Guidelines for submission of R&D, survey, awareness and student’s Projects/Proposals

1. INTRODUCTION

WBPCB is a statutory organization under the Ministry of Environment, Government of West Bengal responsible inter alia for monitoring and regulation of environmental pollution of the State. Besides, WBPCB intends to contribute to invention and innovation of control and remediation technologies to save and improve the environment of the State. At the same time the Board is keen to spread environmental awareness and to generate environment and pollution related data in the State. For further details of the functions and activities, visit the Board’s website, www.wbpcb.gov.in

2. OBJECTIVES

- To promote excellence in environmental research by supporting real life projects of interest to the Board.
- To build a strong symbiotic relation between environmental scientists & researchers and WBPCB to combat the problems of environmental pollution.
- To generate reliable databases on environmental quality, with people’s inputs through well designed survey projects.
- To spread awareness of different aspects of environment, pollution, their effects on human health and property and related issues to various segments of the society.
- To promote environmental researchers to develop solutions for specific and practical environmental problems especially for small and medium industries.
- Any other activity that helps and promotes the above objectives
3. TYPES OF PROJECT TO BE CONSIDERED FOR FUNDING

A) R&D Project: Such project should always be carried out in association with University/Teaching or Research Institute recognized by UGC/AICTE or a National level Academic Institute/Research Laboratory having basic infrastructure and facilities for research.

B) Survey Project: May be carried out in association with University/Teaching or Research Institute recognized by UGC/AICTE or a National level Academic Institute/Research Laboratory. Such project if received from a registered NGO or a Govt or private organization having capability to provide infrastructure/facilities needed to run the project may also be considered.

C) Awareness Project: This may be accepted from any institute/organization or from individual interested to conduct awareness related program/seminar/workshop etc. Such project may also be submitted for publication of books. However, in all the cases the projects should be related to advancement/protection of environment or any environment related issue having adequate significance.

D) Student’s Project: Educational Projects for students (working under a faculty) for part fulfillment of Bachelor’s or Master’s Degree in Engineering/Technology or Master’s Degree in Science. The projects should be related to advancement/protection of environment or any environment related issue having adequate significance.

4. ELIGIBILITY

WBPCB will provide support to academics/researchers working in association with institutesorganizations as indicated in the item 3 above. A project should be led by a Principal Investigator (PI)/project proponent who must be below 70 years of age during the tenure of the Project. A registered NGO, any Govt or private organization or individuals can also apply for an appropriate project. However, in all cases the selection will depend on the credentials and the qualifications, experience and background of the project proponent.

A scientist/engineer from WBPCB may be associated with a project depending upon the area. Generally a PI, working or retired can have only one project scheme of the WBPCB at any given time. The one, which is offered and accepted first, must be completed before the other offer is proposed.

WBPCB may invite project relating to specific problems of its concern from the competent researchers.
5. NATURE OF ASSISTANCE, MANPOWER, SELECTION AND RELATED ISSUES:

- **The R&D projects:**

  The quantum of assistance for an R&D project will ordinarily not exceed Rs 10 lac.

  Duration: 2 years (may be extended by another year)

  Thrust Areas:

  a) Development of green materials/processes

  b) Pollution control and remediation

  c) Data analysis and modeling projects with the data available with WBPCB

  d) Invited projects to address specific problems of interest to WBPCB

- **Survey Projects:**

  Related to Environment and Pollution Control in Industries, Transport, Agriculture, Health Care, Municipal, Small Enterprises sectors etc. - Rs 3 lac.(max)

  Duration: 1 year (max)

- **Awareness Projects** on Environment, Pollution Control and impacts (on human health and properties) – Rs 1 lac (max)

  A) In the form of short course, seminar, workshop, poster competition, quiz competition, exhibition, etc. Honorarium for a resource person, if any should not exceed Rs 1000 per lecture.

  B) Publication of relevant books

  Duration: Not exceeding six months.

- **Ongoing B. Tech/ M.Tech/ M.Sc Projects** related to Environment/Pollution Control for the students of AICTE/UGC approved institutes/universities - not more than Rs 15,000/-.  

  Duration: Not more than 2 semesters.

For students’ projects, a one-time stipend of Rs 5000/- may be awarded to the student and the remaining Rs 10,000/- will be reimbursed at actual at the end of the project against a statement with receipts and vouchers with due certificate from the supervisor. At the end of the project the student has to submit a copy of his/her project report to
WBPCB where he/she should include a one page write-up on the relevance of the project outcome to Environment/Pollution Control.

For R&D and survey projects, WBPCB will provide financial support for the following (as applicable):

- Research Personnel (Project Fellow/Assistant)
- Field staff (for survey projects only)
- Travel and Field work
- Equipment (small equipment not exceeding 20% of the project cost)
- Technical service including analysis from external agencies
- Contingencies including special requirements
- Chemicals and Consumables

a) Project Staff

Project Fellow:
Qualifications – A candidate with a first class Bachelor’s/Master’s Degree in Engineering or Technology/Master’s Degree in Science, is eligible. NET/Gate is desirable but not essential. Age limit is 30 years for General candidates and 35 years for Women, SC/ST, OBC and Handicapped Candidates.

Remuneration: Rs 15,000 per month (consolidated)

Leave: 15 working days a year

Project Assistant:
Qualifications: A Bachelor’s degree/diploma in relevant discipline. Age limit is 30 years for General candidates and 35 years for Women, SC/ST, OBC and Handicapped Candidates.

Remuneration: (Rs 10,000/- p.m. consolidated).

Leave: 15 working days a year

Mode of Selection

The selection of a Project Fellow/Assistant may be made through an open selection and by a duly constituted Selection Committee. The constitution of the selection committee should be approved by the Head of the institution a priori, and will be as under:

1. Head of the Institution/ Organization or his representative
2. Principal Investigator
3. Co-investigator
4. Two experts
5. One representative of WBPCB

Three members including one subject Expert (External) will constitute the quorum.

Recommendation of the selection committee should be sent to WBPCB for approval. A copy of the advertisement or circular, list of applicants and the list of candidates should also be attached. Appointment may be made only after approval of WBPCB.

(b) Field Staff

A Higher Secondary (Science) passed candidate with one year experience in any type of field or survey work and with a good communication skill will be eligible. Age limit is 30 years for General candidates and 35 years for Women, SC/ST, OBC and Handicapped Candidates. The salary will be Rs 6000/- per month consolidated. Selected candidate must give undertaking of working in the project for at least one year or for the duration of the project whichever is shorter.

(c) Equipment

The equipment grant may be used to procure small instrument approved by the WBPCB. However, in certain special cases, if there is need to change specification of the equipment, this should be done with the concurrence of WBPCB. The total cost of equipment should not exceed 20% of the total project cost.

The escalation if any of the cost of approved equipment may be met out of savings/re-appropriation from other heads with approval of WBPCB.

Grant cannot ordinarily be used for purchase of computer and software for technical data analysis and dedicated for the particular project.

For Academic and Research Institutes, after the project is over, the equipments will be properties of the institute with a proper mention on the particular instrument. For others, the equipment/instruments should be handed over to WBPCB after the completion of the project. Procurement of instruments will normally be limited to academic and research institutions only. Project fund cannot be used for procurement of furniture or appliances.

(d) Technical Services including analysis from external Agencies

Maximum amount of grant admissible under this head is Rs 1 lac over the entire project period.

This is meant for having institutional services for specialized technical work, such as sample analysis, for which the University/Institution has no infrastructure. Additional technical staff if necessary for the implementation of the project, may be
hired on a fixed remuneration for a fixed period on contract basis, with approval of WBPCB.

(e) Contingency

Contingency will be maximum 10% of the project cost excluding institutional overhead. The admissible contingency grant may be utilized on spares for apparatus, Photostat copies and microfilms, stationery, postage, incidental expenses, computation and printing needed in connection of project and preparation of report.

Expenditure towards advertisement for post of research personnel and the audit fee may also be claimed under contingency head.

(f) Chemicals and Consumables

Financial support will be provided for meeting expenditure on chemicals, glasswares and other consumables, items like filter paper/membranes, refilling of gas in analytical instruments.

