



കേരള സർക്കാർ

പരിസ്ഥിതി കാലാവസ്ഥ വ്യതിയാന ഡയറക്ടറേറ്റ്

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ഡി ഒ ഇ സി സി/ഇ1/ 2703/2019


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സെമിനാറുകൾ/ശില്പശാലകൾ/സിമ്പോസിയങ്ങൾ തുടങ്ങിയവ സംഘടിപ്പിക്കുന്നതിന് അപേക്ഷ ക്ഷണിക്കുന്നു.

സംസ്ഥാന പരിസ്ഥിതി കാലാവസ്ഥ വ്യതിയാന ഡയറക്ടറേറ്റിന്റെ “പരിസ്ഥിതി അവബോധനവും പ്രോത്സാഹനവും” പദ്ധതി ശീർഷകത്തിൽ ഉൾപ്പെടുത്തി പരിസ്ഥിതി സംബന്ധമായ വിഷയങ്ങളിൽ സെമിനാറുകൾ/ശില്പശാലകൾ/സിമ്പോസിയങ്ങൾ/കോൺഫറൻസുകൾ/പരിശീലന പരിപാടികൾ തുടങ്ങിയവ സംഘടിപ്പിക്കുന്നതിന് ധനസഹായം നൽകുന്നു. സംസ്ഥാനത്തൊട്ടാകെയുള്ള വിദ്യാഭ്യാസ ഗവേഷണ സ്ഥാപനങ്ങൾ, അംഗീകൃത സർക്കാരിതര സംഘടനകൾ എന്നിവർക്ക് അപേക്ഷ സമർപ്പിക്കാവുന്നതാണ്. അപേക്ഷകൾ 2019 നവംബർ 11-ാം, തീയതിയ്ക്ക് മുൻപ് ചുവടെ ചേർക്കുന്ന മേൽവിലാസത്തിൽ ലഭ്യമാക്കേണ്ടതാണ്.

ഡയറക്ടർ
പരിസ്ഥിതി കാലാവസ്ഥ വ്യതിയാന ഡയറക്ടറേറ്റ്
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അപേക്ഷയുടെ മാതൃക, മാർഗ്ഗനിർദ്ദേശങ്ങൾ, ഇവ www.envt.kerala.gov.in എന്ന വിലാസത്തിൽ ലഭ്യമാണ്.


അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ
ഡയറക്ടർക്ക് വേണ്ടി

GUIDELINES FOR SUBMITTING PROPOSALS FOR SEMINARS / SYMPOSIA / WORKSHOPS/ CONFERENCES

The Directorate of Environment and Climate Change (DoECC) promotes creation of environmental awareness among all groups of the society through various programmes in the scheme "Environmental Awareness and Incentives". The objective of the programme on "Seminars / Symposia / Workshops / Conferences" is to provide a forum to professionals, scientists, environmentalists and other groups of the society to share knowledge and experience on various aspects of environment. Under this programme, financial assistance is provided to academic institutions, Government and non-governmental organizations, etc. to create mass environment awareness for organizing Seminars / Symposia / Workshops / Conferences on identified thrust areas related to environment or any emerging area impinging on technology, innovation in regard to environment.

Who are eligible?

- Any recognized academic / research institution, Government Organization having at least 3 years experience of working in environment related subjects.
- Any registered voluntary / professional organization / NGO/ Trust having proven credentials and **3 years** experience in the field of environment and registered under the Societies Registration Act/ appropriate laws for minimum three years and raising audited accounts.
- The convener should be a permanent faculty/ regular staff/ office bearer of the institution/ organization in the State.

Thrust areas:-

Seminars / symposia / workshops / conferences proposals for financial assistance should have focus on environmental issues in Kerala and able to create environmental awareness among public. DoECC has identified the following thrust areas:-

1. Sustainable rebuilding of Kerala in the post flood scenario.
2. Environmental issues in ecologically sensitive areas of Kerala
3. Climate Change related issues with focus on adaptation and mitigation.
4. Conservation of coastal, marine and wetland eco-systems
5. Sustainable Development Goals and Nationally Determined Contribution
6. Environmental Impact Assessment

7. Environmental pollution and management
8. Environmental policy/ legislation and enforcement
9. Traditional Knowledge in the context of environmental management
10. Biodiversity conservation

Procedure for Applying the Scheme

The institutions who wish to avail financial assistance under this scheme should submit their proposal in the prescribed proforma (Annexure-I) along with a softcopy in MS Word format, along with necessary documents to **The Director, Directorate of Environment and Climate Change, 4thFloor, KSRTC Bus Terminal Complex, Thampanoor, Thiruvananthapuram-695001** on or before **11-11-2019**. An affidavit should be incorporated in the prescribed format (Annexure-II) in respect of submission of UC and audited statement of expenditure submitted within right time.

