

पृथ्वी दिवस-2023 समारोह

Celebration of “Earth Day 22nd April 2023”

Applications/proposals invited from Schools / Colleges / Universities / Institutes/Organizations (*in prescribed format and as per guidelines/instructions*) for Ministry’s support to celebrate Earth Day 2023 on theme “Invest in our planet”.

Participation of Girls students, differently abled ones and schools from aspirational districts shall be encouraged.

Activities for the students/participants

a)Mandatory (Either One)

- Plantation activity (plants and seeds) and watching them grow
- Human Chain / rally with slogans and placards on Earth Day

b) Optional (Either one)

- Activities such as Singing/Instrument playing etc. by differently abled students/persons
- Drawing and Painting (A3 size sheets)
- Short Plays by students on the awareness for protecting Earth
- Cycling rally with awareness flyers and Placards

The Grant to Schools/Colleges/Univ./Institutes/NGOs shall be broadly for

- Prizes up to Rs. 14,000/- [Ist – Rs 3000/-, II – @Rs 2000 for 2, III- @Rs 1000/- for 3, and consolation prizes @ Rs 500/- for eight students] on the basis of merit of activities performed by students/participants. Prizes shall be in the form of Memento (with Ministry of Earth Science's Logo & Earth Day-2023), books and other stationary items.
- Refreshment, Stationary, Advertisement & Publicity etc
- Seed / plants

Note: Duly filled application may be submitted to “Head, Outreach, MoES, Prithvi Bhavan, Lodi Road, New Delhi-110003” ‘or’ through email to outreach.awareness@gov.in by 17th March 2023, with subject/title of application as following:

Earth Day-2023: Institute/Organization name, Place, District, State.

भारतसरकार
GOVERNMENT OF INDIA
पृथ्वी विज्ञान मंत्रालय
MINISTRY OF EARTH SCIENCES

‘पृथ्वी भवन’, लोदी रोड/ ‘Prithvi Bhawan’, Lodi Road
नई दिल्ली - 110003 / New Delhi -110003

पृथ्वी दिवस-2023 के लिए वित्तीय सहायता हेतु आवेदन देने से पूर्व कृपया निम्नलिखित नियमों एवं शर्तों को अच्छी तरह से पढ़ लें।

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE APPLYING FOR FINANCIAL SUPPORT FOR EARTH DAY-2023.

पृथ्वी दिवस आयोजन के लिए मंत्रालय की वेबसाइट <https://www.moes.gov.in> पर प्रकाशित/विज्ञापित जानकारी के अनुसार आवेदन मंत्रालय द्वारा प्रस्तुत करने हेतु दिशा निर्देश।

Guidelines / Instructions: Application by post to email as per advertisement on MoES website <https://www.moes.gov.in> for Earth Day-2023 need be submitted as follows:

2. सहायता हेतु संस्थान के संयोजक तथा प्रमुख द्वारा विधिवत रूप से भरे हुए तथा हस्ताक्षरित आवेदन पत्र (हार्ड कॉपी) को उचित माध्यम से “**प्रभाग प्रमुख, आउटरीच कार्यक्रम, भारत सरकार, पृथ्वी विज्ञान मंत्रालय, पृथ्वी भवन लोदी रोड, नई दिल्ली-110003**”, एवं भरे हुए व हस्ताक्षरित आवेदन पत्र की स्कैन कॉपी को ईमेल: outreach.awareness@gov.in पर, विषय – “**पृथ्वी दिवस-2023, राज्य, जिला एवं संस्थान का नाम**” इंगित करते हुए, निम्नलिखित संबंधित दस्तावेजों के साथ भेजा जा सकता है:-

2. Duly filled and signed application by the Convener & Head of the Institution, needs to be submitted through proper channel to “**Head, Outreach Programme, Ministry of Earth Sciences, PRITHVI BHWAN, Lodi Road, New Delhi 110003**”, and scanned copy of same (filled and signed application) by email: outreach.awareness@gov.in mentioning the subject - “**Earth Day-2023, State, District, Place and Name of institution**” with following relevant enclosures:

