

Government of West Bengal
Department of Science & Technology and Biotechnology
WBFIST - Fostering Infrastructure for Science & Technology
GUIDELINES & FORMAT

INTRODUCTION:

The Department of Science & Technology and Biotechnology, Government of West Bengal is committed to strengthen science education in schools and colleges in the state. As a component of this overall objective, the WBFIST scheme is designed to support development and improvement of Science Laboratory facilities and Technology Infrastructure of different institutions at different levels within the state. It aims to strengthen the capacity and performance of that institute and support the development of a pool of technologically skilled and trained human resources using these physical facilities.

The WBFIST scheme will support institutions with grants to improve their physical Science & Technology (S&T) facilities up to a benchmark standard that would help the institution in achieving higher academic standards and will help to attract and retain fresh HR talents.

Facilities/ Centers/ Fabrication lab etc. developed in different institutes from of the financial support (full or partial) received through WBFIST will also act as a platform to promote **Innovation** and explore emerging technologies.

NATURE OF SUPPORT:

The scheme will provide fund support for development of technological facilities including upgradation/ re-modelling of existing laboratories, modernization of equipment/instruments, acquisition of essential equipment and installation of digital and computational facilities/ teaching aids, procurement of essential lab consumables (excluding only annual maintenance of existing facilities) etc. This support is for the Institute or Department as a whole. The WBFIST is not intended to provide individual support for experimentation/ R&D.

Duration: The support under WBFIST for an institution shall normally be for one time, to be executed within a maximum duration of 24 months from the date of sanction.

NOTE: For improvement of Biotechnology related infrastructure, institutes/ departments are advised to apply for support under the ‘BOOST’ scheme of the Department and not under WBFIST scheme.

This WBFIST grant shall NOT be utilized for civil works like construction of building, rooms, furniture *etc.*

WBFIST GRANT STRUCTURE:

The grant support will be at three levels (A, B & C) classified as follows:

CATEGORY A: Support Grant up to a maximum of Rs. 50.00 lakhs for Govt./ Govt. aided Post Graduate Departments under Universities/ Colleges, State level Research/ Technical Institutes, Autonomous Bodies *etc.* located within the State.

In this category, a department of eligible institution can access financial support up to a maximum of Rs. 50 lakh to be released in two instalments (subject to proper utilization of the initial grant) OR in a single instalment for establishment of a new PG department or augmentation of facilities in existing College or University. The maximum total duration for implementation is two years and the desirable status/ qualification of the grantee institute are:

- The Department/ institute should be affiliated to a recognized University in West Bengal.
- The average number of PG students should be 20 (twenty) or more for previous three years.
- The number of regular faculty should be atleast 4 (four) in the Department (atleast 2 holding PhD/ equivalent degree). Preference shall be given to institutes having higher number of faculty/ staff having or registered to PhD/ equivalent degree.
- The department should not have received any similar grant for equipment within three preceding years from any department of the Government of West Bengal.

CATEGORY B: Support Grant to a maximum of Rs. 25.00 lakhs for Govt./ Govt. aided Under Graduate Colleges/ Engineering Colleges/ Research Institutes/ R&D Laboratories/ Technical Institutes *etc.* located within the State.

In this category a department of eligible Institution can access financial support up to a maximum of Rs. 25 lakh to be released in two instalments (subject to proper utilization of the initial grant) OR in a single instalment for establishment of a new UG department or augmentation of facilities in existing College or University. The maximum total duration for implementation is two years and the desirable status/ qualification of the grantee institute are:

- The UG College/ Institution should be affiliated to a recognized University in West Bengal.
- The average number of UG students should be 30 (thirty) or more for previous three years.
- The number of regular faculty should be at least 3 (three) in the Department (atleast 2 holding PhD/ equivalent degree). Preference shall be given to institutes having higher number of faculty/ staff having or registered to PhD/ equivalent degree.
- The department should not have received any similar grant for equipment within three preceding years from any department of the Government of West Bengal.

CATEGORY C: Support Grant to a maximum of Rs. 5.00 lakhs for Higher Secondary Schools (Govt./ Govt. aided) having Science stream located within the State.

