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GOVERNMENT OF MIZORAM  
PLANNING & PROGRAMME IMPLEMENTATION DEPARTMENT  
MIZORAM : AIZAWL

No.G.24014/1/2019-PLG

:

Dated Aizawl, the 6<sup>th</sup> June, 2019

To,

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The Chief Scientific Officer,  
Directorate of Science & Technology.

Subject: *Scheme for Grant of Financial Assistance for organizing Scientific Programme.*

Reference: No.B.13012/3/2019-DST Dt. 28.5.2019

Sir,

With reference to your letter No. cited above, I am directed to convey Administrative approval for Scheme for Grant of Financial Assistance for organizing programmes.

This is issued with the approval of Secretary on 4.6.2019.

Yours faithfully,



( B. LALSANGLIANA )

Under Secretary to the Govt. of Mizoram  
Planning & Programme Implementation Department

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**SCHEME FOR GRANT OF FINANCIAL ASSISTANCE  
FOR ORGANISING SCIENTIFIC PROGRAMMES**

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## **Scheme for Grant of Financial Assistance for organizing Scientific Programmes**

1. Objective - To meet part of the expenditure incurred for holding seminar/symposium /conference/congress, etc. with a view to promote research/ education /policy issues in the field of science & technology.
  
3. Eligibility criteria– The following organisations are eligible for the grant:
  - 3.1 Scientific Societies.
    - 3.1.1 Should be registered under the Registration of Societies Act, 1860 or Mizoram Societies Registration Act, 2005.
    - 3.1.2 Actively involved in promotion of research/education in the field of science & technology.
  - 3.2 Public/Quasi-public organizations.
    - 3.2.1 Those which are conducting research/education in the field of science & technology.
  - 3.3 Institutions – which are involved in teaching and research in science & technology and have been established by an act of either the state legislature or the Parliament or are recognized by the U.G.C.
  
4. Nature and quantum of grant
  - 4.1. Nature of grant
    - 4.1.1 For holding Local / State / National / International scientific seminar / symposium / conference / congress, etc. on the scientific theme to Scientific/ Professional Societies, Public/quasi-public bodies and Institutions.
  - 4.2. Quantum of grant
    - 4.2.1 The amount or ceiling of financial assistance will be determined on case to case basis by the Directorate of Science & Technology.
  - 4.3 Frequency of grant

A society and Institution will be eligible for financial assistance for holding a scientific seminar/symposium /conference/congress, etc. only once in a year, other than the seminar/symposium /conference /congress, etc. on Directorate of Science & Technology identified priority themes from time to time.
  
5. Purpose and Utilization of Grant
  - 5.1 For holding of scientific seminar/symposium /conference/congress, etc.
  
6. Procedure for submitting application
  - 6.1 The application should be made on the proforma prescribed by the Directorate of Science & Technology (Annexure I).

- 6.3 Before submitting the application, it should be ensured that the Utilization Certificate of the grant(s) released by the Directorate of Science & Technology in the previous years, if any, has been submitted to and acknowledged by the Directorate of Science & Technology. No grant will be sanctioned or released to any Society/Institution which has failed to submit U.C. in respect of grants made earlier.
  - 6.4 The application shall be counter signed by the Secretary of the Society/Head of the Institution.
  - 6.5 Applications which do not satisfy the conditions or are incomplete will not be considered.
  - 6.6 The topic/subject matter being proposed should have direct relevance to the science & technology and should be of topical significance.
  - 6.7 For holding Local/ National/ International seminar/ symposium /conference /congress, etc. the societies/ Institutions should submit their application well in advance.
  - 6.8 The Societies/Institutions receiving financial assistance shall submit to the Directorate of Science & Technology, if published, at least three copies of the proceedings of the symposium/seminar, etc.
7. Criteria for Evaluation of application
- 7.1 A distinct relevance of the theme to the Directorate of Science & Technology mandate.
  - 7.2 The scientific structure of the theme and details of resource persons, number of participants (Indian and Foreign), etc.
  - 7.3 Any attempt been made by any other organization in the past to address this issue and the tangible outcome. Strengthening further the programme by the proposed theme.
  - 7.4 The professional standing and track record of the proposing body.
  - 7.5 If the proposing body organized any such event in the past, the details of scientific programme, resource persons (Indian and foreigners), outcome of the programme, expenditure incurred, benefit(s) accrued to science, region, country or world, etc.
  - 7.6 Expected outcome aimed at tackling local, state, national, regional and global issues.
  - 7.7 Total estimated expenditure, Quantum of support requested from Directorate of Science & Technology and other agencies/sources etc.
8. Issue of sanction indicating various conditions
- Sanction for the financial assistance will be made only on acceptance of specific terms and conditions by the grantee Society as detailed in Annexure II.

