

GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
Mahasagar Bhavan, Block 12, CGO Complex,
Lodi Road, New Delhi 110003

NOTES FOR SUBMISSION OF APPLICATION FOR SEMINARS, SYMPOSIA, WORKSHOP, CONFERENCE ETC THROUGH EITHER INTERNET [www//Moes.gov.in](http://www.Moes.gov.in) OR BY POSTING THE HARD COPY TO THE MINISTRY DIRECTLY.

1.The objective is to support the platforms for interaction between Experts, Scientists, Environmentalists, General public and user communities to exchange the knowledge of Ocean & Atmospheric Science and Technology, and to disseminate the information such as Agro-Met services to farmers, weather parameters to people, societal Programmes etc.

2.The Thrust Areas are Polar Sciences, Ocean Observation and Information Services, Ocean Technology, Coastal Zone Management, Marine non Living Resources, Drug from Sea, Climate Change, Cyclones in Indian Ocean, Earthquakes, Weather Forecasting and Information to people, Agro Advisories to farmers, Gas Hydrates Science and Technology, Marine Pearl Culture, Deep Sea Marine Living Resources, Benthos and Ecology; Submersibles Development, Fresh water from Sea, Ocean Energy & Technologies, Sea Health Monitoring, Marine Environment modeling, Ocean State- Forecasting, On-going Ministry's Societal programmes, Tsunami Early Warning System, Carbon Cycle, Water Cycle-sea to air to land interaction, cloud seeding and others.

3.The application for seeking support may be dully filled and signed by the Head of the Institution, may either be submitted through internet moes.gov.in or the hardcopy be forwarded to the M. Sudhakar, Advisor, Ministry of Earth Sciences, Government of India, Mahasagar Bhavan, Block-12, CGO Complex, Lodi Road, New Delhi 110003 with the following relevant enclosures:

For registered Society, Private Colleges, Government aided Colleges, Non-Government Organizations, Deemed University etc copies to be enclosed are: (i) Registration Certificate, (ii) Articles/Memo of Association, (iii) Bye-Laws, (iv) Audited Statement of Accounts of the Society etc for the last 3 years, (v) Sources & Pattern of Income & Expenditure etc (vi) list of present office barriers, (vii) Memorandum of Association, copy of rules and regulation of the society.

For International Conference being organized by recognized Research Organizations, copies to be enclosed are (i) Approval of Administrative Ministry, (ii) Clearance of Ministry of External Affairs, (iii) Clearance of Ministry of Home Affairs

4. The application will be acknowledged by Ministry and the future correspondence should contain the Ministry's reference no. only. The Ministry's decision is final and no further correspondence will be entertained.

5.If the organizers received any grant for Seminars, Symposia etc earlier, from the Ministry of

Earth Sciences [earlier Department of Ocean Development or Ministry of Ocean Development] the copies of all UCs (four sets in original) and statement of total income from all the funding sources and expenditure for these seminars should be enclosed and unspent balance if any plus with bank interest for that period, should be refunded in by the Demand Draft drawn in favor of Drawing and Disbursing Officer, Government of India, Ministry of Earth Sciences, New Delhi-3, immediately otherwise the Application will be rejected.

6. Wherever an Institute/ University/ Organization and a Registered Society/ Association or any other body are jointly organizing a seminar, the responsibility of furnishing the Utilization Certificate and Statement of Total Income and Expenditure will lie with the authority to whom the funds are release. Funds will however be released to the recognized organization only for proper accounting.

7.A) Support will be considered only for the events which will be with in the ambit of Ministry's activities, and the grant will be released to items (i) TA/DA for Young Scientists (Indian), (ii) TA/DA for Senior Scientists (Indian), (iii) Pre-conference Announcements, printing of abstracts etc, (iv) Publication of Proceedings, (v) Stationery, (vi) Secretarial Assistance, (vi) Miscellaneous items.

B) Organisers has to submit a certificate that no grants has been received from any other organization.

C) There is no provision to provide international travel grant to other country Scientists

D) Grant to other events will be supported fully to items 7a iii) or 7a iv) of above only.

8. The documents to be submitted within two months from the date of completion of the event are (i) The Utilization certificate (4 Original Copies) as per the format given in the enclosure-1, (ii) 2- COPIES OF THE PRECEEDINGS, (iii) Total Income details for this event and audited Statement of expenditure, (iv) Recommendations and follow-up actions, (v) other achievements from this event, (vi) Other enclosures if any.

9. The application should be submitted in advance at least two months for National events whereas four months for International events.

GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES

1. Application form for (a) Seminar, (b) Symposia, (c) Conference, (d) Workshop, (e) Others (Please specify):
[Please write any one] []

2. Geographical Coverage (a) Local, (b) Regional, (c) National, (d) International
[Please write any one] []

3. Broad Subject Areas of MoES : (a) Atmospheric Science, (b) Ocean Science, (c) General Science, (d) Ocean Technology, (e) Social Science, (f) Earth Sciences (g) Others (Please specify):
[Please write any one] []

4. Details of the Event:
Title:
.....
Date ; c) Duration from __/__/200_ to __/__/200_
Complete address of the venue:.....
.....
.....

