NOTES FOR SUBMISSION OF APPLICATION FOR EARTH DAY 2015 THROUGH EITHER INTERNET 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-
3. संस्थान आदि के प्रमुख द्वारा हस्ताक्षरित विधिवत रूप से भरे हुए आवेदन पत्र को इंटरनेट पर वेबसाइट http://www.moes.gov.in के माध्यम से जमा कराया जा सकता है, या स्वच्छ प्रति डॉ.एम.सुधाकर, सताहकार, भारत सरकार, पृथ्वी विज्ञान मंत्रालय, 'पृथ्वी भवन', आई.एम.डी कॉम्पलेक्स, लोडी रोड, नई दिल्ली - 110003 को निम्नलिखित संबंधित दस्तावेजों के साथ भेजी जा सकती है:

The application for seeking support 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 Head of the Division Dr. M Sudhakar, Advisor, Government of India, Ministry of Earth Sciences, “PRITHVI BHWAN”, I.M.D Complex, Lodi Road, New Delhi 110003 with the following relevant enclosures:

(क) पंजीकृत सीमायी, पाइवेट कॉलेज, सरकारी सहायता प्रामाणिक कॉलेज, गैर-सरकारी संस्थान, मान्यता प्राप्त विश्वविद्यालय आदि के मामले में निम्नलिखित प्रतियां संगठन की जाएं : (i) पंजीकरण प्रमाणपत्र, (ii) संगठन अनुमोदन/जारीपत्र (iii) उपलब्धि (iv) पिछले 3 वर्षों के सीमायी आदि के लेखों के लेखापरीक्षित विवरण (v) आय एवं व्यय आदि के शीर्ष एवं पद्धति (vi) कार्यालय की वर्तमान बाधाओं की सूची (vii) सीमायी के संगठन ज्ञापन, नियम एवं विनियमों की प्रति।

For Registered Society, Private Colleges, Government aided Colleges, Non-Government Organizations, Deemed University etc are required to enclose copies of: (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 bearers, (vii) Memorandum of Association, copy of rules and regulation of the society (viii) Income-Tax Returns (ITRs) for the last three years.

(ख) मान्यताप्राप्त अनुसंधान संगठनों, भारतीय प्रौद्योगिकी/प्रबंधन संस्थान आदि द्वारा आयोजित किए जाने वाले अंतर्राष्ट्रीय सम्मेलन के मामले में निम्नलिखित प्रतियां संगठन की जाएं : (i) प्रशासनिक मंचालन का अनुमोदन (ii) वित्त रूप मंचालन का अनुमूल्य (iii) गृह मंचालन की अनुमति।

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. आवेदन प्राप्त होने पर मंचालन द्वारा सूचना भेजी जाएगी तथा आगे के पत्राचार के लिए केवल मंचालन की संदर्भ संख्या दी जाएगी। आवेदन के संबंध में मंचालन का निर्णय अंतिम होगा तथा आगे कोई पत्राचार नहीं किया जाएगा।

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 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.

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

7. Support will be considered only for the events which will be within the ambit of Ministry’s mandate, charter & activities.

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

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

(घ) अन्य देशों के वैज्ञानिकों को अंतर्राष्ट्रीय यात्रा अनुदान प्रदान करने का कोई प्रावधान नहीं है।
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. Samaroah purna honone ki tithi se de maha ke bhitar pranunak kire jane wale dastavej hain: (i) sanvag 1 me diye gaen prarup me upyogita pramanapath (4 mul pratitya) (ii) karyawadi ke 2 pratitya (iii) is samaroah ke liye kul aay ka vyavaran tatha vyavahar ka lekha parishitar vibaran (iv) sifairish tatha anuvartii karyawadi (v) is samaroah se hone wale anu upalithiyon (vi) any sanvag, yadi koi hain.

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. Absead tath rathiy samaroahon ke mambale me kum se kum de maha purna aur antarastriy samaroahon ke mambale me 4 maha purna jama kara diya jaye.

