PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE APPLYING FOR FINANCIAL SUPPORT,

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.

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 N and P Cycle, Paleoeclimatic studies. Sea level changes’ Carbon sequestration, Water Cycle-sea to air to land interaction, cloud seeding and others.

3. सहायता हेतु संस्थान के संयोजक तथा प्रमुख द्वारा विभिन्न रूप से भरे हुए तथा हस्ताक्षरित आवेदन पत्र (डायर कॉपी) को उचित माध्यम से प्रभाव प्रमुख, आउटरीच कार्यक्रम , भारत सरकार, पृथ्वी विज्ञान मंत्रालय, ‘पृथ्वी भवन ’ लोडी रोड, नई दिल्ली-110003 को निर्माणलिखित संबंधित दस्तावेजों के साथ भेजा जा सकता हैः-

The application (Hard Copy) for seeking support duly filled and signed by the convener and Head of the Institution, needs to be submitted through proper channel to - Dr. Neloy Khare, Outreach Programme, Government of India, Ministry of Earth Sciences, “PRITHVI BHWAN”, Lodi Road, New Delhi 110003 with the following relevant enclosures:

(i) पंजीकृत सोसायटी, प्राइवेट कॉलेजों/स्कूलों, सरकारी सहायता प्राप्त कॉलेजों, गैर-सरकारी संगठनों, मान्यता प्राप्त विकासनिर्माण आवे. के मामले के निम्नलिखित प्रतियों सूचना की जाएः : (i) पंजीकृतण प्रमाणपत्र, (ii) संगम अनुसंधान/भागन (iii) उप-विभिन्य (iv) सोसायटी आवे. के पिछले 3 वर्षों के लेखों के लेखा-परिक्षित विवरण (v) वाय एवं व्याय आवे. के श्रेणी एवं पद्धति (vi) वर्तमान पदाधिकरियों की सूची एवं बैलेंस शीट खाता (पिछले तीन वर्षों की) (vii) सोसायटी के संगम भागन, नियमों एवं विनियमों की प्रति (viii) पिछले तीन वर्षों की आवरण विवरण (आईटीआरए) पृथ्वी प्रणाली विज्ञान से संबंधित क्षेत्रों में आउटरीच गतिविधियों में लगे हुए गैर-व्यावसायिक निकायों के लिए लागू (ix) नीति आयोग द्वारा जारी किया गया Unique आईडी कोड

(x) पैन कार्ड की कॉपी (xi) ईसीएस/आरटीजीस सूचना बैंक द्वारा सत्यापित होनी चाहिए।

For Registered Society, Private Colleges / schools, Government aided Colleges, Non-Government Organizations, Deemed University etc are required to enclose copies of: (i) Registration Certificate, (ii) Articles/Memo of Association, (iii) By-Laws, (iv) Audited Statement of Accounts and balance sheet of the Society etc for the last 3 years, (v) Sources & Pattern of Income & Expenditure etc for the last 3 years (vi) list of present office bearers, (vii) Memorandum of Association, copy of rules and regulation of the society (viii) Income-Tax Returns (ITRs) for the last three years (applicable for non-professional bodies engaged in the outreach activities in related areas of Earth System science), Niti Aayog unique ID code, PAN card copy, ECS/RTGS details duly endorsed by bank (copy enclosed)

(व) मान्यता प्राप्त अनुमोदन संगठनों द्वारा आयोजित किए जाने वाले अंतर्राष्ट्रीय सम्मेलन के मामले में निम्नलिखित प्रतियों सूचना की जाएः : (i) प्रायोगिक मंत्रालय का अनुमोदन (ii) विशेष मंत्रालय की कलीयरेंस (iii) गृह मंत्रालय की कलीयरेंस ।

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

It may please be noted that established NGOs with good track record and which are involved exclusively in scientific activities related to Earth System Science domain only shall be considered for financial support by MoES.
Upon completing the procedural formalities the final decision shall be communicated to you
In case no decision is conveyed before the commencement of event it may be assumed
that financial support is not sanctioned. No assumption on part of the applicant shall be
valid to consider the case for re-imbursement of expenditure after the event is over. In all
such cases organizers have to bear the expenses and no case for reimbursement shall be
entertained.

Canvassing in any form shall be a disqualification.

Application forms which are incomplete in any form or are not provided with the copies of
required documents / certificates / details (such as ; UCs, by-laws and other as mentioned at
para 3a) shall be summarily rejected by MoES and no correspondence shall be made
in this regard with the applicant. It is therefore reiterated that all applicant must read
guidelines carefully and comply with all terms and conditions before submitting the
application to MoES for financial support.

No correspondence / communication in this regard shall be entertained in between by MoES.

The successful applicants shall be informed 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 any applicant fails to submit the required documents / certificates / details as per the
guidelines, the application shall be summarily rejected by MoES and no further
communication will be entertained.
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 Utilization Certificates (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 by 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.