(क) पंजीकृत सोसायटी, प्राइवेट कॉलेजों/स्कूलों, सरकारी सहायता प्राप्त कॉलेजों, गैर-सरकारी संगठनों, मान्यता प्राप्त विश्वविद्यालय आदि के मामले में निम्नलिखित प्रतियां संलग्न की जाएं: (i) पंजीकरण प्रमाणपत्र, (ii) संगम अनुच्छेद/ज्ञापन (iii) उप-विधियां (iv) सोसायटी आदि के पिछले 3 वर्षों के लेखों के लेखा-परीक्षित विवरण (v) आय एवं व्यय आदि के स्रोत एवं पद्धति (vi) वर्तमान पदधारियों की सूची एवं बैलेंस शीट खाता (पिछले तीन वर्षों की) (vii) सोसायटी के संगमज्ञापन, नियमों एवं विनियमों की प्रति (viii) पिछले तीन वर्षों की आयकर विवरणी (आईटीआरएस) (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) बैंक द्वारा सत्यापित ईसीएस/आरटीजीएस की कॉपी।

- (a) 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), (ix) *Niti Aayog* unique ID code, (x) PAN card copy, (xi) ECS/RTGS details duly endorsed by bank (copy enclosed)

यह नोट किया जाए कि पिछली उपलब्धियों वाले तथा / अथवा अनन्य रूप से पृथ्वी प्रणाली विज्ञान के क्षेत्र से जुड़े हुए वैज्ञानिक कार्यकलापों में शामिल गैर सरकारी संगठनों को ही मंत्रालय द्वारा वित्तीय सहायता देने पर विचार किया जाएगा।

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 shall be considered for financial support by MoES.

प्रक्रिया संबंधी औपचारिकताएं पूरी होने पर आपको अंतिम निर्णय के बारे में सूचित किया जाएगा। इवेंट के प्रारंभ होने से पहले निर्णय की सूचना नहीं दिए जाने की दशा में यह माना जाए कि वित्तीय सहायता स्वीकृत नहीं की गई है। वित्तीय सहायता की स्वीकृत के निर्णय से पूर्व ही इवेंट के समापन की अवस्था में व्यय की प्रतिपूर्ति हेतु मामले पर विचारार्थ आवेदक के किसी भी दावे को वैध नहीं माना जाएगा। ऐसे सभी मामलों में आयोजकों को व्यवहन करना होगा तथा प्रतिपूर्ति हेतु किसी भी मामले पर स्वीकार नहीं किया जाएगा।

अपने पक्ष में माहौल बनाने के किसी भी प्रयास को अयोग्यता माना जाएगा।

Upon completing the procedural formalities, the final decision shall be communicated to the applicant. In case no decision (in-principal approval / approval) is conveyed before the commencement of the 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 must bear the expenses and no case for reimbursement shall be entertained.

Canvassing in any form shall be a disqualification.

किसी भी रूप में अपूर्ण अथवा आवश्यक दस्तावेजों / प्रमाणपत्रों / विवरणों की प्रतियों (जैसा कि पैरा 2(क) में उल्लिखित यूसी, उप-विधियां तथा अन्य) उपलब्ध नहीं करवाने पर आवेदन रद्द कर दिया जाएगा और इस संबंध में आवेदक के साथ कोई पत्र-व्यवहार नहीं किया जाएगा। अतः यह दोहराया जाता है कि आवेदक वित्तीय सहायता हेतु पृथ्वी विज्ञान मंत्रालय को आवेदन प्रस्तुत करने से पूर्व दिशा-निर्देशों को अच्छी तरह से पढ़ ले तथा सभी नियमों तथा शर्तों का अनुपालन करें।

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 2(a) **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.

