

No.509/6/2013-14/I&PA(Pt.)
Government of India
Ministry of New and Renewable Energy
(Information & Public Awareness Division)

Block No.14, CGO Complex,
Lodi Road, New Delhi-110003
Dated: 05/09/2013

To

The Pay and Accounts Officer,
Ministry of New and Renewable Energy,
New Delhi-110003.

Subject:- Sanction of continuation of Seminar & Symposia scheme of Information and Public Awareness Programme during XII Plan.

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Sir,

I am directed to convey the sanction of the competent authority to the continuation of the Seminar & Symposia Scheme of Information and Public Awareness Programme of the Ministry of New and Renewable Energy during XII Plan.

2. The objective of the scheme is to provide a forum to Universities, Colleges, professionals, policy-makers, industries, Non-government Organizations (NGOs) and no-profit groups of the society to share knowledge and experience on various aspects of renewable energy.
3. The above scheme will be implemented during XII Plan as per the same funding norms as applicable earlier. The detail guidelines for implementation of the scheme as per the recommendation of the internal evaluation committee have been given in the Appendix.
4. Each proposal will be examined and concurred to by Integrated Finance Division of the Ministry, on case to case basis.
5. The expenditure for implementation of the scheme will be met from out of the budget provision for Information and Public Awareness Programme during XII Plan under the relevant Budget Head.
6. These issues with the concurrence of Integrated Finance Division vide diary No IFD/1159/13-14 dated 26/08/2013 & JS&FA diary No. 569/JS&FA/13 dated 30/08/2013 and approval of Secretary vide diary No. 1458 dated 04/09/2013

Yours faithfully

(Jatender Singh)
Under Secretary to the Government of India

Copy for information and necessary action:-

1. All Heads of State Nodal Agencies.
2. JS&FA, MNRE.
3. Joint Secretary (AS).Joint Secretary (Administration)
4. All group Heads, MNRE
5. PS to Minister of New and Renewable Energy/ PSO to Secretary, MNRE.
6. Director (I&PA)/DS (Finance)/Director (P&C)/COA./US(Finance)/ US(I&PA).
7. PAO/Cash Section, MNRE.
8. All Regional Offices, MNRE.
9. Director of Audit (C.W & M), Special Cell, New Delhi.
10. Guard File

APPENDIX

Guidelines for providing Financial support to Seminar/Symposia Scheme under Information and Public Awareness Programme of MNRE during XIIth Plan.

1.0 Background

Ministry of New and Renewable Energy since its inception is focused on development and promotion of Renewable Energy technologies in the country. Ministry has been providing support for organizing workshops, seminars and conferences etc. through various organizations. These events helped in providing a forum for professionals, students, policy-makers, managers, economists and industry representatives, etc. to interact and share their views on the promotion and propagation of renewable energy. Therefore, this Ministry deems it essential to support Seminar, Symposia, Workshops, regional summits etc. being organized by the Universities, Colleges, Institutions, organizations of repute, Non-Government Organizations, Industries etc. subject to the availability of funds.

Seminar & Symposia activity on Renewable Energy for the purpose of the scheme will, therefore, mean all such events, which requires interaction for a particular purpose, addressing one and/or more issues relating to renewable energy development in various forms including seminars, symposia, workshop, conference, colloquium, brain-storming, round-table, stake-holder consultation, etc.

2.0 Objective:

The objective of the scheme is to provide a forum to Scientists, Professionals, Policy-makers, Economists Industry/Corporates, non-government organizations (NGO) and other no-profit groups of the Society to share knowledge and experience on various aspects of renewable energy for its effective development and wider propagation in the country.

3.0 Eligibility Criteria:

Under the scheme, financial and non-financial assistance is provided to the eligible organizations for seminars & symposia in areas related to renewable energy and or any emerging area impinging on technology, innovation with regard to renewable energy. The general eligibility criteria for coverage under the scheme are as under.

- (i) Government Departments, Government undertaking, Central/State Universities, Deemed Universities/Private Universities, Government Colleges/Government aided Colleges/Private Colleges having at least 3 years experience of working in Renewable Energy area.

- (ii) Any recognized academic / research institution, industry/ industry confederation etc., having at least 3 years experience of working in renewable energy area.
- (iii) Any registered society/Non- Government Organization / professional organization / Trust etc., having proven credential, and minimum three years experience of working in renewable energy field and are registered under the Societies Registration Act.
- (iv) The Proposal should have focus on topics relating to the main theme as renewable energy or covered as a major component of the event. Further, the organization should have in-house expertise in that subject area.

4.0 Procedure for applying:

The eligible Organization should submit their application at least three months in advance in the enclosed formats to the Adviser (I&PA), Ministry of New & Renewable Energy (MNRE), Block 14, CGO Complex, Lodi Road, New Delhi-110003. The format can be either be obtained from the Ministry or down loaded from the website of the Ministry.

5.0 Details of Proposals:

The Proposals for organization of Seminar/Symposia should be submitted in accordance with scheme guidelines. The proposal should contain:

- (i) Application in prescribed format providing details of event.
- (ii) Brief note on relevance of the event in furthering the cause of renewable.
- (iii) Proven credential and financial standing of the institution / organization (supported by audit reports of the last 3 financial years).
- (iv) Application from Government Department /Government undertaking /Government Universities/ academic / research institution etc. has to be forwarded by Head of the Institution/Department.
- (v) For registered society, private colleges, Government aided colleges, Non-Government organization, Deemed/Private Universities etc., documents to be enclosed are: (a) Registration Certificate (b) Memorandum of Association (c) Bye-laws (d) Audited Statement of Accounts of the society for the last three years (e) Sources and Patterns of income and expenditure (f) list of the present office bearers
- (vi) For International Conference documents to be enclosed are:
 - (a) Approval of administrative Ministry.
 - (b) Clearance of Ministry of External Affairs.
 - (c) Clearance of Ministry of Home Affairs.

(vii) Submission of audited statement of expenditure, utilization certificate etc., if any, relating to previous grant(s) received under this scheme by the applicant organization from MNRE.

(viii) Certificate from the Organisation that it has not applied/obtained the funds from any other Ministry of Government of India or State Government for the activities for which financial assistance has been sought from MNRE.

6.0 Funding Norms:

(i) Financial assistance under the scheme will be provided to the organization for supporting the organizational cost of the event only such as:

- Expenditure for pre-event activities
- Expenditure for Secretarial assistance/stationery
- Expenditure for publication for proceedings and announcements etc.

(ii) The Financial support to the Seminar/Symposia proposals will be restricted to the 50% of the total organizational cost of the Event in case Renewable Energy subject is a component of the Event and restricted to 75% of the total organizational cost of the event in case the entire event is on Renewable Energy. This is subject to the maximum of Financial limits mentioned below:

S. No.	Category – Event Level	Maximum Central Financial Assistance (Rupees)	
		Renewable Energy as a component of the event	Renewable Energy as energy event
01.	State	50,000	1,00,000
02.	National	1,00,000	2,00,000
03.	International	2,00,000	4,00,000

(iii) Definition of categories:

(a) State level Event: The participants are from one state only.

(b) National level Event: The participants are from more than one state.

(c) International level Event: The participants and or Speakers are from more than one country either as official representative or representing an organized sector or industry.

(v) Financial support will also be commensurate with number of participants attending the Event. A minimum of 50 participants should be there in a State level Event and 100 in the National level Event for the quantum of support indicated above. The Financial support would be reduced on a pro-rata basis in case the participants are less than these limits.

(vi) Financial assistance is only for organizational expenses of the proposed event and not for capital items like construction, equipment, automation etc. In addition expenditure on activities like entertainment, refreshment, TA/DA, honorarium and other such items will not be covered under the scheme and are to be met from other sources by the organizers.

Application for financial assistance for organization of State/National/International level Seminar/Symposium in the field of New and Renewable Energy

1. Geographical Coverage: State Level National Level International Level
2. Broad Subject/Theme
3. Details of the Event: a) Title; b) Date; c) Duration from_____/_____/20____to.....
4. Name and Address of the applicant Organization: Organization name; Name of Chief Organizer/Contact Person; Department; Address; E-mail; Phone. Nos.
5. Status of the Organization:
Government Department/Universities/Colleges/Industries/Non-Government organization
6. Details of the previous grants received from Ministry of New and Renewable Energy:
 - i. Sanction Order No. and Date; (Please attach copy of Sanction Letter)
 - ii. Release Order No. and Date; (Please attach copy of Sanction Letter)
7. Brief statement of Objectives of the Event highlighting the importance in National context (Details on a separate paper should be attached):
8. Details of estimates of Expenditure for the Seminar for Pre-event/Conference activities, announcements, abstracts, etc.; Stationery; Secretarial Assistance; Publication of Proceedings; Total Cost for organization of the event.
9. Details of funding sources:
 - i. Centre and State Government Ministry's/Departments./Organisations etc.(Rs.):.....
 - ii. Non-Government agencies funding (Rs.):.....
 - iii. By Registration (Rs.):
 - iv. By Advertisement (Rs.):
 - v. Contributions by Society/Organisation (Rs.):
 - vi. Sale of Publication/Proceedings (Rs.):.....
10. Details of Financial Assistance requested from MNRE for each specific item for this conference.
11. a) Expected Number of Participants (List of Invitees/Speakers may be attached)
b) How expenditures on International travel and local hospitality are proposed to be met
12. Details of past events organized by your Institute/Organization in the field of New & Renewable Energy in India in past 3 years indicating title, date, venue and brief details.
13. Clearance of Ministry of External Affairs, Administrative Ministry and Ministry of Home Affairs for their participation of Speakers/Delegates in case of International Event (copy to be attached).
14. Details of the Technical Programme for the event may be attached. Please give names of Chairman of Technical Sessions and keynote speakers.
15. Bank Details: Type of the Account; No. of the Bank Account; Name and Address of the Bank; MICR Code; IFSC Code

Release of the sanction amount now requires registration of your organization in the Central Plan Scheme Monitoring System of the Ministry of Finance. <http://164.100.12.97/CPSMS/>. You are accordingly requested to please get your organization registered and the information that the registration has been done may be sent to this Ministry, so that financial assistance could be released after completion of the event if approved.

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct. I also undertake that I agree and abide with the terms and conditions of the Seminar & Symposia scheme of MNRE and the Ministry's decision will be acceptable to me in this regard.

Place:

Signature of the applicant

Date:

(Name of the Chief Functionary or Authorized Office Bearer)

(With seal of the Association/ Organisation)

Annexure-II
Government of India
Ministry of New & Renewable Energy
(PROFORMA FOR NON-FINANCIAL SUPPORT)

1. a. Name and Address of the organizer
Telephone No., Mob No., Fax No. & E-mail :

b. Name, Date and Venue of the Seminar/Exhibition:
2. Theme of the Seminar/Conference/ Exhibition :
3. If the Association is registered trust or Society :
Indicate registration No. :
Place of registration :
Date of registration :
(Please attached a copy of Registration)
4. Whether the Nodal Ministry/Govt. of India have
given their approval :
5. Sources of funds for the event :
Please indicate the approximate amount
National
International
Others
(Please attach a copy of approximate income
and expenditure details of this events)
6. Account holder's Name and A/c No. :
Nature of Account :
Bank Name & Address :
MICR Code, IFSC Code, TIN and TAN No.
7. Main target Group for Event :
8. Role of Renewable Energy in the Event :
9. No. of visitors/exhibitors/invitee (Please provide list)
National :
International :
10. Kind of support from the Ministry
a. (Financial/Technical) :
b. (Non-Financial) :
11. Nature of Event (National/International) :
12. Details of activities of the organizer during the
past 5 years (Please attach a copy of approximate
income and expenditure details of previous events)

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct.

Place:
Date :

Signature of the applicant
Name of the Chief Functionary
or authorized Office bearer

GENERAL TERMS AND CONDITIONS

1. The support under the scheme is subject to the provisions of GFR of the Government of India
2. The Financial Assistance under the scheme will be provided on reimbursement basis.
3. Mere submission of application or seeking of additional information by the Ministry would not mean approval of financial support to any particular proposal.
4. The Ministry will have their right to publish Articles/Technical papers received during the course of Seminar/Symposia.
5. The Event will be covered photographically and copies of such photographs shall be sent to the Ministry for its record.
6. MNRE reserves the right to add/alter/change these conditions in its sole discretion to ensure wider fulfillment of the interest of the programme.
7. Award of Financial Assistance by the Ministry will not make it a party to any liability which may arise on account of organization of the Event.
8. The organization should ensure submission of following documents to the MNRE duly signed by the Convener., Head of the organization and Accounts Officer of the organization within two months of holding of the Event for reimbursement of the sanctioned funds.
 - Audited statement of Accounts.
 - Utilization Certificates
 - Audited statement of total income from all the sources and expenditure of the seminar.
 - Copy of Proceedings
 - List of Participants
 - List of Speakers
 - Recommendation of the organizer of the Event
9. The accounts of the organization will be open to test check by the Ministry at his discretion
10. The decision of the Secretary, MNRE in regard to the interpretation of the terms and conditions of the administrative approval and sanction order shall be final and binding on the organizers/recipients of the financial assistance for seminar/symposia/workshop, etc.
11. For wider coverage of participating organizations the financial support will be extended to an organization once a year only.
12. Ministry may priorities the proposals received for consideration of financial assistance as per the requirement.
13. The Ministry's decision for sanctioning the proposal will be final and no further correspondence will be entertained in this regard.
14. The sanctioning of the proposal is subject to the fulfillment of terms and condition of the scheme and subject to the availability of funds.
15. If the organization fails to organize the event after issue of the administrative sanction by the Ministry, no fresh proposal received for financial assistance from the organization will be considered for the next one year.