

Government of West Bengal
Department of Science & Technology and Biotechnology (DSTBT)
Vigyan Chetana Bhavan, Block-DD, Plot-26/B, Sector – I
Salt Lake City, Kolkata-700064

No. 1250 BS/O/Estt/1M-38/2025

Date: 19/09/2025

Memorandum

In order to popularize the Science and its vision among different social strata, Department of Science and Technology and Biotechnology, (DSTBT), Government of West Bengal, has a unique initiative under the heading "**Science Popularisation Programme**" in the form of Seminar, Symposium, Conference, Workshop, Debate etc. to be organized by Government/ Govt. Aided/Autonomous Academic & Research Institutions, Universities, Colleges, Schools, Private Institutes, Registered Non-Government Organizations (NGO), Trusts, etc.

The general guidelines of this programme are hereby elaborated below:

1. Under this programme, in order to create desired awareness & impact, financial assistance will be provided in the form of grant-in-aid for the Seminar, Symposium, Conference, Workshop, Debate etc. in the field of Science & Technology and Biotechnology including various awareness generating programmes of Intellectual Property Rights (IPR) in the State of West Bengal. The major Thrust Areas have been provided in serial no. 12.
2. Online application has to be done in Vigyansathi Portal as per the advertisement and a complete single pdf (max 20MB) to be uploaded as per the latest prescribed format only. For registered NGOs/ Trusts, the application must be duly recommended by the Jt.BDO/ BDO/ SDO/ DM/ Executive Officer-Municipality/ Commissioner-Municipal Corporation. Mere application in the prescribed format shall not entitle the applicant for any financial assistance from DSTBT. Decision of the Competent Authority of DSTBT on all matters shall be the final and no correspondence shall be entertained in this matter later on.
3. Shortlisted applications will be evaluated by the Departmental Expert Committee and selected Programme Coordinator (PC)/ Head of the Institution (HoI) will be informed by issuing sanctioned Government Order (GO) from this Department.
4. On completion of the Programme, Utilisation Certificate (UC, five copies in original signature, Format-I), Audited Statement of Expenditure including UDIN (Audited-SoE, Format-II), Feedback from the participants (Format-III), Programme Completion Certificate (Format-IV), hard bound Programme Completion Report (Format-V) including list of participants as per the DSTBT, GoWB format, list of Resource Persons/ Invited Speakers/ Dignitaries/ Experts etc., still and video photographs (both hardcopy and softcopy) should be sent to DSTBT along with the necessary inputs. At the end of the Programme, the unutilised amount, if any, shall be refunded to DSTBT as per Government Rules at Bank using Form No. TR-7.
5. No Institute/ Organization shall be allowed to apply for next financial assistance from DSTBT unless and until they submit UC & Audited-SoE, Programme Completion Report, Feedbacks including photographs, videos etc. (both hardcopy and softcopy) of their previous/ last grant.
6. Institute/ Organisation/ PC willing to publish Technical/ Scientific papers based on the work done under this Programme should acknowledge the financial assistance received from DSTBT; e.g., "**Sponsored by Department of Science & Technology and Biotechnology, Government of West Bengal**" must be properly printed/ published in the invitation cards/ brochure/ banners/ hoardings/ proceedings etc. The knowledge generated from the Programme will be the property of DSTBT and should be properly acknowledged always. Intellectual Property Rights (IPR), especially registration of Copyright issue, if any, generated from this type of Programme shall be done in consultation with DSTBT.
7. After application and submission of the proposal, if any Programme is held without Sanctioned Government Order (GO) of DSTBT, the Department will not be liable to reimburse the expenses for organising that Programme.

