

## PROFORMA VI

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

Proposals must be submitted to **the Director, Uttarakhand Council For Biotechnology, An Autonomous Body of Govt. Of Uttarakhand 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 grant-in-aid received from the UCB 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 favour of the Director, Uttarakhand Council for Biotechnology , Biotech Bhavan, P.O. Haldi-263146 , Dist. U.S. Nagar, Uttarakhand 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 UCB 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) How this activity will be useful to promote Biotechnology in Uttarakhand
  - (f) Others (Please specify)

(iii) Estimates on Publication of Proceedings

No. of pages : .....

No. of copies: .....

Will the proceedings be priced? : .....

- (iv) Details of participants to whom TA/DA is being offered :
- (v) 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.*

(vi) *Describe the background of the participants (undergraduates/post graduates/Ph.D scholars etc.) and the discipline to which they belong to*

(vii) *Expected level of participation (tick the relevant box)*

- |                         |                        |
|-------------------------|------------------------|
| (a) <i>Less than 50</i> | (e) <i>200 to 250</i>  |
| (b) <i>50 to 100</i>    | (f) <i>250 to 350</i>  |
| (c) <i>100 to 150</i>   | (g) <i>350 to 500</i>  |
| (d) <i>150 to 200</i>   | (h) <i>500 or more</i> |

(viii) *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:.....

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

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | University (Central/State/Deemed)                 |
| <input type="checkbox"/> | Govt. Autonomous Research Institute/Govt. College |
| <input type="checkbox"/> | State Govt.                                       |
| <input type="checkbox"/> | Professional Body                                 |
| <input type="checkbox"/> | Registered Society/NGO/Voluntary organisation     |
| <input type="checkbox"/> | Industry (Private/PSU)                            |
| <input type="checkbox"/> | Private College                                   |
| <input type="checkbox"/> | Others (Please specify)                           |

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

.....  
.....  
.....  
.....  
.....

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:<br>(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

<i>Source</i> (Name of the Agency)	<i>Amount</i>	<i>Purpose</i> (Items of Expenditure)
.....	.....	.....
.....	.....	.....
.....	.....	.....

(c) Assistance received from any organization outside India

<i>Source</i> (Name of the Agency)	<i>Amount</i>	<i>Purpose</i> (Items of Expenditure)
.....	.....	.....
.....	.....	.....
.....	.....	.....

8. Financial assistance required from UCB (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 UCB for Seminar etc.

UCB 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 UCB 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.*

.....

.....

11. Name of the Authority (with complete address and fax No.) who will be responsible for submitting the Utilization Certificate and Statement Total Income from all the sources & Expenditure signed by Accounts Officer/Finance Officer of the Institute (if Govt. Organisation) or audited :

.....  
.....  
.....  
.....

**Name & Signature of Applicant**

*File No.*

*Name of the Institute*

*Date*

*Certified that:-*

- (i) Information furnished has been verified and found correct.*
- (ii) No previous UC/Statement of Income and expenditure against the grant sanctioned and released by UCB to the institute is pending.*
- (iii) UC for the amount sanctioned and released for the seminar will be submitted in time.*

***Name & Signature of Head of Institution (with seal)/Designated Head of the Institute (With Seal)***

Envelop may please be super scribed: ***APPLICATION PROFORMA FOR FINANCIAL ASSISTANCE FOR HOLDING NATIONAL / INTERNATIONAL SEMINAR / SYMPOSIUM CONFERENCE ON THRUST AREAS OF "BIOTECHNOLOGY.***

## Appendix I

1. Agriculture Biotechnology including Plant tissue Culture
2. Seribiotechnology
3. Biofertilizers/Biiopesticides
4. Food Biotechnology
5. Medicinal & Aromatic Plants
6. Animal Biotechnology
7. Aquaculture & Marine Biotechnology
8. Animat Tissue Culture, Hybridoma and Cell cuture-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, Bioproducts and Biosafety
19. Bioprospecting
20. Biodiversity Conservation and Environmental Biotechnology
21. Bioinformatics
22. *Stem Cell*
23. *Nano Biotechnology*
24. *Bioengineering*
25. *Clinical Proteomics*
26. *RNAi*
27. *Vaccine and Diagnostics*
28. *Pharmaco Genomics*
29. *Biomedical Devices*
30. Others (Specify)

**CONDITIONS OF UCB GRANT**

*(For Seminar/Symposium/Conference/ Workshop)*

1. An 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 two 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 UCB not later than one month from the date of sanction of the grant. *A format for the same is enclosed as Appendix-III*. 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 the grant from this department is to be refunded to the Dept. by way of Demand Draft drawn in favour of Director, Uttarakhand Council for Biotechnology, Biotech Bhavan, P.O. Haldi, Dist. U.S. Nagar, Uttarakhand-263146 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 (both in Hindi and English), in triplicate, 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, Uttarakhand Council for Biotechnology, Biotech Bhavan, P.O. Haldi, Dist. U.S. Nagar, Uttarakhand.
7. **Support of the Uttarakhand Council for Biotechnology should be acknowledged** in the proceedings, reports, folders, stationery, banners etc. of the seminar/Symposium/Conference/ Workshop.



## **UTILISATION CERTIFICATE**

**(Rs. in lakhs)**

1. Title of the project/scheme :
  2. Name of the Organisation:
  3. PI/COORDINATOR/convener :
  4. Dept. of Biotechnology sanction order No. & date of sanctioning the project :
  5. Amount brought forward from the previous financial year quoting UCB letter No. & date in which the authority to carry forward the said amount was given :
  6. Amount received from UCB during the financial year *(Please give No. and dates of sanction orders showing the amounts paid)* :
  7. Other receipts/interest earned, if any, on the UCB grants :
  8. Total amount that was available for expenditure during the financial year (Sl. nos. 5, 6 and 7) :
  9. Actual expenditure (excluding commitments) incurred during the financial year (statement of expenditure is enclosed) :
  10. Unspent balance refunded, if any (Please give details of cheque No. etc.)
  11. Balance amount available at the end of the financial year :
  12. Amount allowed to be carried forward to the next financial year vide letter No. & date :
- 
1. Certified that the amount of Rs. \_\_\_\_\_ mentioned against col. 9 has been utilised on the project / scheme for the purpose for which it was sanctioned and that the balance of Rs. ....remaining unutilized at the end of the year has been surrendered to Govt. (Vide No. ....dated .....) / will be adjusted towards the grants-in-aid payable during the next year.
  2. Certified that I have satisfied myself that the conditions on which the grants-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 utilised for the purpose for which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.

**(PI / COORDINATOR)**

**(FINANCE OFFICER)**

**(HEAD OF THE INSTITUTE)**  
**(To be Countersigned by the UCB Officer-in-charge)**