3. आवेदकों को मंत्रालय द्वारा सूचना भेजी जाएगी तथा आगे के पत्राचार के लिए केवल मंत्रालय की संदर्भ संख्या दी जाए। इस संबंध में मंत्रालय का निर्णय अंतिम होगा तथा आगे कोई पत्राचार नहीं किया जाएगा।

3. 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.

4. यदि आयोजकों ने पहले भी पृथ्वी विज्ञान मंत्रालय (पूर्व के महासागर विकास विभाग अथवा महासागर विकास मंत्रालय) से संगोष्ठी, विचार-गोष्ठी आदि के लिए कोई अनुदान प्राप्त किया है तो सभी उपयोगिता प्रमाण पत्रों (दो मूल प्रतियां) तथा वित्त पोषण स्रोतों से हुई कुल आय एवं इन संगोष्ठियों पर कि एगएव्य की प्रतियां संलग्न की जाएं। साथ ही यदि कोई व्ययन की गई शेष राशि हो तो, उस अवधि के बैंक ब्याज सहित यह राशि, आहरण एवं संवितरण अधिकारी, भारत सरकार, पृथ्वी विज्ञान मंत्रालय, नई दिल्ली -110003 के पक्ष में आ हरित डिमांड ड्राफ्ट द्वारा तत्काल वापस कर दी जाए अन्यथा आवेदन पत्र को पूरी तरह अस्वीकृत कर दिया जाएगा। उपरोक्त उपयोगिता प्रमाण पत्र, व्यय विवरण, आवश्यक दस्तावेजों की स्कैन की हुई प्रति कृपया ईमेल द्वारा भी भेजें।

4. 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 (two 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. Scanned copy of aforesaid Utilization Certificate, Statement of Expenditure, necessary documents please be sent by email also.

5. यदि संस्थान / विश्वविद्यालय/संगठन एवं को ईपंजीकृत सोसायटी / संघ अथवा कोई अन्य निकाय संयुक्त रूप से कोई संगोष्ठी आयोजित कर रहे हैं, उपयोगिता प्रमाण पत्र तथा कुल आय एवं व्यय विवरण प्रस्तुत करने का दायित्व उस प्राधिकारी का होगा जिसे निधियां जारी की जा रही है। तथापि, निधियां उचित लेखा रखने वाले मान्यता प्राप्त संगठन को ही जारी की जाएगी।

5. Wherever an Institute/ University/ School/ 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.

6. (क) मंत्रालय के अधिदेश, चार्टर, कार्यकलापों के अंतर्गत आने वाले समारोहों को ही समर्थन देने पर विचार किया जाएगा तथा निम्नमर्दों के लिए अनुदान दिया जाएगा (i) युवा वैज्ञानिकों (भारतीय) के लिए यात्रा भत्ता/महंगाई भत्ता (ii) वरिष्ठ वैज्ञानिकों (भारतीय) के लिए यात्रा भत्ता/महंगाई भत्ता (iii) सम्मेलन से पूर्व की घोषणाएं, सारांश आदि को छपवाना (iv) कार्यवाहियों का प्रकाशन (v) लेखन सामग्री (vi) सचिवालय सहायता (vii) विविधमर्दें।

6. (a) अनुदान में निम्नलिखित शामिल हैं

• कुल रुपये 14000/- तक के पुरस्कार [I - 3000/- रुपये, II - @2000/- रुपये 2 के लिए, III- @1000/- रुपये 3 के लिए, और सात्वना पुरस्कार @ 500/- आठ छात्रों के लिए] प्रदर्शन की गई गतिविधियों की योग्यता के आधार पर। मोमेंटो (एमओईएस और पृथ्वी दिवस- 2023 के लोगो के उल्लेख के साथ), पुस्तकें आदि पुरस्कारों का हिस्सा होना चाहिए।

- जलपान, स्टेशनरी, विज्ञापन और प्रचार आदि
- स्कूल/कॉलेज के छात्रों के लिए बीज/पौधे

नोट - लड़कियों, दिव्यांगजन, एवं आकांक्षी जिलों से स्कूलों की भागीदारी को प्रोत्साहित किया जाएगा