In this category a Higher Secondary level school can access financial support up to a maximum of **Rs. 5.00 lakh** (in one instalment) **for setting up or upgradation of PHYSICS, CHEMISTRY and BIOLOGY laboratories and innovation lab, geo-science tools and digital learning facility etc.** The maximum total duration for implementation is one year and the desirable status/ qualification of the grantee institute are:

- The school should be affiliated to a recognized board of Education in West Bengal.
- The grant will be provided for setting up or upgradation of Science Laboratories and to install necessary instruments to promote practical science learning and access to digital learning/ smart classroom for better learning.
- The average number of students should be at least **30** (Thirty) in Science stream for the previous three years appearing for H.S. examination.
- The number of regular teachers should be at least 3 (three) having Post Graduate degree in science stream (at least one for Physical science and one for Bio science).

Note: The applicant school must have the required physical space, civil/ electrical infrastructure, furniture *etc.* and supporting manpower to acquire and operate the equipment/instruments procured out of financial grant under this scheme.

GENERAL CRITERIA AND ELIGIBILITY:

The Science Departments in Colleges (UG/ PG) under different Govt./ Govt aided State Universities, Engineering Colleges/ Higher Educational Institutions/ Reputed Research & Development (R&D) Institutes/ Laboratories having recognition and Higher Secondary level schools having science stream situated within West Bengal are eligible to apply for grant under the scheme.

Priority will be given to institutions which have a track record of high quality teaching and academic research (as reflected in NAAC, AICTE accreditation or NIRF or any other ranking).

Preference will be given to Colleges/ Universities/ Higher Educational Institutions which have not received grants from UGC, DST, DBT, and AICTE *etc.* within the previous 3 years for this purpose and the state-funded / aided organizations will be considered.

The facility created with grants under this scheme shall be accessible to the students/ scholars/ researchers/ faculties of other departments for academic purpose and collaborative proposals for setting up of common laboratory facility are encouraged.

PROCEDURE FOR SELECTION:

Institutions interested to access grants under WBFIST are requested to submit proposals for the grant as per the annexed Application Format complete in all respects following the notification of WBFIST.

The Department/ Council (West Bengal State Council of Science & Technology, WBSCST) will conduct an initial scrutiny to assess the need and suitability of proposal for consideration under the scheme. The scrutiny may involve physical visit to the institution. The institution may also be called upon to make a presentation before the scrutiny committee. Final evaluation and selection of the WBFIST proposal will be made by the Empowered Committee of the Department.

The recommended proposals will be processed for financial concurrence and administrative approval of the Government.

APPLICATION: Applications in the prescribed format may be made only through **online mode** through the ‘Vigyansathi’ portal of the Department. (<https://dstbt.bangla.gov.in/vigyansathi>)

For schools to apply for the grant, Recommendation form/ Forwarding letter vetted by an officer of the Education Department, or any officer of the respective Collectorate.

TERMS & CONDITIONS:

- i. The grant to be released under this scheme is primarily for strengthening Science and Technology infrastructure facilities of the identified Department in Universities/ Colleges and other institutions. It is aimed at enhancing experience in handling and application of sophisticated modern equipment/ tools by the students and researchers and therefore facilitating research, innovation and technology development. The grant shall be spent exclusively for this purpose.
- ii. The Head or his nominee (to be decided by the Department/ Institute/ University) of the identified Department/ Centre shall be the ‘**Project Coordinator**’ and in addition a ‘Project Implementation Committee’ for the WBFIST must be formed which should include the Head of the Institute, the Project Coordinator, one financial authority (of the institute) and other concerned faculties/ experts *etc.* This committee shall be responsible and accountable for the project in all circumstances.
- iii. As the grant-in-aid under WBFIST is only to be utilized for infrastructural facilities for research and teaching in the selected Department, therefore, no deviation from the Budget outlay as approved by the sanctioning authority will be allowed. In case, if it is very necessary, a formal request can be made to the sanctioning authority (DSTBT) for consideration. No expenditure under Overhead Charges or Contingency is admissible under this grant.