8. The Departmental Officers/ Representatives may have the right to visit, monitor and participate anytime in any kind of DSTBT funded Programme for inspection and other evaluation purpose, if necessary. The Institute/ Organisation must inform/ invite DSTBT during inauguration and valediction of the programme.
9. For Awards, Certificates and other competitive events organized by any Institute/ Organisation with the Department's grant, DSTBT should not be liable for any disputes arising out of fair selection for the Awards, Prizes, Certificates etc. However, the Department may instruct and interfere at its own discretion if the situation desires and in that case, the decision of the Competent Authority of DSTBT will be the final.
10. The Competent Authority of DSTBT may enforce additional guidelines, terms & conditions for the successful operation of the Programmes from time to time and /or at the time of approval and the Institution/ Organisation/ PC are required to follow such directions to conduct the Programme effectively.
11. **Funding pattern for Seminar, Symposium, Conference, Workshop & Debate Programmes as follows:**

Sl No	Programme Types	Minimum Duration	Min. nos. of Participation	Maximum Amount
1.	Seminar/ Symposium/ Conference/ Workshop etc. organised by University/ Research Institute/ Autonomous Institute	2 days	50	2,00,000 (max.)
2.	Seminar/ Symposium/ Conference/ Workshop etc. organised by Colleges	2 days	50	1,50,000 (max.)
3.	Debate/Seminar/ Symposium/ Conference etc. organised by School/ Trust/ Registered NGO	2 days	50	100,000 (max.)

All the figures are tentative. Decision of the Competent Authority will be the final. If the duration of any Programme is less than that mentioned above, funding will be reduced proportionately.

12. List of Major Thrust Area/ Themes: Seminar, Symposium, Conference Programmes

1. Solar Energy & non-conventional energy
2. Environment, Earth Science & Climate Change
3. Water Management, Drought proofing & rain water harvesting
4. Pollution Control (mainly air, water, & plastic), Sea surface temperature & oceanic pollution
5. Space Technology & its application
6. Unmanned Aerial Vehicle, Drone Technology & its application
7. Robotics, Artificial Intelligence and Machine Learning
8. Cyber Security, cybernetics, hyperloop technology
9. Mobile & Internet Use: beneficial and detrimental effect
10. Waste to Wealth
11. History of Science, movies made on Science
12. Health and Hygiene
13. Snake & insect bite and its treatment including prevention
14. Disaster Management
15. Intellectual Property Rights (IPRs)
16. Technology Transfer
17. Entrepreneurship and Start ups
18. Nature study, Sky gazing, adventure tourism, water sports
19. Amateur astronomy
20. Scientific activities related to lateritic / hilly zone
21. Idea, creativity and innovation
22. Any other emerging issue of IT & Pure Science

13. Address for Communication:

Additional Secretary to the Govt. of West Bengal
Department of Science and Technology and Biotechnology
Govt. of West Bengal
Vigyan Chetana Bhavan
DD- 26/B, Sector 1, Salt Lake, Kolkata 700064

Q.4
19/9/25

Secretary to the Government of West Bengal

Department of Science and Technology and Biotechnology

Government of West Bengal
Department of Science & Technology and Biotechnology (DSTBT)
Vigyan Chetana Bhavan, Block-DD, Plot-26/B, Sector-I
Salt Lake, Kolkata-700064

Application Format for Science Popularization Programme

1. Programme Type (ref SN 11 of the Memorandum):
2. Title of the proposed Programme:
3. Target Group (Faculty, Teacher, Research Scholar, School/College/ University Student, Community):
4. Duration (days):; Tentative Dates of the proposed Programme:
5. Aims, Objectives and Details of the Programme (attach separate sheet, if necessary):
6. Name, Designation, Postal Address, mobile no. and e-mail id of the (only one) Programme Co-ordinator (PC) (attach separate sheet, if necessary):
7. Legal status of the Institute (School/College/ University/ Institute/ Polytechnic/ ITI/ Autonomous body/ registered NGO/ Trust etc.):
8. Date wise detail Programme Schedule (attach separate sheet, if necessary):
9. Collaborating Institutions/ Organizations, if any, with their specific contribution:
10. Expected number of participants and list of Resource Persons/ Invited Speakers:
11. Give details of the grant received from DSTBT in last three Financial Years, if any alongwith the date of submission of UC, Audited SoE, Report etc.:
12. Name and address of the authority to whom the allotted amount is to be credited (if sanctioned) who will also be responsible for submitting the UC, audited SoE, Programme Completion Report, Feedback, Still and Video photographs etc. of the grant:
13. Total Estimated Expenditure (A)/ Organisation's contribution (B)/ Contribution from any other sources (C) / Grant expected from DSTBT(D):

D : ₹..... = (A: ₹..... - B: ₹..... - C: ₹.....)
(provide detail Budget break-up as per Annexure-I and Bank details as per Annexure-II):

Check List (put tick) of attachments to be submitted with the application

- Proposed Total Budget with break-up (Annexure-I) and Bank Details (Annexure-II) in Institute/ Organization's letter head: **YES/NO**
- For registered NGO/ Trust, filled in Application Format recommended by the appropriate Recommending Authority, viz., Jt.BDO/ BDO/ SDO/ DM/ Executive Officer- Municipality/ Commissioner-Municipal Corporation as the case may be (where the programme is actually going to be held): **YES/NO**
- For registered NGO/ Trust, attested copies of the registration certificate, latest renewal certificate, Memorandum and Rules & Regulations of the Organization, last three years Audited Statement of Accounts, Annual Reports etc., List of recommended beneficiaries: **YES/NO**

DECLARATION

Certified that the details furnished in the filled in format are correct to the best of our knowledge & belief and that the amount of financial assistance, if sanctioned, will be utilized for the purpose for which it is granted within the time as prescribed by DSTBT. We also undertake to abide by the General Guidelines and Terms & Condition prescribed by DSTBT and provide due coverage to DSTBT during the Programme and publications/ print and electronic media made from the Programme in future. We also declare that within one month after completion of the Programme we shall submit the Utilisation Certificate (UC), Audited Statement of Expenditure (Audited-SoE), Programme Completion Report, Feedbacks from the Participants, still and video photographs etc.

Signature:

Signature:

Date:

Date:

Name of Programme Coordinator:

Name of Head of the Institution:

Designation:

Designation:

Address:

Address:

(Office Seal)

RECOMMENDATION
(only for registered NGO/ Trust)

Certified that the said Organisation is reputed in this field and I/ we recommend the said proposal for getting grant-in-aid from DSTBT, Govt of West Bengal for the benefit of the local College/ University Students/ Community etc.

Signature:

Date:

Name of Recommending Authority:

Designation:

Address:

(Office Seal)

Proposed Total Budget with break-ups

A. Total Estimated Expenditure

Sl. No.	Items required with justification and rate	Total Expenditure (A) (₹)
1.	Honorarium to Resource Persons/ Experts	
2.	Study materials, Consumables expenses	
3.	Hall rent, if any	
4.	Publicity materials	
5.	Travel expenses	
6.	T.A. to the external Resource Persons/ Experts	
7.	Documentation expenses including audio-visual	
8.	Light refreshments	
9.	Auditors' fee	
10.	Other expenses, if any (please specify)	
Grand Total Expenditure (₹):		

Please mention:

B. Institution/ Organization Contribution* in ₹

C. Contribution from any other sources (with name & Address) in ₹

D. Grant expected from DSTBT (₹) = (A-B-C)

Signature of Authorised Personnel with seal

If C= 0

Undertaking: This organization/ institution is not receiving any kind of financial assistance from any other sources

Signature of Authorised Personnel with seal

*At least 10% of the total budget contribution from the Institute/ Organization is desirable

Bank details of the Applicant Organisation

Name of the Organization	
Bank Account number & name of the Account holder/ Organization	
Type of Account (Savings or Current A/c)	
Name of the Bank	
Name of the Branch with Branch address	
IFSC of the Branch	
Mobile Number of the Programme Coordinator/ Head of the Organization	
PAN / TAN of the Account holder/ Organization	

Signature of Authorised Personnel with seal

Utilisation Certificate (UC) in respect of Grant-in-Aid

No.

Date:

1. Name of the Grantee Institute (s) :
[Attach separate list for more than one Grantee Institution]
2. Sanctioning Authority :
3. Sanction Order Number & Date :
4. Amount Sanctioned :
5. Drawing & Disbursing Officer :
6. Treasury/PAO :
[From where the bill was drawn]
7. Bill No. & Date :
8. T. V. No. & Date :
9. Amount Drawn :
10. Unspent Balance of Previous year, if any :
11. Amount Utilised :
12. Unspent Balance, if any, in Current year :
13. Purpose of Utilisation :

CERTIFICATE

Certified that I have satisfied myself that the conditions on which the Grant-in-Aid was sanctioned have been duly fulfilled/are being fulfilled that I have exercised the following checks to see that the money was actually utilised for the purpose for which was sanctioned.

[Applicable in case of unspent balance] The unspent fund will be adjusted against the Grant-in-Aid to be sanctioned and paid in the Current Financial Year (applicable in case of recurring grant only).

Kinds of checks exercised

1. Cash Book
2. Ledger
3.
4.
5.

Date

Signature with Official Stamp

Audited Statement of Expenditure (Audited SoE)

Title of the Programme:

Duration:..... Venue:

Organized by:

Receipts	Amount (₹)	Payments	Amount (₹)
Amount received from DSTBT		1.	
		2.	
Amount contributed from own Institution/ Organisation/ Participants etc.		3.	
		4.	
Amount received from other Institution/ Organisation/ other means etc.		5.	
		6.	
Total (₹):		Total (₹):	

Certified that we have exercised all kinds of checks to see that the grant has been utilized for the purpose for which it was sanctioned by DSTBT vide Government Order No.....dated.....of ₹.....

**Name & Signature
of Programme
Coordinator**

Official Seal

**Name & Signature
of Head of the Institution**

Official Seal

**Name & Signature
of Chartered Accountant**

Official Seal

Feedback Form

[Rank based points from 1-5 (5 to be excellent) in Feedbacks from the participants]

Title of the Programme:.....

Name of the Programme Coordinator:.....

Name of the participant :

Address:.....

Age:.....; Occupation:.....

Mobile No.; E-mail id:.....

Educational Qualification:.....

SI No	Items	Rating: 1-5 (1=Poor, 2=Average, 3=Good, 4=Very Good, 5=Excellent)
1.	Did you find the Programme useful?	1---2---3---4---5
2.	Did it cover what you were expecting?	1---2---3---4---5
3.	How are the speakers on their delivery style?	1---2---3---4---5
4.	How relevant was the content to your expectation?	1---2---3---4---5
5.	Programme duration?	1---2---3---4---5
6.	How the topics of this Programme?	1---2---3---4---5
7.	How is the venue, in terms of location and comfort	1---2---3---4---5
8.	How the subject areas are useful to you?	1---2---3---4---5
9.	In terms of future Programme, are there any other related subject areas you would be interested in?	Write in one or two sentences

(Sponsored by: DSTBT, GoWB)

Signature of the Participant with date

Programme Completion Certificate

This to Certify that the Programme titled sponsored by the Department of science & Technology and Biotechnology (DSTBT), Govt. of West Bengal was successfully organised by in collaboration with (if any) during..... at (venue) for the benefit of

The following components of the above mentioned Programme

1.

2.

3.

..... were found very beneficial and inspiring for the who participated during the mentioned events.

Special achievements by conducting this programme are: (in few lines).....

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

The Still photographs and videos taken during each of the individual events are enclosed for reference.

**Name & Signature
of Programme
Coordinator**

Official Seal

**Name & Signature
of Head of the Institution**

Official Seal

**Name & Signature
of the person who has
recommended, if any**

Official Seal

- [illegible]

Official Seal