(g) Institutional overheads

The host institute/organization may be paid institutional overhead upto maximum 20% of the project estimate (within the project budget). However this payment will be made on production of the documents mentioned under Clause 10 after acceptance of the final report by R&D Committee of WBPCB.

6. RE-APPROPRIATION OF FUNDS

WBPCB on case to case basis may consider the re-appropriation of funds initially allocated for the project. The grant towards Fellowship cannot be re-appropriated.

7. TENURE

The duration of projects will normally be two years for R&D project. However, the extension for the R&D Project can be considered by WBPCB under exceptional circumstances for a period not exceeding one year. In case of other projects, no extension is admissible. However, in case of any extension, no additional grant will be provided by WBPCB.

8. PROCEDURE FOR APPLYING

All eligible academics/researchers, who wish to avail financial assistance for the R&D project should submit 5 copies of their proposal to the WBPCB in the prescribed pro-forma as per Annexure – I.
Proposals for Survey and Awareness Project (5 copies) should be submitted to WBPCB in the pro-forma as per Annexure- II and Annexure IIIA, B respectively.

For student project, the proposal (5 copies) may be sent to WBPCB giving project details. A recommendation from the Head of the Department/Institute should be submitted along with.

The proposal as submitted will be evaluated twice a year, in the month of October and April.

9. PROCEDURE FOR APPROVAL

PIs may have to present their proposals to an Evaluation-Committee if the Board feels so based on the recommendations of the referees and evaluation by the R&D committee of WBPCB. The presentation at WBPCB for submitted proposals will be at their own cost.

The final decision will be taken by the Board keeping in view the recommendations made by the Expert Committee, presentations if any, and the availability of funds for the scheme.

10. RELEASE OF GRANTS AND MAINTENANCE OF RECORDS

A) R&D/Survey Project carried out in/in association with University/Teaching or Research Institute recognized by UGC/AICTE or a National level Academic Institute/Research Laboratory.

Funds will be released on receipt of the following as under.

1st installment: On receipt of ‘Acceptance letter’ from the project proponent as per pro-forma indicated in the sanction letter.

2nd installment/Final installment excluding Institutional Overhead: On receipt of the following:

i) Progress report for year 1.

ii) Month-wise detailed statement of expenditure towards salary of staff appointed under the project with an acknowledgement of receipt from the staff.

iii) Audited utilization certificate for year 1
**Institutional Overhead** on receipt of the following:

i) Project completion Certificate from the PI/ project proponent mentioning the project initiation and completion dates.

ii) Final Report

iii) A consolidated item-wise detailed statement of expenditure incurred during the complete project period in the prescribed pro-forma duly countersigned by Registrar/Principal/Authority.

iv) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project carrying signature and seal of Govt. Auditor/Chartered Accountant in the prescribed pro-forma.

v) Refund of the unutilized grant, if any, after completion of the project, through demand draft in favor of WBPCB, payable at Kolkata.

Any expenditure incurred prior to the issue of the approval letter and after the expiry of tenure of the project will not be admissible.

The Principal Investigator/Institution is expected to settle the accounts within six months of completion of the project.

WBPCB reserves the right to check the details of expenditure, accounts, and other documents if felt necessary.

**B) Survey project/Awreness project/Student’s Project**: Mode of payment for these projects will be indicated in the sanction letter.

**11. SUBMISSION OF PROJECT REPORT**

**Guideline for submission of Project Reports(R&D and Survey Projects)**

Annual Progress Report (3 copies + one soft copy in CD) of work done in case of R&D and Survey project must be submitted to WBPCB. The pro-forma is given in Annexure VI. The R&D Committee will review the progress and decide on the continuance of the project.

The Final Report should be submitted in 3 hard copies and 1 soft copy in CD. The final report will be the property of WBPCB and may be displayed on WBPCB website.

WBPCB reserves the right to terminate a project at any time if the Board is convinced of the need of such action.
**Report for the other projects** should be submitted as per the guideline to be provided with the sanction letter.

12. **GENERAL**

On receipt of the project sanction letter, the principal Investigator should inform the Board of his consent to implement the project and send the Acceptance Certificate as indicated in the sanction letter within 15 days. Otherwise the offer will be automatically withdrawn.

The project fund should be deposited in an interest earning account and the accrued interest will be treated as an additional grant and should be shown as such in the project accounts. Also, the amount of such interest earned should be reported with the Annual report every year to the Board. This additional grant can be utilized as contingency grant for the project.

Project once approved is not mutually transferable. In the event of death, disability or any other case of incapacity of the PI the transfer of project to the Co-Investigator may be considered by WBPCB provided he/she fulfills the eligibility criterion of PI, working from the beginning of the project. In all other cases the project shall be deemed to be closed and it shall be the responsibility of the University/Institution/Organization to settle all issues in respect of the project.

If the awardee changes his place of work or is transferred from his/her original place of work to another Institution a No Objection Certificate should be furnished for the transfer of the project from both the Institutions /Organizations stating that necessary facilities will be provided by the Institution in which the awardee is transferred for the smooth running of the project.

Prior approval of WBPCB will not be necessary for publishing the results of the study on the project supported by the Board. In all such cases however, the investigator should acknowledge the contribution made by the staff appointed for the project and the support received from the Board.

Project Fellow engaged in the project may enroll for Ph. D. The data generated and the results obtained out of the Project may be incorporated in the Thesis of the Research Personnel with proper acknowledgement to WBPCB.

A copy of the ‘Final Report’ of the work done may be kept in the Library of the respective department and/or the University/College/Institute.

Equipment and instruments will come under ‘Non-Recurring items’ and Contingency, Research Personnel, Hiring Services, Chemicals and Consumables, Travel and Field work, Special Needs etc. under ‘Recurring Items’.
ANNEXURE-I

PROFORMA FOR SUBMISSION OF PROJECT PROPOSAL FOR R&D PROJECTS

(The proposal is liable to be rejected in case any item or column of pro-forma is left blank or incorrect or the required information is not properly provided)

PART – A: PROPOSAL AT A GLANCE

1. **Title of the project:**
2. **Key words (maximum five):**
3. **Broad area**: (To be selected from thrust areas as indicated in item 5 of the ‘Guidelines for submission……awareness Projects/Proposals’)
4. **Summary of the project proposal (including objectives, methodologies and expected Outcomes - 300 words):**
5. **Duration** (number of months):
6. **Total cost:**
   Year wise Recurring and non-recurring break-up.
7. **Principal investigator**
   (i) Name:
   (ii) Department:
   (iii) Designation:
   (iv) Organization/Institution name:
   Address [including telephone (official), mobile, e-mail, fax], Pin:
   (v) Date of birth:
   (vi) Sex (M/F):
   (vii) Total years of teaching/research/ experience:
   (viii) Total industry experience:
   (ix) Selected publications (not more than 10) relevant to the proposed project
   (x) List of ongoing and completed projects with the PI giving the following details during the last 5 years.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Start date</th>
<th>Completion date</th>
<th>Project cost</th>
<th>Sponsoring organization</th>
<th>Outcome</th>
</tr>
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8. Name(s), designation(s) and affiliation(s) of the Co-investigators (if any)  
(Maximum number of Co-PI should be 2. No objection certificates to be given by all the heads of the 
organizations/institutes in case PIs are from different institutes/organizations)  
9. (a) Instruments/facilities relevant to the project available in the Institutes/organizations 
of PI and Co-investigators  
(b) Manpower available/required:  
10. Whether the PI has received any sanction/project from W. B. PCB earlier? If yes, give 
details with outcomes. (within 150 words)  
11. Designation of the authority who will act as D.D.O. in respect of the allotted amount, if 
any grant is sanctioned.  

PART B: DETAILS OF THE PROJECT PROPOSAL  

1. Technical Details:  
   (i) Background and origin of the problem:  
   (ii) Review of existing literature and patents (200 words with maximum 5 major 
references)  
   (iii) Relevance to the pollution control priorities of the state:  
2. Objectives of the project (brief and to-the –point, about 50 words):  
3. SWOT (Strength, Weakness, Opportunities and Threat) analysis of the proposal 
including remedial/ precautionary measures to overcome the Weaknesses and Threats.  
4. Preliminary investigations done (if any):  
5. Science and Technology component in the proposal (150 words):  
6. Methodology with stepwise activities and sub-activities (150 words):  
7. Work plan and time-schedule (Year wise and phase-wise plan of action):  
8. Expected outcome of the project:  
9. Expected social impacts:  
10. Suggested post-project activities:
11. Budget Estimate – Summary

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<thead>
<tr>
<th>Item</th>
<th>Budget (In rupees)</th>
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<tbody>
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<td>1&lt;sup&gt;st&lt;/sup&gt; year</td>
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<tr>
<td>A. Recurring:</td>
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<td>1. Remunerations /salaries</td>
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<td>2. Consumables</td>
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<td>3. Travel</td>
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<td>4. Other costs</td>
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<tr>
<td>Contingency</td>
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<tr>
<td>Overhead</td>
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<tr>
<td>B. Non-recurring</td>
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<tr>
<td>Permanent equipment</td>
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<tr>
<td>Grand Total (A+B)</td>
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Note: Approval of the Board necessary before commencing any travel costing Rs. 1000

DETAILS OF ESTIMATES WITH JUSTIFICATIONS

1. Staff salary

<table>
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<tr>
<th>Designation/ no. of persons</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; year</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; year</th>
<th>Total</th>
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<tbody>
<tr>
<td>Justification:</td>
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2. Equipment:

<table>
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<tr>
<th>Sl.No.</th>
<th>Estimated cost (Rupees)</th>
<th>Name of the equipment with make and model if possible</th>
<th>Justification</th>
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Quotations to be furnished for equipment costing more than Rupees 2 lakh

12. Declaration from the investigators: As per proforma in Annexure-IV

13. Certificate as per proforma in Annexure-V(a)
ANNEXURE – II
PROFORMA FOR SUBMISSION OF PROJECT PROPOSAL FOR SURVEY PROJECTS

(The proposal is liable to be rejected in case any item or column of pro-forma is left blank or incorrect or the required information is not properly provided)

PART – A: PROPOSAL AT A GLANCE

1. **Title of the project:**
2. **Key words (maximum five):**
3. **Broad area:** (To be selected from areas as indicated in item 5 of the ‘Guidelines for submission……awareness Projects/Proposals’)
4. **Summary of the project proposal** (in 150 words, including objectives, methodologies, and expected outcome):
5. **Duration** (number of months):
6. **Total cost:**
   - Year wise Recurring and non-recurring break-up.
   
7. **Principal investigator**
   - Name:
   - Department:
   - Designation:
   - Organization/institution name:
   - Address [including telephone (official), mobile, e-mail, fax], Pin:
   - Date of birth:
   - Sex (M/F):
   - Total years of teaching/research experience:
   - Total industry experience:
   - List of selected publication relevant to the proposed project (not more than ten)
   - List of ongoing and completed projects with the PI giving the following details during the last 5 years.

<table>
<thead>
<tr>
<th>Project Title</th>
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<th>Outcome</th>
</tr>
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</table>


8. **Name(s), designation(s) and affiliation(s) of the Co-PIs**
   (At least one Co-PI is mandatory and the maximum number of Co-PI should be 2. No objection certificates to be given by all the heads of the organizations/institutes in case PIs are from different institutes/organizations)

9. **a) Instruments/facilities available in the Institutes/organizations of PI and Co-PIs**
   **b) Manpower available/required**

10. **Whether the PI has received any sanction/project from W. B. PCB earlier? If yes, provide details with outcomes (within 150 words)**

11. **Designation of the authority who will act as D.D.O. in respect of the allotted amount, if any grant is sanctioned.**

**PART B: DETAILS OF THE PROJECT PROPOSAL**

1. **Technical Details:**
   - Background and origin of the problem:
   - Review of existing survey reports on the related area (500 words maximum excluding references; include maximum 20 references):
   - Relevance to the pollution control priorities of the state:

2. **Objectives of the project** (brief and to-the-point, maximum 150 words):

3. **SWOT (Strength, Weakness, Opportunities and Threat) analysis of the proposal** including remedial/precautionary measures to overcome the Weaknesses and Threats.