- iv. The grants-in-aid under WBFIST is to provide equipment/ instruments/ consumables to facilitate advanced learning and innovative research therefore, the benefit should be directly utilised by the students, scholars and faculties of the grantee department/ division and also from other departments with necessary consent from the concerned department.
- v. The scheme does not allow any financial provision for building/ civil construction or repair *etc.* Basic civil infrastructure must be available in the institute including electrical setup (connections, ACs *etc.*) at the time of application to accommodate and maintain the facility/ instruments.
- vi. All the assets acquired/ modified from the grant will be the property of the institution and Department of STBT jointly and should not, without the prior sanction of the Department/ Council, be disposed of or encumbered or utilized for purposes other than those for which the grant has been sanctioned.
- vii. All efforts shall be made to procure the instruments/ equipment and other items at the earliest to avoid cost escalation (as laid out in the sanctioned budget) following due process. In case, if it is found that the grantee institution is not able to use the funds (1st instalment) within one year of its release, the Department/ Council shall have the right to withdraw the project support grant from the institution.
- viii. After completion of the project, the institution should submit the duly audited Utilization Certificate and an audited Statement of Accounts (by a Chartered Accountant, in the prescribed format) pertaining to the grant (along with a pictorial Progress Report) within one year or completion of the work, whichever is earlier. The DSTBT officials/ representatives may at anytime of their choosing make a visit to the grantee Institution/ Department to monitor the utilization of funds, implementation of the project and outcome of the support.
- ix. After the grant is received by the grantee institution, the DSTBT/ Council will review periodically (once in six months) the technical and financial progress. The DSTBT, GoWB reserves the right to terminate the support at any stage if it appears that the grant has not been properly utilised for the given purpose or appropriate progress is not being made by the grantee institution.
- x. A stock register of all the permanent/ semi-permanent assets acquired wholly or partly out of this grant shall be maintained and a copy thereof furnished to DSTBT or Council when asked for. Such register of assets and the accounts maintained shall be available or open to scrutiny by Audit.
- xi. For maintenance of high end instruments (unless covered by comprehensive AMC on procurement if any) the grantee institute/ department shall have to take the financial responsibility. No additional fund for AMC/ repair will be provided by DSTBT/ Council

beyond this period. Therefore it is advised to use such instruments with care for best performance.

- xii. Copy of all original Bills and process of procurement/ installation must be kept for evidence and should be submitted to the DSTBT/ Council when asked for.
- xiii. Any unspent amount sanctioned should be surrendered/ refunded with prior intimation or may be carried forward to the next financial year, with the prior consent of the sanctioning authority but the payable balance grant in the next year will never exceed the total approved budget outlay.
- xiv. The grant released under the WBFIST programme needs to be kept in a separate savings bank account of a nationalized bank only. The accrued interest on the grant needs to be reflected in the statement of expenditure annually.
- xv. Budgetary quotation from reputed equipment suppliers (all-inclusive i.e. duties, bank & other charges) for all equipment recommended for support should be provided. Please ensure that the proposed budgetary cost is reasonable and arrived at with due diligence, observing financial propriety. All the procurement must be done in strict adherence to the financial rules of the Govt. of West Bengal.
- xvi. Equipment/ Instrument proposed should be from reputed manufacturers and conforming to benchmark standards.
- xvii. For all procurement of equipment and works by the grantee institute, under this scheme, adherence to fair and transparent process is mandatory. Procurement through open tender, e-tender process and/ or through GeM (Govt. e-Market) portal is recommended and especially for the applicants under Category A & B and for high value purchase it is mandatory. The method of proposed procurement shall be disclosed in the project proposal.
- xviii. For any dispute regarding the procurement process of equipment/ engagement of agency *etc.* reported during or after the project tenure, the sanctioning authority will not take any responsibility at any stage and may take necessary action as decided by the DSTBT.
- xix. In order to give visibility to the WBFIST support programme of the DSTBT the following line shall be prominently displayed as: “Sponsored by the Department of Science & Technology and Biotechnology, Government of West Bengal”. All valuable equipment procured out of the WBFIST grants must carry a durable label “Provided under WBFIST – YYYY Programme”. (*YYYY being the year of sanction*)
- xx. The institution should avoid incurring expenditures beyond the grant made available to them. The sanction order duly describes the equipment/ items and heads along with the allocated budget. The institution may restrict their purchase and expenditure as per the allocated budget. Any over expenditure beyond the sanctioned budget has to be borne by the Department / Institution/ University and will not be reimbursed.

