

**OBSERVANCE OF U.N. DECLARED DAYS ASSISTANCE TO
REGISTERED BMCs**

GUIDELINES/NOTIFICATION

Directorate of Environment & Climate Change invites proposals for the observance of any of the following UN declared days viz. World Forestry day (March 21), World Water Day (March 22), and World Meteorological Day (March 23), 2018 from Bhoomithra Sena Clubs.

The extent of financial support from Directorate of Environment & Climate Change to Bhoomithra Sena Clubs for conducting celebrations on the above said days will be Rs. 10000/-. The faculty in charge should furnish the proposal with finalized programme schedule of concerned days to **The Director, Directorate of Environment & Climate Change, Pallimukku, Pettah P.O. Thiruvananthapuram 24** on or before 8th March 2018 by email or by post. Email communications should be sent to bmc.doecc@gmail.com

The proposal will be scrutinized and selection of institutions will be done based on merit and upon fulfillment of guidelines. Only one proposal will be considered for financial assistance from each institution. The decision of Directorate of Environment & Climate Change in the selection of the proposal shall be final. Once the proposal is selected and provisionally approved, an offer letter will be send to the In-charge (FIC) of the selected Bhoomithra Sena Clubs.

Directorate of Environment & Climate Change should be duly acknowledged during the programme and should be shown in all the brochures, banners and posters associated with the programme.

The following activities may be conducted as part of these days:

- Seminars, symposia/workshop
- Quiz competition, paintings, essay writing
- Lectures, slide shows/film shows
- Theme based demonstrations

Each activity should be documented and detailed report should be sent to the Directorate along with captioned photographs (hard copy) highlighting the impact and suggesting follow up activity.

The financial assistance will be disbursed to the Head of Institution. The Faculty-in-Charge should forward duly signed programme report, with photographs and statements of expenditure and utilization certificate, duly signed by the Head of the Institution within 10 days after conducting the programme. Documents received after 10 days will not be entertained.

DIRECTORATE OF ENVIRONMENT & CLIMATE CHANGE

APPLICATION

**Application for financial assistance for organizing world Forest Day / World water Day/
World Meteorological day 2018**

1. Title of the Programme:

2. Name & Address of the institution:

3. Name & designation of the FIC:

4. Contact Address with e-mail ID & Mobile No:

5. Proposed date of the programme:

6. Place & venue proposed for organizing the programme:

7. Description of the proposed activities (as listed in the guidelines):

8. Account details:
 - Account holder name:
 - Account No:
 - IFSC Code:
 - Branch Name:

Estimated Expenditure

Sl. No	Item	Amount
1	Honorarium	
2	Organizing expenses	
3	Publicity materials	
4	Travel expense	

5	Refreshment	
6	Grand total	

Name & Signature of
Faculty -in-Charge

Name & Signature of
Head of Institution