

**ATTENTION PLEASE!!!**

# **Format for submission of Proposal for ‘Seminar on Biodiversity’ (to be submitted in official letterhead of the institution).**

# **Proposal Format must be submitted with a Forwarding Letter duly signed by the competent authority.**

DATE								
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**Institution Details:**

NAME OF THE INSTITUTION	
POSTAL ADDRESS	
TELEPHONE NUMBER	
EMAIL ID (IF ANY)	

**Communication Details:**

NAME OF THE COORDINATOR	
CONTACT NUMBER	
EMAIL ID	

**Programme Details:**

TITLE OF THE SEMINAR/ PROGRAMME APPLIED FOR	
THEME OF THE SEMINAR	
DATE, TIME & VENUE	
OBJECTIVE(S)	
NUMBER OF EXPECTED PARTICIPANTS	
NAME OF EXPERT(S)	
PROGRAMME SCHEDULE	
DETAILS OF COLLABORATION, IF ANY	
SOURCE OF FUND (OTHER THAN WEST BENGAL BIODIVERSITY BOARD)	

**Budget Details:**

SL.NO.	PARTICULARS	AMOUNT (RS.)
TOTAL	RS.	
(IN WORD..... ONLY)		

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Signature of the Head of the Institution  
(with date & seal)