- xxi. The grantee institutions shall submit half yearly reports on various aspects of progress achieved. The progress on the implementation of the programme shall be reviewed, monitored and evaluated once in every six months from the date of release of first instalment of the grant.
- xxii. No engagement of manpower will be supported from the grant under this scheme.
- xxiii. The capital asset created under the support of this scheme shall be treated as a public funded establishment and the institution developing such setup will be the custodian of that infrastructure. On the instruction of the sanctioning authority these facilities should be made available to other users for academic/ R&D purpose as and when asked for.
- xxiv. Proposal for procurement of other items for general use like computers, laptops, printers *etc.* is Not permitted under this scheme especially for applicants under Category A & B.
- xxv. Proposal for partial funding can be made where the applicant institution have already received fund from other sources to develop a setup. In that case the terms and conditions of the scheme will be applicable in the same manner as laid down in this guideline.
- xxvi. Cancellation / Withdrawal: If, as a result of the periodic review, it is found that the supported institution is not performing well, a six month notice shall be given to it for improvement. If it is noted that the grantee institution has not made progress or has not shown results as per the action plan even after the notice period, the grantee institution may have to refund the financial assistance given to them under the WBFIST programme along with the penal interest.
- xxvii. The release of subsequent instalment to grantee institution is subject to the evaluation of the progress achieved during the intermediate stages.
- xxviii. Along with the application proposal and budget breakup a comparative price estimate chart of quotations from atleast three reputed suppliers shall be submitted.
- xxix. Schools (under category C) receiving the grant shall constitute a 'Project Implementation Committee' with 4-5 Members under the overall supervision of the Principal/ Headmaster/ Headmistress where the concerned DI/ ADI should be an ex-officio member. This committee shall be responsible and accountable for the performance and progress of the project in all respects.

APPLICATION FORMAT WBFIST

Applying for: Category A ☐ **B** ☐

1. Name & Details of the Institute to be considered for support:

- i. Name of the Institute:
- ii. Name of the Department/ Division where the lab will be setup:
- iii. Full address of the Institute:
- iv. Name of Head of the Institute:
- v. Designation of Head of the Institute:
- vi. Official Contact (Mobile) no.:
- vii. Official email ID:
- viii. Name of the Head of the Department/ Division:
- ix. Designation of the Head of the Department/ Division:
- x. Mobile no. of HOD
- xi. Email ID of HOD:
- xii. Official Address for correspondence:
- xiii. Year of commencement of the PG/ UG program in the Department/ Division and its financial status (Govt./ Self -financed/ Aided)
- xiv. Funding Authority (Govt./ Govt. Aided)

2. Name and Details of the Project Coordinator: *(pls. enclose a CV)*

- i. Name of the Project Coordinator:
- ii. Designation of the Project Coordinator:
- iii. Address for correspondence:
- iv. Mobile no. Alternate contact no.
- v. Email ID:

3. **Official Status of the Institute** (*enclose supporting documents with this format*) with year showing affiliation, registration etc.

4. **Whether the Institute is accredited/ ranked by NAAC, NIRF, AICTE, UGC or any other relevant agency. If yes, please furnish the details in the following table**

Accreditation form	Grade or Rank	Year of Accreditation
National Assessment and Accreditation Council (NAAC)		
National Institutional Ranking Framework (NIRF)		
AICTE or Others as applicable		

Pls. add rows if required

5. **Details of participating Department(s)/ division(s):**

Total Faculty Members with qualification (who will use this facility)

Name of the PG/ UG Department	Total Number of Regular faculty members	Having Qualification
		Doctorate: Post Graduate:

Pls. add rows if required

6. Details of participating Department(s)/ division(s):

Number of students per discipline per academic session, admitted and passed out in Last Three (3) years.

Name of the Course / Department/ Division	Total Enrolled in last 3 years			Total Pass out in last 3 years		
	Yr.	Yr.	Yr.	Yr.	Yr.	Yr.
UG session						
PG session						
PG (PhD) program						

Expand table if required

7. Number of students qualified NET/ GATE or equivalent recognition form the department in Last Three (3) years.

Name of the program	Year	No. of students qualifying NET/ GATE/ INSPIRE etc.	Other special achievements

Pls. add rows if required

8. Has the Department received any financial grant from Dept. of Science & Technology and Biotechnology, Govt. of West Bengal earlier? If yes, please mention year-wise.

Year	Amount	Purpose	Status

9. Has the Institute/ department/ division received any major grant for infrastructure from S&T agencies like DST/ DBT, GoI, UGC/ AICTE, etc. in the past 5 years? If yes, please provide details.

Heads	Identified Department/ Division/ Unit/ Project	Year of sanction	Granting Agency	Amount sanctioned to the Department
Equipment				
Consumables				
Books/ Library				
Any other				

10. Details of research grant received by the Department/ Division (or faculty associated with the Department) from different agencies in the Last 5 years. Please provide details.

Name & Designation of the Project Investigator in the Department/ Division	Title of the Project and Total Duration	Amount sanctioned & year	Funding Agency

Pls. add rows if required

11. Research and Innovation activities of the associated faculty, scholars and students as per the following table.

Name and Designation of the Faculty/ Scholar	Major Area of Research	No. of PhDs submitted and granted

Pls. add rows if required

a) Publications – List of research publications in SCI Journals and books from the Department in last 5 years

b) List of Patents and Innovation – Patent applied, Patents obtained, Prototype developed, upcoming plans to promote innovation

12. Please provide a common list of equipment (costing Rs. 1.00 lakh and above) which are available and functional in the department/ division.