(a) The Grant comprises of the following

- Prizes up to Rs. 14,000/- [Ist – Rs 3000/-, II – @Rs 2000 for 2, III- @Rs 1000/- for 3, and consolation prizes @ Rs 500/- for eight students] on the basis of merit of activities performed. Memento (with mention of Logo of MoES and Earth Day- 2023), Books etc need be part of prizes.
- Refreshment, Stationary, Advertisement & Publicity etc
- Seed / plants for school/college students

Note: Participation of Girls students, differently abled ones and schools from aspirational districts shall be encouraged.

(ब) आंशिक निधि के मामलों में, यदि किसी और वित्त पोषण एजेंसी से कोई अन्यवित्तीय सहायता/समर्थन और निधि की मात्रा मांगी गई है, तो उस के बारे में अवश्य बताएं।

(b) In case of part funding, it is necessary to indicate other funding agency with quantum of financial support sought from other agency.

7. समारोह पूर्ण होने की तिथि से दो माह के भीतर प्रस्तुत किए जाने वाले दस्तावेज हैं: (i) संलग्नक 1 में दिए गए प्रारूप में उपयोगिता प्रमाण पत्र (4 मूल प्रतियां) (ii) कार्यवाहियों की 2 प्रतियां (iii) इस समारोह के लिए कुल आय का ब्यौरा तथा व्यय का लेखा परीक्षित विवरण (iv) सिफारिशें तथा अनुवर्ती कार्यवाहियां (v) इस समारोह से होने वाली अन्य उपलब्धियां (vi) महिला प्रतिभागी, दिव्यांगजन प्रतिभागी व समस्त प्रतिभागियों की कुल संख्या (vii) अन्य संलग्नक, यदि कोई हों।

7. Each School/College/Institution/NGO has to submit the Statement of Expenditure / Utilization Certificate along with complete event report, selected photographs and short video clip (maximum duration 5 minutes) of activities performed by students to the Ministry within two month.

8. राष्ट्रीय/अंतर्राष्ट्रीय समारोहों के मामले में आवश्यक दस्तावेजों के साथ आवेदन पत्र कम से कम दो / तीन महीने पूर्व जमा करा दिया जाए।

8. The application along with requisite documents should be submitted in advance for Earth Day 2023 (as per publication on ministry's website).

9. अगर आपके संगठन के पास उपयोगिता प्रमाण-पत्र (यूसी) लंबित पड़ा है, तो जब तक उसका निपटान नहीं हो जाता तब तक मंत्रालय मंजूरी आदेश/अनुदान जारी नहीं करेगा।

9. In case there is a pending Utilization Certificate with applicant's organization, release of sanction order/grant shall not be taken up by the Ministry until settlement.

10. यदि राज्य विज्ञान एवं प्रौद्योगिकी परिषद द्वारा कोई पंजीकरण/प्रमाणपत्र जारी किया गया है तो योजना आयोग द्वारा गैर सरकारी संगठन के तहत जारी पंजीकरण संख्या प्रस्तुत करें।

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

11. आप के संस्थानों को पूर्व में जारी किए गए अनुदानों के सभी लम्बित उपयोगिता प्रमाण-पत्र नेट पर उपलब्ध है तथा इन्हें आप <http://164.100.31.179/Report/PendingUCs.aspx> पर देख सकते हैं।

11. To view all the pending UCs of earlier grants released to any Institutions, please click on the link <http://164.100.31.179/Report/PendingUCs.aspx> and ensure no pending U.C.

12. 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।

12. Before submitting any proposal kindly ensure that the prescribed form is filled in all respect failing of which the application of the proposal should be cancelled and no communication should be made by MoES.

