

PROFORMA – II

**UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY,
GOVT. OF UTTARAKHAND**

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

1. Event (Please tick) : Seminar ☐ Symposium ☐ Conference ☐ Workshop ☐
2. Geographical Coverage (Please tick) : Regional ☐ National ☐ International ☐
3. Broad subject Area :
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)
- (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*

(vi) *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 |

(viii) *Please enclose the following documents:-*

- (a) *Technical Programme*
- (b) *Tentative list of speakers*
- (c) *Announcement details*

5. Details of Organizing 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 Organizing Institute :
- (iii) Name and Address of President/Chairman of the Society /NGO/Voluntary Organization (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:
(please specify)
- Total :
7. Details of amount requested/received/committed from other agencies:
- (a) Source Amount Purpose
(Name of the Agency) (Items of Expenditure)
8. Financial assistance required from Uttarakhand Council for Biotechnology, Govt. of Uttarakhand
(Applicable heads please see below)
- | Item(s) of Expenditure | Amount in Rupees |
|------------------------|------------------|
| TOTAL | : |
9. Details of previous grants received from Uttarakhand Council for Biotechnology for Seminar etc.
- | UCB Order No. & Date | Title of the Seminar/ Workshop/conference | Status of submission of Utilization Certificate & Statement of Total Income & Expenditure |
|----------------------|---|---|
| | | |
- In case the UC is pending for the past events, then Uttarakhand Council for Biotechnology 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. Organization) or audited :

Name & Signature of Applicant

Note: The proposal should be duly forwarded by the Executive Authority of the Institute with signature and seal in the format (03 copies) and be sent to

**Director,
Uttarakhand Council for Biotechnology
Biotech Bhavan, P.O. Haldi -263 146,
Dist. U.S. Nagar, Uttarakhand)**