Name of the Equipment in the Department	Year of Purchase	Functional Status	Users

Pls. add rows if required

13. Details of Post Graduate/ Under Graduate teaching and research profile/ plans of the department for the next 5 years

14. Budget Proposal - Details of fund requested:

Sl.	Name/ Description of the Items	Purpose	Proposed Budget
A.	Permanent Equipment/ Instrument		
B.	Consumables		

Pls. add rows and provide with detail technical specification in annexure with price quotation for the items proposed (use a separate page for budget details if required)

15. Total budget proposed for support from DSTBT, GoWB: Rs. _____

_____ *in words* _____

16. Please specify the recipient of the grant (Principal/ Registrar/ HoD/ any other) and agree with the terms and condition by submitting self - declaration certificate given below from the Head of the Institute

17. Any workshop/ academic seminar/ meeting organised by the department in Last 3 years? If so, please provide details

Year	Type of the program	Topic/ Title

18. Does the applicant department/ division or any other associated faculty has any Utilisation Certificate/ document pending to be submitted to DSTBT, GoWB for any grant sanctioned by DSTBT, GoWB? If yes, please provide the details of sanction order no(s). with date(s).

Date:

Signature of the Project
Coordinator (with seal)

Signature of the Head of the
Department/ Div. (with seal)

Signature of the Head of the
Institute (with seal)

APPLICATION FORMAT WBFIST

Applying for: Category C (only for H.S. Schools)

1. Details of the School:

- i. Name of the School:
- ii. Full Postal Address of the School:
- iii. Name of the Headmaster/ Headmistress/ Principal:
- iv. Mobile no.
- v. Official Email ID:
- vi. Name and designation of the Teacher in Charge (if any):
- vii. Mobile no.
- viii. Email ID:
- ix. Year of commencement of the Higher Secondary (science) course in the School and its financial status (Govt./ Self -financed/ Aided)
- x. Funding Authority (Govt. / Govt. Aided)

2. Official Status of the Project Coordinator: *(pls. enclose a CV)*

- i. Name of the Project Coordinator:
- ii. Designation of the Project Coordinator:
- iii. Address for correspondence
- iv. Mobile no. Alternate contact no.
- v. Email ID:

3. Official Status of the School *(pls. enclose supporting documents with this proposal)* showing affiliation, Registration etc. with year.

4. Details of Science stream/ division(s): Faculty members with qualification

Science Divisions	Total Number of Regular teachers	Number of regular teachers having Post Graduate qualification
Physical Sciences		
Chemistry		
Biological Sciences		
Mathematical Science (including Statistics)		
Computer Science/ IT		

5. Details of participating Science Stream(s)/ division(s):

Number of students per discipline per academic session, admitted and passed out in last three years.

Year	Total No. of students enrolled in Last 3 years (in class XI)	Total No. of students enrolled in Last 3 years in Science Stream only (in class XI)	No. of students Pass out (H.S.) in Last 3 years		Result in H.S. (or equivalent) for Science Stream Only		
			Male	Female	Dv. I	Dv. II	unsuccessful

6. Has the school received any grant from Dept. of Science & Technology and Biotechnology, Govt. of West Bengal or WB State Council of Science & Technology earlier? If yes, please mention year wise.

Year	Amount	Purpose	Status

7. Has the school received any major grant for infrastructure from School Education Department, Govt. of WB etc. in the past 5 years? If yes, please provide details.

Heads	Remarks/ Details	Year of sanction	Total Amount Received
Equipment			
Consumables			
Books/ Library			
Any other			

8. Details of Science Popularisation (science camps, educational tours, summer camps etc.) programs conducted by the School in Last 3 years.

Type / Topic of the program/ activity	Date of the program	Total Number of students participated	Overall Impact

9. Details of Fund requested: provide separate table of list for (A) Physics Lab, (B) Chemistry lab, (C) Biology lab and (D) e-Learning tools

Laboratory	Name of the Equipment	Quantity	Total Proposed Budget in Rs.
Physics Lab	<i>Permanent Equipment</i>		
	<i>Consumables</i>		
Chemistry Lab	<i>Permanent Equipment</i>		
	<i>Consumables</i>		
Biology Lab	<i>Permanent Equipment</i>		
	<i>Consumables</i>		
Other support			

Pls. add rows and provide with detail specification in annexure with price quotation for the items proposed. Use a separate sheet if required.