13. 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 को अद्वितीय पहचान संख्या प्रदान करते समय, सभी न्यासियों और पदधारकों के पेन और आधार नंबर प्राप्त कर लेने चाहिए। अनुदानों और निर्मुक्तियों हेतु एनजीओ के प्रस्तावों को मंत्रालयों द्वारा केवल इस पोर्टल के माध्यम से ही प्रोसेस किया जाना चाहिए।

13. 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 Card Numbers of all trustees and office bearers should be provided.

14. आयोजकों को समारोह में सम्मिलित होने वाले छात्रों /प्रतिभागियों की किसी भी प्रकार की संचारित बीमारियों (यथा कोविड-19, आदि) व नुकसान से बचाव हेतु यथा संभव प्रयास एयम इस संबंध में भारत सरकार (गृह मंत्रालय, स्वास्थ्य मंत्रालय, आदि) / राज्य सरकार / स्थानिक प्रशासन (गतिविधि के स्थानानुसार) के निर्देशों का पालन सुनिश्चित करने का लिखित व हस्ताक्षरित अंडरटेकिंग जमा करना होगा।

14. Duly signed undertaking by organizer(s) mentioning "It will ensure all possible precautionary safety measures by the organizers(s) for saving participants/students from Covid-19 / communicable disease and hazards, and in this regard strictly following the instructions issued by Govt of India (Ministry of Home Affairs, Min. of Health & Family Welfare, etc.) /State Government / Local Administration—where activity is proposed".

15. गैर सरकारी संगठन/प्राइवेट संस्था होने पर कृपया संलग्नक 'स' (बॉन्ड आदि) का अवलोकन/पालन करें।

15. Mandatory to read / follow Annexure-C (including bond etc.) for NGO / private organizations.

16. किसी भी अवस्था में, सहायता राशि के शेष बचने पर, शीघ्र ही उस राशि को अन्य संबन्धित दस्तावेज़ (व्यय प्रमाण पत्र आदि) के साथ मंत्रालय को वापस करना आवश्यक होगा।

16. It will be mandatory to refund any (if) unspent balance of financial assistance to Ministry at earliest with relevant documents (Statement of expenditure, UC etc) at the earliest.

17. कृपया आवेदन के साथ, प्रमुख सारांश बिन्दु (संलग्नक-ए) हस्ताक्षर के साथ अवश्य संलग्न करें।

17. Please enclose duly filled and signed major summary points (Annexure-A) pertaining to application

18. मैंने / हमने उपरोक्त दिशा निर्देश भली भांति पढ़ / समझ लिया है एवं पालन करना निश्चित किया है

18. I have read all term and conditions carefully and adhere to follow the same.

(हस्ताक्षर)/Signature _____

आवेदक का नाम/Applicant's name: _____

पद एवं विभाग/संगठन/Position and Dept: _____

फोन / ईमेल/Phone /Email: _____

Summary Points of Application

S.No.	Subject	Remarks
1.	Theme of Earth Day 2023 : Invest in our planet.	
2.	Whether the application is signed by the Head of the Institution/ Organization Yes/No	
3.	Date(s) of the event	
4.	Date of application:	
5.	Status of the Organization(s): IIT; ITM; University; Government College; Government aided College; State Government College; Research Organizations; Professional Bodies; School, Private College; Registered Professional Society / Others (Please Specify)	
6.	If Registered Society, NGO, Private, Mandatory documents (8.i - 8.ix) submitted. Yes/No	
	(i) Registration Certificate. Yes/No	
	(ii) Article/Memo Association copy of rules and regulation of the society. Yes /No	
	(iii) Byelaws. Yes/No	
	(iv) Audited Statement of Accounts of the Society etc. for the last 3 years. Yes/No	
	(v) Sources & Pattern of Income & Expenditure etc. Yes /No	
	(vi) List of present office bearers. Yes /No	
	(vii) Income Tax Returns (ITRs) for last three years. Yes /No	
	(viii) NITI Aayog verification/ID. Yes /No	
	(ix) PAN Card Copy. Yes /No	
7.	If organization had received any grant earlier for conducting Earth Day, Ozone Day, Seminar, Symposia etc. from MoES, the following need be clarified:	
	i. UCs status: (a) submitted (b) If pending: Details of same (ref. of S.O. with date) with reasons for pendency	
	ii. If Unspent balance? refund statement?	
	v. If interest earned? Refund status?	
	vi. Copies of the Proceedings & Recommendations submitted? Yes/No	

