lake, Kolkata – 700 091

*Guidelines, Terms & Conditions And Format For Proposal Submission For
Grant-In-Aid For Organizing Seminars/Symposia/Workshops For Promotion Of
Biotechnology*

General Guidelines:

The Department of Biotechnology, Government of West Bengal (DBT-WB) aims to support scientific programs in relevant fields of Biotechnology (Medical/Marine/Agricultural/Plant etc.) to be organized by Government/state aided colleges/Universities/Organisations for promotion of Biotechnology in the State of West Bengal.

The Application Format, Terms and Conditions and the Guidelines are available from the department, at EN 24,3rd Floor, Sector V, Salt Lake, Kolkata-700091 and the departmental website: <http://wbbiotechbengal.gov.in>. One soft copy (mailed to wbbiotech@gmail.com) and three hard copies of the filled in Application Format and Terms & Conditions duly signed with official stamp must be submitted at least 2 months before the start of the event.

Secretary, Dept. of Biotechnology, EN 24,3rd Floor, Sector_ V, Salt
Lake,Kolkata-700091.
(Phone No.2357 0088, Fax No.2357 0083)
Website: <http://wbbiotechbengal.gov.in>

The cover for the application should be marked 'Grant-in-aid for hosting seminar/workshop/conference for Promotion of Biotechnology'.

Terms & Conditions

1. The scheme is constituted for the purpose of providing financial assistance in the form of grants for enhancing awareness regarding the multifaceted applications of Biotechnology. The topics to be covered should include 'cutting edge' discoveries/ongoing research in the various disciplines of Biotechnology. The scheme could also include aspects regarding 'Popularization of applications of Biotechnology' in our daily lives.
2. Applications for assistance for the project to be submitted 2- 3 months before the proposed workshop/seminar/conference. The amount of grant shall be utilized for the purpose for which it is granted within 2 months of completion of the proposed workshop/seminar/conference. The grant will be disbursed to the Head of the Institution.

3. The upper limit of any one time grant for the purpose of hosting a workshop/conference/seminar, shall not exceed Rs. 50,000/- (Rupees fifty thousand) only.
4. This scheme can include financial assistance for holding National/ International-Conference/ Seminar/Symposium/ workshop or for organizing popular lectures by experts in the area of Biotechnology and related fields.
5. The Head of the Institute/ Program Co-ordinator (PC) shall furnish a report of the activities on the programme immediately after its successful completion. DBT-WB shall designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the activities being carried out and to suggest suitable measures to ensure realization of the objectives of the programme. During the implementation of the program, the Institute shall extend necessary hospitalities and logistics support to the visiting scientist/ specialist or the Expert Panel during the time of their visit.
6. On completion of the program, original signed and stamped five (5) copies of the Utilization Certificate (UC) by the Program Co-ordinator (PC) and the Head of the Institute and Statement of Expenditure (SOE) audited by a Chartered Accountant should be submitted as per the format given in Annexure-1. Beside this, one copy each of the final consolidated Program Completion Report (PCR) including particulars of participants, particulars of resource persons/ dignitaries/ experts etc., along with photographs and feedback of the participants should also be sent to DBT-WB. All these documents shall be submitted within three months after completion of the Program without fail.
7. No organization/institution shall be allowed to apply for financial assistance from DBT-WB unless and until they submit UC & audited SOE, Program Completion Report (PCR) of their previous grant.
8. At the end of the programme, the unutilised portion of the grant, if any, shall be refunded to DBT-WB forthwith by DD/cheque in favour of DBT, West Bengal. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, the Institute/Organisation shall be disqualified for getting any further grants in near future.
9. The Institute/Organisation will not entrust the implementation of the work for which the grant is being sanctioned to another

Institution/Organisation nor will it divert the grant received to any other institutions/ organizations. In case the Institute/Organisation is unable to implement or complete the program, the entire grant received from DBT-WB shall be refunded.

10. DBT, West Bengal reserves the right to terminate the grant for the program at any stage if it is convinced that the grant is not being or has not been utilized properly.
11. The respective committee of DBT-WB and/or the competent authority of DBT, West Bengal may enforce additional guidelines, terms and conditions for the successful operation of this scheme from time to time.
12. Usually, the grants may be sanctioned for specific programmes as follows:

Programme	Minimum Duration of the programme	Minimum number of participants	Maximum admissible grant
Seminar/Workshop for Universities, Research Institutes	1-3 days	50 Nos.	50,000/-
Seminar/Workshop for UG/PG Colleges	1-3 days	50 Nos.	50,000/-
Seminar/Workshop for Registered NGOs	1-3 days	50 Nos.	50,000/-
Skill development training programme (Wet lab component)	2(two) weeks.	10 Nos.	50,000/-

13. These terms and conditions shall be strictly binding on all applicants under this scheme.
14. With regard to any dispute, decision of the competent authority in the Department of Biotechnology shall be final.