



**In-house Conferences /Workshops/Seminars/Short term courses/Training Programme**

• **Documents to be submitted at the time of submission of applications for TEQIP-II funding**

1. **Application should contain:-**
  - a) The name of event
  - b) Name of the Co-ordinators and other members
  - c) Proposed date and duration
2. **Resolution of DAC to hold the event in the department.**
3. **List of speakers (number of speakers from IEST must be significant).\***
4. **Number of participants (must not to exceed by 10% in the actual event).**
5. **Budget of the event in details (It is to be approved later by the Director, IEST, Shibpur after recommendation of the Academic Committee).**
6. **Proposed programme details.**


*\* 10% of the honorarium must be deducted as TDS from the speaker*

• **Documents to be submitted at the time of submission of Bills**

1. **Copy of the final brochure.**
2. **Approved Budget**
3. **List of the speakers and their lecture duration.**
4. **List of the participants.**
5. **Sample of participation certificate.**
6. **Proceedings of the event.**
7. **Purchase documents (Institute purchase rules to be followed for different procurement related expenditure). Link: [http://www.becs.ac.in/images/finance/finance\\_downloads/Purchase\\_Rules.pdf](http://www.becs.ac.in/images/finance/finance_downloads/Purchase_Rules.pdf)**
8. **Vendors must have Trade License, PAN Card, VAT related documents.**
9. **Detailed list of registration fee collected in Cash and by Cheque from participants**

**Kindly note that:-**

- a) No payment can be made from registration fee collected from the participants.
- b) Copy of PAN card of speaker is to be attached with the Conveyance Bill.
- c) Two separate top sheets (one for adjustment bill against advance taken and another for party payment) are to be attached.
- d) Each Cash Bill/Cash memo is to be certified by the Course Coordinator(s) mentioning the purpose for which it was paid.
- e) Rate for payment of honorarium to the invited speaker is Rs. 2,000/- (two thousand only) per hour lecture (as per existing TEQIP-II norms).
- f) Remuneration to be paid to IEST staff (Gr. D/Gr. C/TA) for their service providing during conference period is either to be approved by the Director, IEST, Shibpur or to be as per existing rule in IEST, Shibpur in this regard.
- g) If Registration fee are collected from the participants (mentioned in the Registration Form), DD/Pay Order should be issued in favour of "**BESUS-TEQIP-II Account**" or payment may be made through Bank Transfer (Title of the A/C: BESUS-TEQIP-II Account; A/C No.: 1532010019512; Bank: United Bank of India; Branch: BESUS; Bank Address: B E College Campus, Howrah-3, Howrah; IFS Code: UTBI0BUSF63)

  
(Prasad Syam) 26/10/2016  
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