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

10. Nirnayriti format m me purna rup se bharhi hui ECS/RTGS/आरटीजीएस सूचना बैंक द्वारा संपादित होनी चाहिए। यह एक अभिवृत्त आवश्यकता है और प्रस्ताव में इस दस्तावेज के न होने पर इस पर आगे विचार 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. Agyar aapke sangeet k pass upyogita praman-patra (purni) lombit patra hain, to jave tak uska niptan nahe hona jaata tath tak mantaraly manjuri adress(aes) anudan jaari nahin karega.

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

12. Krpaya raajy vigyan evam prachinikik paricandhaa jaari kire gaen, yadi koi hain, gair sarakari sangeet pujkikaran/pramanapath ke tahat yojana aayog dhrara jaari pujikaran sambhal kiuchana de.

Please furnish registration number issued by the Planning Commission under NGO Registration/Certificate, if any, issued by the State Council for Science & Technology.
भारत सरकार
GOVERNMENT OF INDIA
पृथ्वी विज्ञान मंत्रालय
MINISTRY OF EARTH SCIENCES

1. पृथ्वी दिवस 2015 __________________________ के लिए आवेदन प्रपत्र

1. Application form for Earth Day 2015
2. भौगोलिक वर्गन (क) स्थानीय (ख) क्षेत्रीय (ग) राष्ट्रीय (घ) अंतरराष्ट्रीय (कृपया किसी एक के लिए निक्षेप)

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

3. पृथ्वी विज्ञान मंत्रालय के व्यापक विषय क्षेत्र: (क) वायुमण्डलीय विज्ञान (ख) समुद्र विज्ञान (ग) सामाजिक विज्ञान (घ) सामाजिक विज्ञान (ढ) सामाजिक विज्ञान (च) पृथ्वी विज्ञान (छ) अन्य (कृपया निक्षेप)
3. Broad Subject Areas of MoES: (a) Atmospheric Science, (b) Ocean Science, (c) General Science, (d) Social Science, (e) Earth Sciences (g) Others
(Please specify): ................
[Please write any one] [ ]

4. कार्यक्रम का विवरण:
4. Details of the Event:
(क) नाम: __________________________

Title: ........................................................................................................
....................................................................................................................

Date: ..................................................; Duration from __/__/____ to __/__/____

स्थान का पूरा पता: __________________________________________

Complete address of the venue: .................................................................
................................................................................................................
................................................................................................................

5. संगठन/कॉलेज/सोसाइटी का नाम और पता:
5.Name and Address of the Organization/ College/Society:
संस्थान का नाम: __________________________________________
Institute's name: ..............................................................................
विभाग: .................................................................
Department: .................................................................
पता: .................................................................................................

Address: ...........................................................................................
ई-मेल : ...........................................................................................
E-mail: …………………………………………………………
Pin : …………………………………………………………

Pin: …………………………………………………………

6. In case of Joint Organization: Name and Address of the Second Organisation:
संस्थान का नाम: ……………………………………………………………
Institute's name: ……………………………………………………………
विभाग: ……………………………………………………………
Department : ……………………………………………………………

पता: ………………………………………………………………………
Address: ………………………………………………………………………

ई-मेल : ……………………………………………………………
E-mail ……………………………………………………………

पिन: ……………………………………………………………
Pin: ……………………………………………………………

7. Status of the Organisation (s)
(क) आईआईटी/आईआईटीएम a) IIT, IIM, (ख) विश्वविद्यालय b) University, (ग) प्राइवेट कॉलेज
c) Private Colleges, (घ) सरकारी सहायता प्राप्त कॉलेज d) Government aided Colleges, (ङ) सरकारी कॉलेज e) Government Colleges, (च) पंजीकृत सोसायटी f) Registered Society, (छ) व्यावसायिक निकाय g) Professional Bodies, (ह) राज्य सरकार h) State Governments, (ञ) अनुसंधान संगठन i) Research Organizations (ञ) अन्य (कृपया उल्लेख करें) j) Others (Please Specify) ……………………………………………………………………………
(कृपया किसी एक पर "सही" का निशान लगाएँ) [please tick any one] []