9. Undertaking to be given by the grantee Society/Institution.

The grantee Society/Institution will have to give an undertaking that it agrees to be governed by the conditions of the grant and also to intimate in detail, about the creation or acquisition of permanent or semi-permanent assets resulting from the grant.

10. Release of grant

Initially  $\frac{3}{4}$ th amount of total sanctioned grant will be released, provided the UC for Directorate of Science & Technology grant received in previous year, if any, are made available by the society/ institution in the Directorate of Science & Technology. All efforts would be made to release the grant about one month before holding of local/state/national/international seminar/symposium /conference/ congress, etc. The balance amount ( $\frac{1}{4}$ th) will be released on receipt of UC for the grant received from the Directorate of Science & Technology and the feedback in the prescribed proforma (Annexure III) and if any, detailed proceedings of the seminar/symposium /conference/congress, etc.

11. Maintenance of Accounts by the grantee Society/ Institution.

11.1 The grantee society/institution will maintain a proper account of the grant received by it from the Directorate of Science & Technology.

11.2 Unless the Utilization Certificate submitted by the grantee society/ institution in respect of the grant already received is accepted by the Directorate of Science & Technology, no further grant will be sanctioned by the Directorate of Science & Technology to that organization.

12. Monitoring of the output of the activity/event and follow-up action in case of scientific seminar/symposium /conference/congress, etc.

The society/institution will be required to submit a feedback report in the prescribed proforma (Annexure III) alongwith the proceedings, if published, of the seminar/ symposium/conference/congress, etc. immediately after completion of the programme. Comments of the Chief Scientific Officer, Directorate of Science & Technology will be obtained on the feedback report and proceedings and the balance amount ( $\frac{1}{4}$ th of the total sanctioned) will be released on satisfactory comments and the receipt of UC of the sanctioned grant. The Directorate of Science & Technology may also communicate relevant recommendations for consideration and inclusion in their programmes.

13. The Chief Scientific Officer, Directorate of Science & Technology will have the power to relax any of the conditions mentioned above, for reasons to be recorded in writing.

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APPLICATION FORM FOR SEEKING FINANCIAL ASSISTANCE BY THE SOCIETIES AND INSTITUTIONS FOR HOLDING LOCAL/ STATE/ NATIONAL/ INTERNATIONAL SCIENTIFIC SEMINARS/ SYMPOSIA/ CONFERENCES / CONGRESS, ETC.

LOCAL/STATE/NATIONAL/INTERNATIONAL

1. Name of the Society / Institution with full address.
2. Name and full address with which correspondence may be made, together with his telephone, email ID and complete address.
3. Year of Establishment
4. Whether registered (if applicable) under the Registration of Societies Act, 1860 or Mizoram Society Registration Act, 2005. (Registration number and date to be given).
5. Main areas of work of the Society/Institution.
6. Summary of the activities undertaken by the organisation and its future programmes:-
  - i) Conferences/Seminars/Symposia, congress, etc. organized in the last three years and their outcome/ follow-up action.
  - ii) Journals, Newsletters and proceedings brought out in the last three years.
  - iii) Other Publications, e.g. Pamphlets, Brochures, Leaflets etc. brought out in the last three years.
  - iv) Whether copies of the above mentioned publications are being supplied regularly to the Directorate of Science & Technology.
  - v) Future Programme
7. Whether the Accounts of the organization for the previous year have been audited by a duly authorised auditor.

8. Whether the Society/Institution agrees to maintain proper separate accounts of the grant, if sanctioned by the Directorate of Science & Technology.
9. Details of financial assistance already received from the Directorate of Science & Technology if any, during last three fiscal years and the purpose for which it was received.

Year	Amount of Grant (Rs.)	Purpose (in brief)	Total Expenditure incurred (Rs.)	Amount of grant utilized (Rs.)	Has Utilization Certificate been accepted by the DST	Remarks

10. Conference/Seminar/Symposium, Congress, etc. for which financial assistance is sought.
  - 10.1 Title
  - 10.2 Date(s) on which proposed to be held.
  - 10.3 Venue.
  - 10.4 Broad Outlines with scientific theme-wise programme.
  - 10.5 Likely Resource persons.
  - 10.6 Likely number of participants. (i) Indian \_\_\_\_ (ii) Foreigners \_\_\_\_
  - 10.7 Scope and the utility of proposed event (Technical/Scientific Highlights of the Seminar/Symposia /Conference/ Congress etc. may be indicated briefly. Also, attach a copy of the Circular)
  - 10.8 Has any attempt been made in the past to address this issue. If so, what has been tangible outcome and how will the proposed theme strengthen it further.
  - 10.9 What is expected outcome and how it is aimed at tackling local, state, national, regional and global issues.
  - 10.10 Amount of assistance sought for:

11.	Details of Estimated Expenditure:	Estimated Expenditure  (Rs.)	Amount of assistance required from DST  (Rs.)
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12.	In case foreign participants being invited, whether the clearance, for their participation has been obtained from:	Yes	No	Applied
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- a) Administrative/Nodal Ministry of the organiser.
- b) External Affairs Ministry/ Home Affairs Ministry, etc.

13. Has a grant/sponsorship for any of the above purposes been applied for from any other sources?

If so, please state:-

- i) Name(s) of the Authority/ Authorities concerned.
- ii) Purpose for which grant/sponsorship has been sought.
- iii) Amount of grant/sponsorship sought.
- iv) Amount of grant/sponsorship received.

14.	Whether the grant is acceptable to the Society/Institution on the terms and conditions of the Directorate of Science & Technology?	Yes/No
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Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of Programme Coordinator

Signature of Secretary of the Society/  
Head of the Institution with seal.



**Terms and Conditions to be followed by the Societies and Institutions.**

1. 3/4<sup>th</sup> fund of the sanctioned amount shall be released to the Institution first and the remaining 1/4<sup>th</sup> amount shall be released later after receipt of feedback on the Symposium/ Seminar/Conference/Congress, etc. in the enclosed proforma (wherever applicable), Utilization Certificate and statement of expenditure incurred on the State/ National/International Symposium/Seminar/Conference/Congress, etc.
2. The grantee Society/Institution will maintain a separate and proper account of the grant received by it from the Directorate of Science & Technology.
3. The Directorate of Science & Technology may depute its Nominee(s) to attend the Seminar/Symposia/Conference /Congress, etc. organized by the Society/Institute/ Organization without paying the registration charges.
4. Unless the Utilization Certificate submitted by the grantee Society/Institution in respect of the grant already received is accepted by the Directorate of Science & Technology no further grant will be sanctioned by the Directorate of Science & Technology to that organization.
5. The grant released for a particular year shall be utilized only during that year.
6. The grant sanctioned shall be suitably acknowledged by the Society/Institution in all the publications.
7. Three copies of the Proceedings of the Seminar/Symposium/Conference/Congress, etc. brought out if any shall be supplied to the Directorate of Science & Technology free of cost.
8. The permanent and semi-permanent assets acquired wholly or substantially out of the grant, shall not without the approval of the Directorate of Science & Technology obtained in writing, be disposed of, encumbered or utilized by the society/institution for purposes other than those for which the grant is sanctioned.

FORMAT FOR FEED BACK FROM THE SOCIETIES & INSTITUTIONS ON THE ORGANIZED SEMINAR/SYMPOSIA/CONFERENCE/CONGRESS, ETC.

1. Name of the Applicant Body
2. Title of the Seminar/symposium/conference, /Congress, etc.
3. Venue and Date(s)
4. No. of Participants Indian \_\_\_\_\_ Foreigners \_\_\_\_\_
5. Expenditure Incurred
6. Amount of grant by Directorate of Science & Technology
7. Directorate of Science & Technology's Sanction No. and Date
8. Major Achievements of the event
9. Technologies identified/ready for release
10. Existing production, protection and management techniques which need improvement
11. Technological gaps identified
12. Specific recommendations made to address the gaps.
13. New Thrust Areas of major relevance identified
14. Usefulness of the recommendations for the Directorate of Science & Technology.
15. Follow-up action undertaken by the society/ organization or proposed to be undertaken.
16. Any other remarks

Signature of Programme Coordinator

Note: The above information is required to be furnished to the Directorate of Science & Technology in not exceeding 4-5 pages within six months of organizing of the event.