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 released. Funds will however be released to the recognized organization only for proper accounting.

Support will be considered only for the events which will be with in the ambit of Ministry’s mandate, charter & 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, (vii) Miscellaneous items.

In this case, organizers have to submit a certificate that they will not receive any funds/grants from any other government agencies.

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

Grant to other events will be supported fully to items 7a (iii) or 7a (iv) of above only.
In case of part fundings, it is necessary to indicate other funding agency if any financial assistance/support & the quantum of funding sought.

8. अगर आपके संस्थाराष्ट्रीय समारोहों के मामले में आवेदन पत्र कम से कम तीन महीने पूर्व राष्ट्रीय संगठन के लिए एवं अंतरराष्ट्रीय संगठन के लिए चार महीने पूर्व जमा कर दिया जाए ।

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 PROCEEDINGS, (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. राष्ट्रीय/अंतरराष्ट्रीय समारोहों के मामले में आवेदन पत्र कम से कम तीन महीने पूर्व राष्ट्रीय संगठन के लिए राष्ट्रीय संगठन के मामले चार महीने पूर्व जमा कर दिया जाए।

The application should be submitted in advance at least Three months for National event and Four months for International event.

10. निर्धारित फॉर्मेट में सेटिव रूप से भरी हुई ईसीएस/आरटीजीआई सूचना बैंक द्वारा सत्यापित होनी चाहिए। यह एक अनिवार्य आवश्यकता है और प्रस्ताव के साथ इस दस्तावेज के न होने पर उस पर आगे बिचार नहीं किया जाएगा।

ECS/RTGS information as per the format provided should be duly completed and endorsed by the bank. This is a mandatory requirement and proposal that do not contain this document shall not be processed.

11. अगर आपके संस्थाराष्ट्रीय समारोह-प्रमाण-पत्र (यूसी) लंबित पड़ा है, तो जब तक उसका निपटान नहीं हो जाता तब तक मंत्रालय मंजूरी आदेश/अनुदान जारी नहीं करेगा।

In case there is a pending Utilization Certificate with your organization, release of Sanction Order/Grant shall not be taken up by the Ministry until settlement.

12. संबंधित राज्य विज्ञान और प्रौद्योगिकी परिषद द्वारा विषयाधीन सोसाइटी/एनजीओ (प्रथम आवेदन) का सत्यापन प्रस्ताव पर विचार हेतु ।

Consideration of the proposal by NGO/Society (applying for first time) is subject to verification by the respective State Council for Science & Technology.

13. आपके संस्थानों को पूर्व में जारी किए गए अनुदानों के सभी नवीन उपयोगिता प्रमाण-पत्र नेट पर उपलब्ध है तथा इस्तेमाल के लिए http://164.100.31.179/Report/PendingUCs.aspx पर देख सकते हैं।

To view all the pending UCs of earlier grants released to your Institutions is available in net and to view the same please visit the link http://164.100.31.179/Report/PendingUCs.aspx
14. Before submitting any proposal kindly ensure that the prescribed form is filled-in in all respect failing which the application of the proposal should cancelled and no communication should be made by MoES.

15. All NGOs must be registered at NITI Aayog portal and should obtain unique identifiers before submitting their applications for grants from any Ministry. While giving unique identifiers to NGOs, PAN and Aadhaar numbers of all trustees and office bearers should be provided.
**FORM OF UTILIZATION CERTIFICATE**

FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

**Utilization Certificate for the Year**: in respect of recurring/non-recurring grants.

**Grants in-aid/Salaries/Creation of Capital Assets**

- Name of the Scheme:
- Whether recurring or non-recurring grants
- Grants position at the beginning of the Financial year:
  - (i) Cash in Hand/Bank
  - (ii) Unadjusted advances
  - (iii) Total

**Details of grants received, expenditure incurred and closing balances (Actuals)**

<table>
<thead>
<tr>
<th>Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]</th>
<th>Interest Earned thereon</th>
<th>Interest deposited back to the Government</th>
<th>Grant received during the year</th>
<th>Total Available funds (1+2+3+4)</th>
<th>Expenditure incurred</th>
<th>Closing Balances (5-6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

Sanction No. (i), Date (ii), Amount (iii)

**Component-wise utilization of grants:**

<table>
<thead>
<tr>
<th>Grant-in-aid-General</th>
<th>Grant-in-aid-Salary</th>
<th>Grant-in-aid-creation of capital assets</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**Details of grants position at the end of the year:**

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total
Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

(i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.

(ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.

(iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/Standing instructions and scheme guidelines.

(iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.

(v) The benefits were extended to the intended beneficiaries and only such areas/distincts were covered where the scheme was intended to operate.

(vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.

(vii) It has been ensured that the physical and financial performance under……………. (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted is outcomes given at Annexure – I duly enclosed.

(viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)

(ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure – III (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:
Place:

Signature

Name..........................................................
Chief Finance Officer

[Head of the Financial]

[Strike out inapplicable terms]