8. Name and Address of the Contact Person:
नाम: ……………………………………………………………
Name: ……………………………………………………………
पता: ………………………………………………………………………
Address: ………………………………………………………………………

ई-मेल : ……………………………………………………………
E-mail ……………………………………………………………

फोन न. …………………………… (कार्यालय) …………………………… (आवास)
Phone Nos: ……………………(off.) ……………………(res.)
मोबाइल …………………………………
Mobile: …………………………………
फैक्स नं : ………………… Fax Nos: ……………………………

9. Name and Address of the President/ Patron of the event:
नाम: __________________________________________
Name: ……………………………………………………..
पता: ____________________________________________
Address: ……………………………………………………..
……………………………………………………………………
ई-मेल: __________________________________________
E-mail: ……………………………………………………..
फोन न. __________ (कार्यालय) __________ (आवास) _________
Phone Nos: _________(off) ____________(res),
मोबाइल: __________________________
Mobile: …………………………………
फैक्स ने: ____________ Fax Nos: ………………….

10. संगठन के प्रमुख का नाम और पता जिसे वित्तीय अनुदान प्राप्त करने का अधिकार है। (अनुमोदन होने पर यह अनुदान केवल संस्थान/भारत सरकार के पक्ष में जारी किया जाएगा)
10. Name and Address of the chief of the organization empowered to receive the financial grant (which will be released only in favor of the institutions/ recognized society, if approved):

नाम: __________________________________________
Name: ……………………………………………………..
पता: ____________________________________________
Address: ……………………………………………………..
……………………………………………………………………
ई-मेल: __________________________________________
E-mail: ……………………………………………………..
फोन न. __________ (कार्यालय) __________ (आवास) _________
Phone Nos: _________(off) ____________(res),
मोबाइल: __________________________
Mobile: …………………………………
फैक्स ने: ____________ Fax Nos: ………………….

11. उस प्राधिकारी का नाम जो उपयोग प्रमाण-पत्र तथा धन उपलब्ध करने वाले सभी स्रोतों से प्राप्त कुल आय का विवरण प्रस्तुत करना। यह विवरण संस्थान के चार्टेड एक्ट्यूटर/धन अधिकारी, वित्त अधिकारी द्वारा हस्ताक्षरित हो। (सरकारी संगठनों के लिए):
11. Name of the Authority who will be submitting the Utilization Certificates and total income from all the funding sources dully signed by the Charted Accountant/Account Officers, Finance Officers of the Institute (For Government organization):

नाम: __________________________________________
Name: ……………………………………………………..
पता: ____________________________________________
Address: ……………………………………………………..
……………………………………………………………………
ई-मेल: __________________________________________
E-mail: ……………………………………………………..
फोन न. __________ (कार्यालय) __________ (आवास) _________
Phone Nos: _________(off) ____________(res),
मोबाइल __________
Mobile:…………………………
फैक्स नं: __________ Fax Nos: ………………

12. विचार-गोष्टियों, आदि के लिए पृथ्वी विज्ञान मंत्रालय (पूर्व में महासागर विकास विभाग/महासागर विकास मंत्रालय) से पहले राम किये गए अनुदान का व्यूह:

<table>
<thead>
<tr>
<th>क्रम संख्या</th>
<th>मंजूरी आदेश सं. और तारीख</th>
<th>संगीत का नाम</th>
<th>संख्या का प्रतीक</th>
<th>संगीत का नाम</th>
<th>उपयोगिता प्रमाण पत्र</th>
<th>उपयोगिता प्रमाण पत्र</th>
<th>कुल आय एवं व्यय विवरण प्रस्तुत करने संबंधी स्थिति</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sl.No.</td>
<td>Sanction Order No. &amp; date</td>
<td>Title of the Seminar</td>
<td>Status of submission of Utilization Certificate &amp; Statement of Total Income &amp; Expenditure</td>
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</tbody>
</table>

13. समारोह के लिए अनुमानित व्यय का विस्तृत व्यूह (रुपयों में):

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

<table>
<thead>
<tr>
<th>क्रम संख्या</th>
<th>युवा वैज्ञानिकों (भारतीय) के लिए यात्रा भत्ता/मंहगाई भत्ता</th>
<th>TA/DA for Young Scientists (Indian)</th>
<th>वरिष्ठ वैज्ञानिकों (भारतीय) के लिए यात्रा भत्ता/मंहगाई भत्ता</th>
<th>TA/DA for Senior Scientists (Indian)</th>
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<tbody>
<tr>
<td>Sl.No.</td>
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समेत युवा वैज्ञानिक (उद्घोषणें, सारांश, इत्यादि) __________________________
Pre-conference printing (Announcements, abstracts, etc.) : ______________________
कार्यनिदेशों का प्रकाशन
Publication of Proceedings : ______________________
लेखन सामग्री : ______________
Stationary:____________________
संचालन महसूलता : ______________________
Secretarial Assistance:____________________
बिंदु (बिंदु) : ______________________
Misc. (details): ______________________
स्थानीय आतिथ्य सत्कार : ______________________
Local Hospitality:____________________
संकल्प जोड़ (रुपयों) : ______________
Grand Total (Rs.) : ______________________

14. राष्ट्रीय संरचना में समारोह के महत्व की दशक के इसमें उद्धोरण के लिए महत्व प्रदान व्यवस्था:

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

(क) समारोह की अनुमानित व्यय का पुनरीक्षण:
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 outcome of the event

E) Other (please specify)

15. Estimates of the Proceedings:

A) Will the proceedings 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:

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>Sources</th>
<th>Amount requested</th>
<th>Amount committed or received</th>
<th>Items for which grant is requested</th>
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</table>

(ब) गैर सरकारी एजेंसियों द्वारा वित्त-पोषणः
<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>Sources</th>
<th>Amount requested</th>
<th>Amount committed or received</th>
<th>Items for which grant is requested</th>
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(घ) पंजीकरण द्वारा __________________________ (रुपये)
C) By Registration (Rs.) : ...........................................
(घ) विज्ञापन द्वारा __________________________ (रुपये)
D) By Advertisement (Rs.) : ...........................................
(घ) सोसायटी/संगठन द्वारा अंदान __________________________ (रुपये)
E) Contributions by Society/ Organisation (Rs.) : ...........................................

17. इस सम्मेलन के लिए पृथ्वी विज्ञान मंत्रालय से मांगी गई वित्तीय सहायता का विवरण:
17. Details of Financial Assistance requested to MoES for this Conference:

<table>
<thead>
<tr>
<th>विशिष्ट मद्दत</th>
<th>राशि (रुपये)</th>
</tr>
</thead>
<tbody>
<tr>
<td>क) A) ...............</td>
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<td>ख) B) ...............</td>
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<td>ग) C) ...............</td>
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<td>घ) D) ...............</td>
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कुल __________
Total --------------

18. प्रतिभागियों का व्याख्या: Details of the participants

क. विदेशी युवा वैज्ञानिकों की संख्या : ..............
A) No. of Foreign Young Scientists : ..............

ख. विदेशी वैज्ञानिकों की संख्या : ..............
B) No. of foreign Scientists : ..............

ग. भारतीय युवा वैज्ञानिकों की संख्या : ..............
C) No. of Indian Young Scientists : ..............

घ. भारतीय वैज्ञानिकों की संख्या : ..............
D) No. of Indian Scientists : ..............

ङ भारतीय युवा वैज्ञानिकों के लिए यात्रा भंडा/मंडियाई भंडा : ..............
E) TA/DA to Indian Young Scientists : ..............
19. क्या यह संगोष्ठी हर वर्ष आयोजित की जाती है? यदि हां, तो कृपया पिछले तीन वर्षों के दौरान आयोजित संगोष्ठियों की संस्तुतियों पर की गई अनुरूपी कार्यवाही का संक्षिप्त विवरण दें: (अलग कागज लगाएं)

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

20. प्रस्तावित विषय पर भारत में पूर्व में आयोजित समारोहों का व्यूह: कृपया शीर्षक, तिथि, स्थान सहित संक्षिप्त विवरण दें।

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

21. यदि सम्मेलन अंतर्राष्ट्रीय स्तर का है तो कृपया अंतर्राष्ट्रीय यात्रा और स्थानीय आत्मन-सत्ता के लिए उपलब्ध संसाधनों का व्यूह दें:

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

22. यदि विदेशी प्रतिभागियों को आयोजित किया जाता है तो कृपया उनके द्वारा भाग लेने के संबंध में विदेश मंत्रालय, प्रशासनिक मंत्रालय और गृह मंत्रालय की अनुमति प्राप्त कर ली गई है (प्रति संदर्भ करें)

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. समारोह के तकनीकी कार्यक्रम का व्यूह संलग्न किया जाए। कृपया तकनीकी समिति के अध्यक्ष और प्रमुख प्रकाशकों के नाम बताएँ।

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

24. संगोष्ठी/विचार गोष्ठी/सम्मेलन की सिफारिशों के कार्यान्वयन के लिए किन उपायों की योजना बनाई गई है, उन का संक्षिप्त विवरण :

24. Brief statements on the steps you plan to take to implement the recommendations of the Earth Day 2015.

25. इलेक्ट्रॉनिक हस्तांतरण की सुविधा के लिए केंद्रीय योजना स्कीम मॉनिटरिंग प्रणाली (लेखा महानिदेशक, वित्त मंत्रालय) के अंतर्गत अनुदान की स्वीकृति की स्थिति में कृपया निम्नलिखित सूचना दी जाएः

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:
<table>
<thead>
<tr>
<th>No.</th>
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</thead>
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<td>(b)</td>
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<td>(g)</td>
<td>Date of Registration (DD/MM/YYYY):</td>
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आवेदक/आयोजनकर्ता सचिव के हस्ताक्षर
Signature of applicant/Organizing Secretary

संस्थान के प्रमुख अथवा सोसायटी के हस्ताक्षर
Signature of Head of Institution or President of Society

स्थान :  
Place: 

तिथि:  
Date:
# MANDATE FORM

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

## A. DETAIL OF ACCOUNT HOLDER:

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**DATE OF EFFECT:**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(_________________________
Signature of Customer)

**Date:**

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp) (_________________________
Signature of Customer)

**Date:**

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its upgradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.
27. Bond in non-judicial stamp paper of Rs. 100/- as per Performa below

Bond Performa

KNOW ALL MEN BY THESE PRESENTS THAT we the

............................ (name of the organization an in Registration certificate ) an association
registered under the Societies Registration Act, 1860 having been registered by the office of
............................(Name full address of
Registering Authority),

Number..........................dated..................office

............................ in the State of
(herein after called the obligors) are held and firmly bound to
the President of India (hereinafter called the Government) in the sum of Rs. ........... (in
words Rs..................................................only ) well and truly to be
paid to the President on demand and without demur, for which payment we bind
ourselves and our successors and assigns by these presents.

2. SIGNED this………………day of ……………………..in the year Two thousand and

………..

3. WHEREAS the obligors has sent a request proposal to Government, through the
Ministry of Earth Sciences for Grants of Rs. ..................... Vide Letter number
..........................Dated .................The obligors has agreed to execute this
bond in advance, in favour of Ministry of Earth Sciences .....................for entire
amount of Rs. ..........................................as requested in the proposal sent to the
Government. The obligor is willing to accept the proposed amount or any other amount
approved/ sanctioned by the Government. The obligor is willingly executing this bond of
higher proposed amount to accept the actual amount approved/ sanctioned by the
Government. The obligor is also willing to accept all terms and conditions mentioned in
the “Letter of Sanction” to be issued by the Government.

4. Now the condition of the above written obligation is such that if the obligors duly
fulfill and comply with all the conditions mentioned in the letter of sanction, then above
written bond or obligation shall be void and of no effect. But otherwise it shall remain in
full force and virtue. If a part of the grant is left unspent after the expiry of the period
within which it is required to be spent, the obligors agree to refund the unspent balance
along with interest at the rate of 10% (ten percent) per annum unless it is agreed by the
sanctioning authority to be carried over to the next financial year. The amount of grant
shall be refunded alongwith interest earned thereon.

5. The Society/ Trust agrees and undertake to surrender/ pay to Government the monetary
value of all such pecuniary or other benefits which it may receive or derive/ have
received or derived through/ upon unauthorized use (such as letting out premises for
adequate or less than adequate consideration or use of the premises for any purpose other
than that for which the grant was intended for) and also all others assets created/ acquired/ constructed largely from out of Government grant. The decision of the
Secretary to the Government of India in the Ministry of
.................................Department of .........................or the
administrative Head of Department concerned shall be final and binding on the society/Trust, in respect of all matter relating to the monetary value mentioned above to be surrendered paid to the Government.

6. The member of the executive committee of the grantees shall:

(a) abide by the conditions of the grants in aid by the target dates, specified in the letter of sanction and

(b) not divert the grants of entrust execution of the scheme or work concerned to other institution(s) or organization(s) and

(c) abide by any other conditions specified in the agreement governing the grants in aid.

In the events of grantees failing to comply with the conditions or committing breach of the conditions of the bonds, the signatories to the bonds shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest @10% per annum thereon.

7. AND THESE PRESENTS ALSO WITNESS THAT

(i) The decision of the secretary to the Government of India in the Ministry of…………………………………………on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the obligors; and

(ii) The Government shall bear the stamp duty payable on these presents.

In witness whereof these presents have been executed as under on behalf of the obligors and day herein above written in pursuance of the Resolution No. -------------Dated---------- -------passed by the Governing Body of the obligors, a copy whereof is annexed hereto as Annexure B.

Signed for and on behalf of
Signature of the grantee.
(Name of the Obligor Association, as registered)
Full Mailing Address -----------------------------
Telephone Number / Mobile No.------------------
E Mail address (if available)
Fax number

(in the presence of) Witness name and address

(i)
(ii)
Accepted for and on behalf of the President of India

Date
::Authorisation Letter for sending Grants-in-aid directly into the Bank Accounts of the organisation::

I/WE ……………………………………………………………………..(name of the entity/ Society / organization ) Would like to receive the grants in aid disbursed by the , Ministry of …………………………………directly into the bank Account of the society / institution / organization etc. through electronic mode of transfer. The particular are as under

Name of the payee (as in the bank accounts)

Name of the Bank …………………

Bank Branch (Full address) …………………State………………District………………Pin

Bank Account Number…………………………………..(in words…………………………)

Type of bank Account…………………………………………Saving/ Current

MICR Code of the Bank ……………………..

Mode of Electronic transfer Available in the Bank – ECS/RTGS/CBS…………………………

Place: New Delhi

Date:………………..

Signature of grantee

Name of Grantee

Designation / Rubber stamp

Full Address (village / sub division / district/ Pin / State)

Telephone number / Mobile number…………………..

Email (if any)

ACQUAINTANCE/ PRE- STAMPED RECEIPT (PSR)/PRE-RECEIPT/ ADVANCE RECEIPT

(form of Aquittance for grant-in-aid to be received through cheques/ D.D.’s)
Received a sum of Rs ………………………(Rupees ………………………………… only) by Cheque/ Bank Draft from Pay and Accounts Office, Ministry of …………………………………New Delhi on account of the grant-in-aid sanctioned by the Ministry of ………………………………….,Govt. of India, New Delhi vide letter No…………………………………………..dated …………………

Place: New Delhi
Date:………………

Signature of grantee
Name of Grantee:
Designation

Rubber Stamp of the Organisation:
Annexure-I

::Terms and conditions attaching to Grant-in-aid to Voluntary Organizations / Individuals::

1. The grantee will execute a bond in favor of the President of India in the prescribed form. The bond shall be supported by two sureties if the grantee is not a legal entity.

2. The accounts of the project shall be maintained separately. Reports on progress of expenditure will be sent as and when asked for by Grantor. The accounts may be audited by the C&AD, at his discretion, in addition to audit by Registered Chartered Accountant. The account books on the implementation of the project shall be open to check by an officer of the government, deputed by the Grantor. The audited accounts shall be sent to the Grantor annually.

3. The grant shall be utilized for the purpose for which it is sanctioned and in the stipulated time schedule. The grantee shall not divert any portion of the grant received by him for any other purpose or organization or individual.

4. The grantee shall furnish, every quarter, progress of expenditure on the grants received up to the end of the previous quarter, along with a progress report on the implementation of the project. Release of further installments of grant will be made only on receipt of such reports. The reports will clearly indicate the targets fixed in the project and achievements there against. Lack of clarity in the report may lead to delay in release of further installments of grant. Further amounts may also not be released if the progress in implementation of the project is not clear from the report, or the achievement of project’s not given.

5. The grantee shall furnish a utilization certificate in the enclosed proforma and the grants received every year within 6 months of the close of the financial year.

6. Any portion of the grant that remains unutilized for the purpose granted shall be refunded to the Govt. by the grantee with interest except where it is adjusted against subsequent releases.

7. The grantee shall maintain a record of assets and other items of permanent value having a life of not less than five years and costing Rs. 10,000/- and above, acquired wholly or substantially out of the grants. Such assets should not be disposed off, encumbered or diverted for purposes other than for which the grant is sanctioned without the prior approval of the Government of India. Should the grantee organization cease to exist at any time, such assets etc. shall be surrendered to the Government of India.

8. When the Government of India/State Government have reasons to believe that the grant is not being utilized for the purpose for which it sanctioned, the amount paid to the grantee are liable to be refunded to the Government of India.
9. The Government reserves the right to dominate a representative in the management of any grantee institution which receives grant-in-aid from Government of India amounting to more than 50% of its annual recurring expenditure.

10. Government may direct a grantee institution, to make suitable changes in the Byelaws and Articles of Association of the institutions concerned before release of grant-in-aid, if the purpose of the grant required.

11. Ownership of any building, or immovable property constructed wholly or partly out of to grant-in-aid, may vest with the grantee so long as it is utilized for the purpose for which the grant has been sanctioned. The responsibility for the maintenance of such buildings, etc. will also be that of the grantee institution concerned. If the organization ceases to exist, or the breach of the terms and conditions of the grant or the building is not utilized for the purpose for which the grant was given, the ownership of the building which shall vest wholly or partly with the Govt.

12. Where the grantee institution-

i) Employee more than 20 persons on a regular basis and at least 50% of its recurring expenditure is not out of grant-in-aid from Central Govt.

ii) Is a registered society or a co-operative and as in receipt of a general purpose annual grant-in-aid of Rs. 2 lakhs and more out of the Consolidated fund of India, the grantee should provide for reservation for scheduled ceises and tribes in recruitment to the posts and services under it, as contained in orders issued by the Government form time to time for recruitment to posts and services under it.
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