5. Name and Address of the Organization/ College/Society:
Institute name:
Department :
Address:
E-mail:
Pin:

6. In case of Joint Organization: Name and Address of the Second Organisation:
Institute name:
Department :

Address:
.....
E-mail:

Pin:

7. Status of the Organisation (s)
A) IIT, IIM, B) University, C) Private Colleges, D) Government aided Colleges, E) Government Colleges, F) Registered Society, G) Professional Bodies, H) State Governments, I) Research Organizations J) Others (Please

Specify) _____

[please tick any one] []

8. Name and Address of the Contact Person:

Name:
Address:
.....
E-mail:
Phone Nos:.....(Off)(Res), Mobile:.....
Fax Nos:

9. Name and Address of the President/ Patron of the event:

Name:
Address:
.....
E-mail:
Phone Nos:.....(Off)(Res), Mobile:.....
Fax Nos:

10. Name and Address of the chief of the organization empowered to receive the financial grant (which will be released only in favour of the institutions/ recognized society, if approved:)

Name:
Address:
.....
E-mail:
Phone Nos:.....(Off)(Res), Mobile:.....
Fax Nos:

11. Name of the Authority who will be submitting the Utilization Certificates and total income from all the funding sources dully signed by the Chartered Accountant/Account Officers, Finance Officers of the Institute (For Government organization):

Name:
Address:
.....
Phone Nos:.....(Off)(Res), Mobile:.....
Fax Nos:

12. Details of the previous grant received from Ministry of Earth Sciences (Earlier Department/ Ministry of Ocean Development) for , Symposia etc.

SL. No.	Sanction Order No. & date	Title of the Seminar	Status of submission of Utilization Certificate & Statement of Total Income & Expenditure

13. Broad details of Estimated Expenditure for the event (in Rupees):

- TA/DA for Young Scientists (Indian) :.....
- TA/DA for Senior Scientists (Indian) :.....
- Pre-conference printing (Announcements, abstracts, etc.) :.....
- Publication of Proceedings :.....
- Stationery :.....
- Secretarial Assistance :.....
- Misc. (details): :
- Local Hospitality :.....
- Grand Total Rs. :.....

14. Brief statement of Objectives of the Event highlighting the importance in National context (details on a separate paper should be attached):

- A) Review the State of Art of the event :
- B) Formulate the specific programme and action plan
- C) Bring out the proceedings/papers etc in any National, International journals, magazines
- D) How the user communities will be benefited from the out come of the event
- E) Other (please specify)

15. Estimates of the Proceedings:

- A) Will the proceeding be priced?
- B) Number of pages & copies to be printed
- C) Approximate price of the proceedings(Rs.)
- D) Estimated Income for sale of proceedings(Rs.)
- E) Name of the Publisher and their address:

16. Details of funding sources:

- A) Centre and State Government Ministry's/Departments/Organisations etc...

SL. NO.	Sources	Amount requested	Amount committed or received	Items for which grant is requested
a)				
b)				
c)				
d)				

B) Non government agencies funding:

SL. NO.	Sources	Amount requested	Amount committed or received	Items for which grant is requested
b)				
c)				
d)				
e)				

C) By Registration (Rs.) :

D) By Advertisement (Rs.) :

E) Contributions by Society/ Organisation (Rs.) :

17. Details of Financial Assistance requested to MoES for this Conference:

Specific items	Amount (Rs.)
A).....
B).....
C).....
D).....
Total -----	

18. Details of the participants

A) No of foreign Young Scientists :

B) No of foreign Scientists :

C) No of Indian Young Scientists :

D) No of Indian Scientists :

E) TA/DA to Indian Young Scientists :

F) TA/DA to Indian Senior Scientists :

G) Please enclose the List of Invitees/Participant :

19. Is this Seminar held annually? If yes, please give a brief statement on the follow-up of the recommendations of the Seminar held in past 3 years (may attach separate sheet).

20. Details of past events organized on the proposed topic in India indicate title, date, venue and brief details.

21. In case of International Conference please give details of resources for International Travel and Local Hospitality:

22. If foreign participants are being invited, whether clearance of Ministry of External Affairs, Administrative Ministry and Ministry of Home Affairs for their participation obtained (copy to be attached).

23. Details of the Technical Programme for the event may attached. Please give names of Chairman of Technical Sessions and keynote speakers.

24. Brief statements on the steps you plan to take to implement the recommendations of the Seminar/ Symposia/Conference.

25. In event of Sanctioning of Grant and to facilitate the release the following information under Central Plan Scheme Monitoring Systems (Controller General of Accounts, Ministry of Finance) may please be furnished to facilitate electronic transfer :

- a. Bank Name :
- b. Bank Address :
- c. Branch Name & code :
- d. Account number :
- e. Agency name as per Bank :

Signature of applicant/Organizing
Secretary

Signature of Head of
Institution or President of Society

Place:

Date: