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

3. सहायता हेतु संस्थान के संयोजक तथा प्रमुख द्वारा विधिवत रूप से भरे हुए तथा हस्ताक्षरित आवेदन पत्र (हार्ड कॉपी) को उचित माध्यम से प्रभाव प्रमुख, आउटरीच कार्यक्रम, भारत सरकार, पृथ्वी विज्ञान मंत्रालय, ‘पृथ्वी भवन’ लोंदी रोड, नई दिल्ली-110003 को निम्नलिखित संबंधित दस्तावेज़ों 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 Head of the Division, Outreach Programme, Government of India, Ministry of Earth Sciences, “PRITHVI BHawan”, Lodhi Road, New Delhi 110003 with the following relevant enclosures:

(क) पंजीकृत सोसायटी, द्रष्टव्य कॉलेजों/मूल्यों, सरकारी सहायता प्राप्त कॉलेजों, गैर-सरकारी संगठनों, मान्यता प्राप्त विविधविभाग आवेदक के मामले में निम्नलिखित प्रतियां संलग्न की जाएः (i) पंजीकरण प्रमाणपत्र, (ii) संगठन अनुसूची/सापन (iii) उप-विभाग (iv) सोसायटी आवेदक के पिछले 3 वर्षों के लेखों के लेखा-परीक्षित विचारण (v) भाव एवं व्याप आवेदक के श्रेष्ठ एवं पद्धति (vi) वर्तमान पद्धारणों की सूची एवं वैजेंट शीट ब्लाटा (पिछले तीन वर्षों की) (vii) सोसायटी के संगम शापन, नियमों एवं विनियमों की प्रति (viii) पिछले तीन वर्षों की आयकर विचारण (आईटीआरस) पृथ्वी प्रणाली विज्ञान से संबंधित क्षेत्रों में आउटरीच गतिविधियों में लगे हुए गैर-व्यावसायिक निकाय के लिए लागू (ix) नीति आयोग द्वारा जारी किया गया Unique आईडी कोड

(ख) पैन कार्ड की कॉपी (x) ईसीएस/आरटीजीएस 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)

(ग) मान्यता प्राप्त अनुसंधान संगठनों द्वारा आयोजित किए जाने वाले अंतर्राष्ट्रीय सम्मेलन के मामले में निम्नलिखित प्रतियां संलग्न की जाएः (i) प्रशासनिक मंत्रालय का अनुमोदन (ii) विदेश 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 reimbursement 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.

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

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.

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. यदि आयोजकों ने पहले भी पृथ्वी विज्ञान मंत्रालय (पूर्व में महासागर विकास विभाग अथवा महासागर विकास मंत्रालय) से संगोष्ठी, विचार-गोष्ठी आदि के लिए कोई अनुदान प्राप्त किया है तो सभी उपयोगिता प्रमाणपत्रों (चार मूल प्रतियों) तथा वित्तपोषण कोषों से हुई कुल आय एवं इन संगीतियों पर लगे गए व्यय की प्रतियां संलग्न की जाएं। साथ ही यदि कोई व्यय न की गई शेष राशि हो तो, उस अब्द दों के बैंक व्याज सहित बह राशि, आहरण एवं संवरण अधिकारी, भारत सरकार, पृथ्वी विज्ञान मंत्रालय, नई दिल्ली - 3
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. In case of part fundings, it is necessary to indicate other funding agency if any financial assistance/support & the quantum of funding sought.

(ii) अन्य संगठनों के मामले में अभिलेख प्रमाणपत्र के साथ किया जाएगा।

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, (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. राज्य/अंतरराष्ट्रीय समारोहों के मामले में आवेदन पत्र कम से कम तीन महीने पूर्व राष्ट्रीय संगठनों के लिए एवं अंतरराष्ट्रीय सम्मेलन के लिए 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 फॉर्म के अनुसार पूर्ण रूप से भरी हुई ईसीएस/आयटीजीएस सूचना बैंक द्वारा सत्यापित होनी चाहिए। यह एक अनिश्चित आवश्यकता है और प्रस्ताव के साथ इस दस्तावेज के न होने पर उस 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. अगर आपके संगठन के पास उपयोगिता प्रमाण-पत्र (यूसी) लंबित पड़ा है, तो जब तक उसका निपटान नहीं हो जाता तब तक मंत्रालय मंजूरी/अनुदान जारी नहीं करेगा।

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. यदि राज्य विज्ञान एवं प्रौद्योगिकी परिषद द्वारा काई पंजीकरण/प्रमाणपत्र जारी किया गया है तो योजना आयोग द्वारा गैर सरकारी संगठन के तहत जारी पंजीकरण संबंधी प्रमुख करें।

Please furnish registration number issued by the Planning Commission under NGO Registration/Certificate, if any, issued by the State Council for Science & Technology.

13. आपके संस्थानों की पूर्व में जारी किए गए अनुदानों के सभी लंबित उपयोगिता प्रमाण-पत्र नेट पर उपलब्ध है तथा इस्तेमाल के लिए http://164.100.179/ucdemo1/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/ucdemo1/Report/PendingUCs.aspx
14. कोई भी प्रस्ताव प्रस्तुत करने से पूर्व कृपया सुनिश्चित कर लें कि निर्धारित फॉर्म को सब प्रकार से भर दिया गया है, ऐसा करने में असफल रहने पर आवेदन/प्रस्ताव को निरस्त कर दिया जाएगा तथा पृथ्वी विज्ञान मंत्रालय द्वारा इस बारे में कोई सूचना नहीं दी जाएगी।

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. सभी एनजीओ को नीति आयोग के पोर्टल पर पंजीकृत किया जाना चाहिए तथा किसी भी मंत्रालय से अनुदान प्राप्त करने हेतु अपने आवेदन-पत्र प्रस्तुत करने से पूर्व उन्हें अद्वितीय पहचान संख्या प्राप्त कर लेनी चाहिए। एनजीओ की अद्वितीय पहचान संख्या प्रदान करते समय, सभी न्यायिक और पत्रधारकों के पेन और आधार नंबर प्राप्त कर लेने चाहिए। अनुदानों और निर्मुखतियों हेतु एनजीओ के प्रस्तावों को मंत्रालयों द्वारा केवल इस पोर्टल के माध्यम से ही प्रोसेस किया जाना चाहिए।

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

UTILITY CERTIFICATE FOR THE YEAR………………………. in respect
of recurring/non-recurring
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 (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></td>
<td></td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

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>
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<td></td>
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</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 DUELLY FULFILLED AND THAT I HAVE EXERCISED FOLLOWING CHECKS TO SEE THAT THE MONEY HAS BEEN ACTUALLY UTILISED 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/districts 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 in 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 – II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:
Place:

Signature

Name.................................
Chief Finance Officer
[Head of the Organisation]

(Strike out unapplicable terms)