



# West Bengal Biodiversity Board

(Department of Environment, Government of West Bengal)

No. **305** /5K(Bio)-5/2016

Date : **12/05/2017**

To  
Sri Biswajit Mahakur  
Secretary, Basanti BMC  
& Joygopalpur Gram Vikash Kendra  
Vill : Joygopalpur, P.O. : J.N. Hat, P.S. : Basanti  
Dist : South 24 Parganas,  
Pin – 743312, West Bengal, India

**Sub:-** Observation of the International Day for Biological Diversity 2017.

**Ref:-** Your e-mail dated 05.05.2017.

Sir/s,

We are pleased to acknowledge receipt of your mail referred above and appreciate your enthusiasm to be a part of the awareness generation programme to commemorate **International Day for Biological Diversity**.

This is to inform you that the State Board is pleased to extend one time financial assistance of **₹40,000/- (Rupees Forty Thousand Only)** for effective & meaningful organization of the above mentioned programme under the following terms and conditions.

**A) Name of the Activity:**

Awareness Programme to commemorate **International Day for Biological Diversity 2017** by organizing various programmes like quiz competitions, sit & draw competition, rallies, seminar etc. for school/college students.

**B) Duration**

1 (one) day (22/05/17).

**C) Grant**

- a) ₹40,000/- (Rupees Forty Thousand Only).
- b) Any expenditure beyond ₹40,000/- will not be reimbursed under this sanction.
- c) The financial assistance to be utilized during the financial year 2017-18 (preferably within August 2017).
- d) The amount should be strictly utilized for the purpose it is sanctioned.

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**D) Payment Terms:**

Payment will be made by A/c. Payee cheque only. *Statement of Expenditure & Utilization Certificate* for the grant amount are to be submitted at the earliest possible date after completion of the event.

**E) Other Terms & Conditions:**

- a) No instrumentation as well as infrastructural support will be extended by the Board.
- b) The Board will have no liabilities in case of any dispute arising at any time before or after the seminar.
- c) All publicity materials must be imprinted with 'In collaboration with West Bengal Biodiversity Board'.
- d) A brief report along with photographs of the programme is to be submitted to this Board in due course.

In this connection, you are hereby requested to intimate regarding the name of the Payee as early as possible, so that the payment can be released in that favour.

If you agree with the above terms and conditions, kindly send a *Claim* for releasing the sanctioned amount and *Money Receipt* (in advance) at the earliest.



Senior Research Officer  
W. B. Biodiversity Board