



Indian Academy of Sciences, Bengaluru
Indian National Science Academy, New Delhi
The National Academy of Sciences India, Prayagraj

SCIENCE ACADEMIES' EDUCATION PROGRAMME

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SEP/LW/April/2023

30 March 2023

Dr K. Rajalakshmi

Asst. Professor
Dept. of Botany
NGM College
Pollachi
Coimbatore 642 001

Sub: Lecture Workshop in "Understanding microbes on ecology, diversity and applications" at NGM College, Pollachi during 25-26 April 2023.

Dear Dr Rajalakshmi,

This has reference to the letter forwarding a proposal and budget for organizing a two-day Lecture Workshop at NGM College, Pollachi. The Joint Science Education Panel of the three Academies will be happy to sponsor and support the Lecture Workshop. We note that Dr D.J. Bagyaraj (CNBRCD, Bengaluru) will be the workshop Convener and that you will be the Workshop Co-ordinator.

(a) A budget of **Rs. 1,75,500/-** including travel expenses. (Resource Persons travel expenses will be paid following the guidelines ie. 2-tier A/C for RPs below the age of 60; air fare for RPs aged above 60 yrs. for 150 participants has been approved by the Science Education Panel. As per the guidelines, the ideal number of participants in a Lecture Workshop should be **between 100 and 125** and in any case **should not exceed 150**, to maximize interaction between participants and resource persons. **Please note that you have to adhere to our guidelines and the approved amount is strictly following the budget heads in the guideline.**

(b) Please note that only the names of Convener and Coordinator of the Workshop should be included in brochure/invitation etc. **Names of members of the management, organizing committees, patrons etc should be strictly avoided.**

(c) Please ensure that the expenditure on individual items does not exceed the sanctioned BUDGET HEAD. If the actual expenditure exceeds the sanctioned budget, **THE HOST INSTITUTION SHOULD TAKE CARE OF THE DIFFERENCE.**

(d) Lecture Workshops are sponsored and supported by the three National Science Academies – IASc, INSA and NASI. The names of **INDIAN ACADEMY OF SCIENCES (BENGALURU), INDIAN NATIONAL SCIENCE ACADEMY (NEW DELHI) and THE NATIONAL ACADEMY OF SCIENCES, INDIA (PRAYAGRAJ)** should therefore be mentioned in all publicity material such as programme sheet, invitation cards, etc.

(e) It may be noted that no formal certificates should be issued to participants. A letter of attendance signed by Coordinator may be issued to those who need it.

(f) The Workshop should be called Science Academies' Lecture Workshop in "Understanding microbes on ecology, diversity and applications".

(g) You should send us three copies of the printed programme cards once it is printed.

(h) We urge you to open a new bank account in the name of the lecture workshop or in the name of the principal and provide full details of the account:

1. Account No;
2. Name of the Account Holder;
3. Name of the Bank;
4. Name of the Branch;
5. IFS code for non-SBI accounts.

Alternatively, you can provide us the existing college bank account number to which we can transfer the amount.

The audited expenditure statement/utilization certificate duly signed by competent authority (CA or Financial Controller) in GFR 19 A format to be sent along with the report, once the Course is over. This is required for the Audit compliance. The Academy is strictly adhering to the Govt. of India's "Treasury Single Account" (TSA). Under this system, we are supposed to book the expenditure preferably in the same calendar month. **As soon as the event at your institution is over, we request you to send the audited statement of expenditure, utilization Certificate (GFR 19A) and other bills and receipts pertaining to the event by the end of the same month in both hard and soft versions.** You can go ahead with organizing the Workshop in consultation with Dr D. J. Bagyaraj.

With regards,

Yours sincerely,

N. Maheshchandra
Executive Secretary

Please find below a note about the 75th year of Indian independence (Azadi ka Amrut Mahotsav). We would like you to include this note in all the publication material about the workshop. You might even consider displaying this prominently at the venue.

The Science Academies have been supporting two/three-day lecture workshops and fifteen-day refresher courses on topics of current interest throughout the country. All the programmes conducted by the Joint Science Education Panel of the Academies are fully supported by the Department of Science and Technology, Govt. DST has undertaken a series

of activities to mark 75 years of India's Independence (Azadi ka Amrut Mahotsav). The Mahotsav is a series of S&T programmes and events to be organised to commemorate the 75th anniversary of India's Independence. The curtain raiser activities began from 12 March, 75 weeks prior to 15 August 2022. The lecture workshops/refresher courses are part of the series in these programmes. The Academy will also organize periodic lectures by eminent scientists. These programs will be adequately expanded in the celebration of the 75 years of Indian Independence.

75% Rs. 1,31,620/-

(J) Detailed Budget

S.No.	Particulars	Amount in Rs.
1.	Travel expenses Train/Car (for 4 resource persons)	40,000 ✓
2.	Lodging including breakfast and dinner (for outstation resource persons)	25,000 ✓ 22,500/-
3.	Working lunch, two servings coffee/tea	60,000 ✓
4.	Honorarium:	
	a. Resource Persons: (8 x Rs. 2,000)	16,000 ✓
	b. Workshop Convener: (1x Rs. 2500)	2,500 ✓
	c. Coordinator: (1x Rs. 2000)	2,000 ✓
	d. Supporting staff (not more than 4 persons) (4x Rs. 500)	2,000 ✓
5.	Other Items:	
	a. Publicity:	6,000 ✓
	b. Registration : (file, pen, pad and programme sheet)	15,000 ✓
	c. Contingency : (photocopying, photography, local transport)	10,000 ✓
	Total	1,78,500

Amount in Words: One lakh, seventy eight thousand and five hundred only.

1,75,500/-

(K) Program Schedule

Checked
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