4. **Preliminary studies done:**

5. **Science and Technology component in the proposal** (150 words):

6. **Methodology with stepwise activities and sub-activities** (150 words):

7. **Work plan and time-schedule** (Year wise and phase-wise plan):

8. **Expected outcome of the project:**

9. **Expected social impacts:**

10. **Suggested post-project activities including application of acquired data:**
11. **Budget Estimate – Summary**

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<tr>
<th>Item</th>
<th>Budget (In rupees)</th>
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<td>1&lt;sup&gt;st&lt;/sup&gt; year</td>
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</table>

A. **Recurring:**
1. Remunerations /salaries
2. Consumables
3. Travel
4. Other costs
   Contingency
   Overhead

B. **Non-recurring** (may be considered as special item/project requirement)

**Grand Total (A+B)**

**DETAILS OF ESTIMATES WITH JUSTIFICATIONS**

1. **(a) Staff salary**

<table>
<thead>
<tr>
<th>Designation/ no. of persons</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; year</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; year</th>
<th>Total</th>
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Justification:

2. **Travel**

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<th>Item</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; year</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; year</th>
<th>Total</th>
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<tbody>
<tr>
<td>Travel</td>
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</tr>
<tr>
<td>i) Local</td>
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<td>ii) Outstation</td>
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<td>Total</td>
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Justification: 1: 
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3. **Contingency and other costs**

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<th>Item</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; year</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; year</th>
<th>Total</th>
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<tbody>
<tr>
<td>a) Contingency</td>
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<td>b) Others</td>
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<tr>
<td>Total</td>
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Justification: 3: 
4: 


12. **Declaration from the investigators:** As per proforma in Annexure-IV
13. **Certificate as** per proforma in Annexure-V(a or b as applicable)
ANNEXURE- III A
PROFORMA FOR SUBMISSION OF PROJECT PROPOSAL FOR AWARENESS PROJECT
(NATIONAL SEMINAR/ WORKSHOP/SHORT COURSE/ EXHIBITION etc.)

(The proposal is liable to be rejected in case any item or column of pro-forma is left blank or incorrect or the required information is not properly provided)

1. Name of the convenor / co-ordinator:

2. Type of the event:

3. Title of the event:

4. Broad area of discipline:

5. Proposed date and duration of programme:

6. Target audience:

7. Number of participants expected:

8. Total proposed Expenditure with approximate break-up

9. Total grant requested from WBPCB

10. Details of grants received from other funding agencies (Copies to be attached)

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Funding agency</th>
<th>Amount of grant</th>
</tr>
</thead>
</table>

13. Names and addresses of collaborating registered professional bodies/institutes/organizations(if any):

14. Details of the event
   - Objectives and importance:
   - Topics to cover:
   - Future outcome
   - Details of proposed session:
   - Relevance of the topic to Environment:
   - Names, affiliations and addresses of the resource persons delivering keynote, plenary and invited lecture:
   - Names, designations, addresses and contacts of the chairperson and members of the organizing committee
15. Publication of Proceedings:
16. CV (s) of the Coordinator (s) (Outline only, 1 page)
17. Certificate as per pro-forma in Annexure V(b)
ANNEXURE- III B
PROFORMA FOR SUBMISSION OF PROJECT PROPOSAL FOR AWARENESS PROJECT
(PUBLICATION OF BOOKS)

(The proposal is liable to be rejected in case any item or column of pro-forma is left blank or incorrect or the required information is not properly provided)

Name of the author (s) with affiliation, address and contacts:

Proposed Title of the book:

Nature of book: Awareness/Pollution Control / Environmental Law/Others
(please specify)

Broad area:

Target reader:

Estimated Number of pages: Number of Figures: Number of tables:

Proposed table of content:

Copy of 1st Chapter:

Key-features or uniqueness of the proposed title:

Similar titles in the market (Name, author, publisher, year of copyright, number of pages, price):

Estimated budget and budget-break-up:

Duration of project:

16. List of Published Books
ANNEXURE – IV
Declaration of the investigators

Project Title:

1. I/We agree to abide by the terms and conditions of the WBPCB grant
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities already existing with the institute, will actually be available as and when required for the purpose of the project. I/We shall not require financial support under this project, for procurement of these items.
4. I/We undertake that spare time on permanent equipment procured in the present project will be made available to other users.
5. I/We have enclosed the following materials.

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<td>a) Endorsement from the Head of the Institution (on letter head)</td>
<td>One</td>
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<td>b) Details of the proposals</td>
<td>05</td>
</tr>
<tr>
<td>c) Registration certificate, memorandum of association, rules and regulations of the institution, audited balance sheet and annual report of previous two years. (applicable only For NGOs, field groups registered societies)</td>
<td>02</td>
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</table>

Name and Signature of investigators.

Date ..........................................
Place .........................................
ANNEXURE-V (a)

CERTIFICATE FROM THE HEAD OF INSTITUTION
(TO BE GIVEN ON INSTITUTION LETTER HEAD)

Project Title:

1. Certified that the Institute/organization welcomes participation of……………………………… as the Principal Investigator and ………………as the Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility of fruitful completion of the project (with due intimation/approval to WBPCB).

2. Certified that the existing equipment, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.

3. Institute/organization assumes to undertake the financial and other management responsibilities of the project without any financial liabilities.

Name and Signature of Head of Institution with seal

Date..................................
Place..............................
ANNEXURE-V (b)

CERTIFICATE FROM HEAD OF INSTITUTE/LOCAL PUBLIC REPRESENTATIVE(MLA/MP)/GAZETTED OFFICER

No. Date:

Project Title:

This is to certify that (Name in Capital) son of (Name in Capital) whose personal particulars are given below intends to submit a *Survey project/ Awareness project (related to National Seminar/Workshop/Short Course/Exhibition) proposal entitled ‘……………….’ to WBPCB for possible funding. I recommend the proposal for consideration and approval. The applicant has been staying at his address continuously for the last one year.

Date of Birth : 

Place of Birth : 

Educational Qualification : 

Previous Experience (Govt./Private Service/Others) : 

Permanent Address : 

Present Address : 

Place and date Signature of the officer with seal: 

Full Name : 

Designation : 

Telephone No. : (O)

(*Strike out which is not applicable)
Annexure VI

Annual Report of the work done on the Research/Survey Project

1. Project report No. :
2. WBPCB Reference No. :

3. Period of report:
4. Title of research project:
5. (a) Name of the Principal Investigator:
   (b) Deptt. and University/College where work has progressed :
   e-mail:

6. Effective date of starting of the project:
7. Grant approved and expenditure incurred during the period of the report:
   a. Total amount approved :
   b. Total grant released :
   c. Total expenditure :

8. Report of the work done:
   a) The text should contain the following components
      i) Executive Summary ii) Introduction containing Background Information/Previous Studies
      iii) Objectives of the investigation/Project iv) Materials and Methods v) Results and
      Discussions vi) Output and Outcome
   b) Please also attach separate sheets on  i) Publication if any resulting from the work
      ii) Original Plan of Work vis a vis Achievement of Objectives iii) Deviations if any from the
      original plan of work and from the fulfilment of objectives

PRINCIPAL INVESTIGATOR       REGISTRAR/ Head of the institution/
                               Gazatted Officer
Statement of Expenditure & Utilization Certificate

STATEMENT OF EXPENDITURE

1. Name of Principal Investigator ________________________________
2. Deptt. of University/College _________________________________
3. WBPCB approval No. and Date______________________________
4. Title of the Research Project _________________________________
5. Effective date of starting the project __________________________
6. (a) Period of Expenditure: From ________________to _____________
   h. Details of Expenditure _______________________________

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<th>Expenditure Incurred Rs.</th>
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Staff
Date of Appointment____

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<th>From to</th>
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Signature of Principal Investigator  Registrar/ Head of the institute
Utilization certificate

Certified that out of the grant of Rs. ________ (Rupees __________________ only) received from the West Bengal Pollution Control Board for the Research Project entitled ___________________________ vide WBPCB letter No. F.__________________dated__________, a sum of Rs.______________ (Rupees __________________ only) has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the West Bengal Pollution Control Board and the balance of Rs.______________ (Rupees __________________ only) remaining unutilized is being surrendered to WBPCB/ will be adjusted towards the next grant.

____________________  _________________  ________________
Principal Investigator  Registrar/ Principal  Auditor/ Finance officer