	ix. Other point (if any)		
8.	Is the event being organized jointly? If YES: (a) Name(s) and Detail(s) of the Organisation(s) (b) Name of the Authority receiving fund & thus will be submitting the UC and SE duly signed by the Chartered Accountant/Account Officers, Finance Officers of the Institute.		
9.	Item-wise details of financial assistance applied for(<i>all figures in INR</i>)	Total Estimate for the event	Requested from MoES
	(a)		
	(b)		
	(c)		
	(d)		
	(e)		
	Total:		
10.	ECS/RTGS information as per the format provided is duly completed and endorsed by the bank submitted? Yes/No		
11.	Any other important point (if wish to mention)/ / Girls students, and differently abled ones, etc.		

I have read all term and conditions carefully and adhere to follow the same.

(हस्ताक्षर)/Signature _____

आवेदक का नाम/Applicant's Name: _____

पद एवं विभाग/संगठन/Position/Organization: _____

फोन / ईमेल/Phone/Email: _____

भारतसरकार
GOVERNMENT OF INDIA
पृथ्वीविज्ञानमंत्रालय
MINISTRY OF EARTH SCIENCES

Application Form

आवेदनपत्र

1. (क) संगोष्ठी, (ख) विचारगोष्ठी, (ग) सम्मेलन, (घ) कार्यशाला, (ङ) अन्य (कृपया उल्लेख करें) के लिए आवेदन पत्र/ **पृथ्वी दिवस-2023 के लिए वित्तीय सहायता हेतु आवेदन**

2. यदि संयुक्त संगठन हैं तो संगठनों के नाम और पता अन्यथा आयोजनकर्ता संगठन का नाम पता:/
In case of Joint Organization: Name and Address of the Organization(s) else name and address of main organizing institute of event:

संस्थान का नाम:/ Institute's name: _____

विभाग: / Department: _____

पता: / Address: _____

पिन: / Pin: _____

ई-मेल: / E-mail: _____

मोबाइल नंबर / Mobile Number _____

3. संगठन / संगठनों का स्तर: / Status of the Organization(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, (ज) राज्य सरकार/ (h) State Governments, (झ) अनुसंधान संगठन/ (i) Research Organizations (ञ) अन्य (कृपया उल्लेख करें), / School (j) Others (Please Specify). _____

(कृपया किसी एक पर "सही" का निशान लगाएँ) / [please tick any one] []

4. संपर्क किए जाने वाले व्यक्ति का नाम और पता: / Name and Address of the Contact

Person:

नाम: / Name: _____

पता: / Address: _____

पिन: / Pin: _____
ई-मेल: / E-mail: _____
फोनन. / Phone Nos: _____ (कार्यालय) / (Off.) _____ (आवास)/ (Res.)
फैक्सनं:/ Fax Nos: _____
मोबाइल नंबर / Mobile Number _____

5. समारोह के अध्यक्ष/ संरक्षक का नाम और पता: / Name and Address of the President/ Patron of the event:

नाम: / Name: _____
पता: / Address: _____

पिन: / Pin: _____
ई-मेल: / E-mail: _____
फोनन. / Phone Nos: _____ (कार्यालय) / (Off.) _____ (आवास)/ (Res.)
फैक्सनं: / Fax Nos: _____
मोबाइल नंबर / Mobile Number _____

6. संगठन के प्रमुख का नाम और पता जिसे वित्तीय अनुदान प्राप्त करने का अधिकार है। (अनुमोदन हो जाने पर यह अनुदान केवल संस्थान/ मान्यता प्राप्त सोसायटी के पक्ष में जारी किया जाएगा) : / 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:)

नाम: / Name: _____
पता: / Address: _____

पिन: / Pin: _____
ई-मेल: / E-mail: _____
फोनन. / Phone Nos: _____ (कार्यालय) / (Off.) _____ (आवास)/ (Res.)
फैक्सनं:/ Fax Nos: _____
मोबाइल नंबर / Mobile Number _____

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

नाम: / Name: _____
पता: / Address: _____

पिन: / Pin: _____
ई-मेल: / E-mail: _____
फोननं. / Phone Nos: _____ (कार्यालय) / (Off.) _____ (आवास)/ (Res.)
फैक्सनं:/ Fax Nos: _____
मोबाइल नंबर / Mobile Number _____

8. विचार-गोष्ठियों, आदि के लिए पृथ्वी विज्ञान मंत्रालय (पूर्व में महासागर विकास विभाग/ महासागर विकास मंत्रालय) से पहले प्राप्त किए गए अनुदान का ब्यौरा: / Details of the previous grant received from Ministry of Earth Sciences (Earlier Department/Ministry of Ocean Development) for, Earth Day, Ozone Day or any other Seminar - Symposia etc.

क्रम संख्या/ Sl.No.	मंजूरी आदेश सं. और तारीख /Sanction Order No. & Date	संगोष्ठी का नाम/Title of the Event	उपयोगिता प्रमाण-पत्र और कुल आय एवं व्यय विवरण प्रस्तुत करने संबंधी स्थिति / Status of submission of Utilization Certificate & Statement of Total Income & Expenditure

9. समारोह के लिए अनुमानित व्यय का विस्तृत ब्यौरा (सभी मद रुपयों में): / Broad details of Estimated Expenditure for the event (all figures in INR):

युवा वैज्ञानिकों / छात्रों (भारतीय) के लिए यात्रा भत्ता/मंहगाई भत्ता: /
मदें/ items राशि (रुपये)/ Amount (Rs.)

क) A) पुरस्कार / Prizes Rs. _____

ख) B) खाना-जलपान / Refreshment Rs. _____

ग) C) स्टेशनरी / Stationary Rs. _____

घ) D) विज्ञापन / छपाई / प्रमाण पत्र आदि

Advertisement & Publicity, Printing of certificates etc Rs. _____

इ) बीज / पौधा-वृक्षारोपण/Seed /plants for school/college students Rs. _____

फ) अन्य / any other Rs. _____

सकल जोड़ / Grand Total: Rs. _____

10. आवेदानुसार राष्ट्रीय संदर्भ में समारोह के महत्व को दर्शाते हुए उद्देश्यों का संक्षिप्त विवरण (विवरण अलग कागज पर दें) , यदि समारोह दिव्यंगजन व दिव्यंगजन संस्था द्वारा हो तो उल्लेख करें: / Brief statement of Objectives of the Event highlighting the importance in National context

(details on a separate paper should be attached), **If program is proposed by any organization/school/NGO/ institute etc. which serves the differently abled persons may please be mentioned:**

(क) समारोह की अत्याधुनिकता की पुनरीक्षा: / (a) Review the State of Art of the event:

(ख) विशिष्ट कार्यक्रम और कार्य योजना तैयार करना: / (b) Formulate the specific programme and action plan :

(ग) समारोह के परिणाम स्वरूप प्रयोक्ता समुदायिक सप्रकार लाभान्वित होंगे: / (c) How the user communities will be benefited from the outcome of the event :

(घ) अन्य(कृपया उल्लेख करें) / (d) Other (please specify)

11. वित्त-पोषण के स्रोतों का ब्यौरा: / Details of funding sources:

(क) केंद्रीय और राज्य सरकार के मंत्रालय/ विभाग/ संगठन इत्यादि: /

(a) Ministry/Department/Organization etc. of Central and State Government:

क्रम संख्या/ S. No.	स्रोत/ Sources	मांगी गई राशि / Amount Requested	वचनबद्धता अथवा प्राप्त की गई राशि/ Amount Committed or received	किन मदों के लिए अनुमोदन मांगा गया है / Items for which grant is requested

(ख) गैर सरकारी एजेंसियों द्वारा वित्त-पोषण:/ (b) Funding by None-governmental agencies:

क्रम संख्या/ S. No.	स्रोत/ Sources	मांगी गई राशि / Amount Requested	वचनबद्धता अथवा प्राप्त की गई राशि/ Amount Committed or received	किन मदों के लिए अनुमोदन मांगा गया है / Items for which grant is requested

(ग) पंजीकरण द्वारा (रुपये)/ (c) By Registration (Rs.): _____

(घ) विज्ञापन द्वारा (रुपये)/ (d) By Advertisement (Rs.): _____

(ङ) सोसायटी/संगठन द्वारा अंशदान (रुपये) / Contributions by Society/ Organization (Rs.)

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

मर्दे/ items	राशि (रुपये)/ Amount (Rs.)
क) A) पुरस्कार / Prizes	Rs. _____
ख) B) खाना-जलपान / Refreshment	Rs. _____
ग) C) स्टेशनरी / Stationary	Rs. _____
घ) D) विज्ञापन / छपाई / प्रमाण पत्र आदि	
Advertisement & Publicity, Printing of certificates etc	Rs. _____
ई) बीज / पौधा-वृक्षारोपण/Seed /plants for school/college students	Rs. _____
फ) अन्य / any other	Rs. _____
सकल जोड़ / Grand Total:	Rs. _____

13. प्रतिभागियों का ब्यौरा: /Details of the participants (Please enclose the List of Invitees/Participants)

यदि दिव्यांगजन सम्बंधित है, तो दिव्यांगजन संख्या एवं विवरण: / **If differently abled participants then details (Number/Activity, etc.):** _____

14. इलैक्ट्रॉनिक हस्तांतरण की सुविधा के लिए केंद्रीय योजना स्कीममॉनीटरन प्रणाली (लेखामहानियंत्रक, वित्तमंत्रालय) के अंतर्गत अनुदान की स्वीकृति की स्थिति में कृपया निम्नलिखित सूचना दी जाए: / 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:

यदि ज़ीरो बैलेन्स अकाउंट कैनरा बैंक में है तो उल्लेख करें/ Mention details if have Zero Balance Account in Canara Bank

- (a) Bank Name: _____
- (b) Bank Branch &Address: _____
- (c) Branch Name &Code: _____
- (d) Account Number: _____
- (e) Agency Name as per Bank: _____
- (f) ECS/RTGS Details: _____
- (g) IFSC Code: _____
- (h) MICR Code: _____
- (i) Act/Registration No: _____
- (j) Date of Registration (DD/MM/YYYY): _____
- (k) Registering Authority: _____
- (l) TIN Number: _____
- (m) TAN No: _____
- (n) PAN No: _____
- (o) Registration Number of NITI Aayog
(If Applicable): _____

आवेदक/आयोजन कर्ता सचिव के हस्ताक्षर/

Signature of applicant/Organizing Secretary

संस्थान के प्रमुख अथवा सोसायटी के अध्यक्ष 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:-

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

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 up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

Terms and conditions attaching to Grant-in-aid to NGO / Registered Society.

A)

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 instalments 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 instalments 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 nominate 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.

B)

Bond in non-judicial stamp paper of Rs. 100/- for NGO/Registered society, 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) _____
_____,
vide Registration Number _____ dated _____
office at _____ 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 Rupees _____
_____ 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 along with 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 of the property / building of other 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 grantee 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 grantee 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 present.
- iii. In witness where of 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.

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 _____

_____ Designation

(Name and address)

Authorization Letter for sending Grants-in-aid directly into the Bank Accounts of the organization::

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) (with State, District and Pin Code) _____

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

Signature of grantee _____

Date: _____

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 Acquittance 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

Signature of grantee _____

Date: _____

Name of Grantee _____
Designation / Rubber stamp