10. Total budget proposed for support from DSTBT. GoWB: Rs. _____

_____ *in words* _____

11. Please specify the recipient of the grant (Headmaster/ Principal) and agree with the terms and condition by submitting self - declaration certificate given below from the Head of the School

12. Briefly mention how the school will utilize the proposed laboratory setup for inculcating science learning among the students of the school and those in its locality. (attach one page)

13. Does the applicant school or any other associated faculty has any Utilisation Certificate/ document pending with the DSTBT, GoWB/ Council for any grant sanctioned earlier.

Date:

Signature of the Project
Coordinator (with seal)

Signature of the Head of the
School (with seal)

Signature of the concerned
D.I. of schools (with seal)

DECLARATION
(to be given on letterhead)

I, Dr./Smt./Sri

by occupation

..... do hereby declare that:

1. I am the Principal/ Head of the Institute of
..... since of
..... (Address).
2. I commit that the benefits of the Grant-in-aid released under the WBFIST Project will be directly utilized by students, scholars and faculties of the grantee Department(s) and also other departments undertaking teaching and research with necessary consent from the Department/ College.
3. I understand that all the assets acquired from the grant will be the property of the Department of Science & Technology and Biotechnology, Govt. of West Bengal (DSTBT, GoWB). The instruments, at any point of time, may be withdrawn by the DSTBT, GoWB or utilised for any other purposes, as decided by the DSTBT, GoWB authority.
4. I shall not use the sanctioned grant-in-aid under the WBFIST or any part of the said amount for any other purposes or heads other than the criteria as mentioned in the Terms and Conditions/ Allotment/ Sanction Letter.
5. I shall utilise the grant following the rules and regulations prescribed by the Department of Finance, Govt. of West Bengal.
6. I shall submit the Utilization Certificate, Audited Statement of Expenditure pertaining to the grant along with Progress Report and Photographic Documentation to the DSTBT, GoWB/ WBSCST within month(s) from the date of receipt of the said grant-in-aid. Any unspent amount sanctioned will be surrendered to the Government along with the interest earned.
7. I shall abide by all the Terms and Conditions; otherwise I shall face the legal consequences.
8. I do hereby declare that the information given above and enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein.
9. Dr./Smt./Sri (designation)
will act as the Project Coordinator for this project.

(Head of the Institution)

Signed by
(with seal & date) **Head of the Institution**

Annexure III

BANK & OTHERS DETAILS OF THE APPLICANT INSTITUTION FOR RECEIVING GRANT

Name of the Organization	
Account number & name of the Account holder as per Bank Passbook/Cheque Book	
Type of Account (Savings or Current A/c)	
Name of the Bank	
Name of the Branch with Branch address	
IFSC code of the Branch	
Mobile Phone Number of the PI	
PAN / TAN of the Account holder	
File Number (for Office use)	

Date:

Signature of Authorized Person with seal

Enclosures: Cancelled Cheque / Photo Copy of first page of Bank Pass Book

CHECKLIST

(Please write yes or no against each point)

1. Whether following included in the project proposal: (Yes/ No)
 - a. Filled up Application Format as per **Annexure I (a) OR Annexure I (b)**:
 - b. Detail Budget with breakup (with name of items, description, quantity as applicable):
 - c. Supporting documents/ price quotations (in support of the proposed budget):
 - d. Forwarding letter/ Recommendations as required:
 - e. Biodata/ CV of the Project Coordinator:
 - f. Credentials/ Supporting documents in support of the official status/ affiliation/ registration/ ranking etc. of the Institution:
2. Govt./ Govt. Aided: Yes/No
3. Soft Copy of the Format signed with all annexures and enclosures (in single PDF): Submitted/ Not Submitted.
4. Bank A/c Details (Annexure III) of Institute with IFSC & MICR CODE and cancelled cheque: Submitted/ Not Submitted.
5. Is there any other ongoing Project associated with DSTBT, GoWB or any other State or Central Govt. Dept.: Yes/ No (If yes, please furnish details with ref./ file/G.O. Number)
6. Declaration (Annexure II) duly signed and stamped: Submitted/ Not Submitted.

The entire Application Format duly filled in should be Uploaded in VIGYANATHI Portal (<https://dstbt.bangla.gov.in/vigyansathi>) in a Single PDF format, after completing initial REGISTRATION in the said portal.

(Name and signature of the Project Coordinator)

Date.....

Place.....