Scrutiny of proposals and approval:

The respective division of DoECC will cross check the proposals in terms of eligibility criteria, experience and other conditions given in the guidelines. DoECC has constituted an Internal Screening Committee for consideration of such proposals. The Committee shall consider those proposals, which are complete in all respect, keeping the following aspects in view while recommending the proposal(s) for financial assistance:

- The applicant organization has not received any grant under this programme during the financial year in which the proposed event falls. Financial assistance will not be provided more than once in a financial year, in the normal course.
- Application from Government Department / undertaking / academic / research institution has been duly forwarded by Head of the Institution.
- In case of NGOs, valid registration details of the organization and last 3 financial year's audited statements should be submitted.
- The proposals for financial assistance will be given depending on the quality of the proposal provided that previous grant, if any, released by DoECC to the applicant organization has been fully settled in terms of expenditure statement, utilization certificate, copies of proceedings/ recommendations etc. The proposal should focus on topics relating to the main theme of the event and organization should indicate the key note speaker/main speakers. Based upon the recommendations of the committee, Directorate would examine the recommended cases for approval and financial sanction as per the availability of funds under the scheme and a sanction order will be send to the selected institutions. DoECC reserves the right to accept or reject the proposal based on the quality of the proposal.

Quantum of assistance:

Financial assistance is only for organizational expenses (excluding hospitality) of the proposed event and not for capital items like construction, equipment, automation etc. Following are the stipulated amounts for various categories of events:

Sl. No.	Category	Maximum Amount
1	State level programme	Rs. 60,000/-
2	National level programme	Rs.1, 00,000/-
3	International level programme	Rs. 1, 50,000/-

The Internal Screening Committee of DoECC can consider higher quantum of assistance in very exceptional case(s) on merits.

Release of Fund:

The sanctioned amount will be released after the successful completion of the programme and submission of dully filled audited Statement of Expenditure, Utilization Certificate in KFC FORM-44 (signed by the Co-ordinator, Finance Officer and Head of the Institution), report/proceedings/recommendations of the programme (both in hard copy and soft copy) and other relevant documents. These documents should be submitted to DoECC **on or before 31-01-2020**. If the participating organization fails to give the UC, Statement of Expenditure and report to DoECC in time, then the organization would not be eligible for grant under the scheme in future. DoECC should be duly acknowledged for financial assistance in all the publications and other materials prepared for the programme.

**PRO FORMA FOR SUBMITTING PROPOSALS FOR SEMINARS/ SYMPOSIA/
WORKSHOPS/ CONFERENCES**

1. **Name of the programme:**

2. **Name of the Coordinator:**

Name	Designation	Address for correspondence

* Enclose brief Bio data of the Coordinator (2 pages only)

3. **Area of expertise of the coordinator:** Environmental Science/Earth Science/ Life Science / Physical Science / Engineering / Social Science/others.

4. **Proposed date of conduct of the programme :**

5. **Venue :**

6. **Technical details of the programme** (Attach separate sheets)

A. Objectives:

B. Importance in State/Regional/Temporal context.

C. Topics to be covered.

7. **Name and address of organizing institution:**

8. **Status of organizing institute:**

Govt. / Aided Institution/Professional body/University/ NGO/Others

9. **Budget**

No	Details of estimated expenditure:	Amount (Rs.)
1	TA & Honorarium for invited faculty	
2	Postage, Printing Expenses	
3	Course Materials/Proceedings/Recommendations	
4	Miscellaneous	
	TOTAL	
	Amount expected from DoECC as financial grant	

10. **Number of Resource persons**

Within the state	
Outside the state	

11. Details of Resource person and corresponding topics

SI No	Name and address of Resource person	Corresponding topic

* Include designation, professional affiliation and expertise of the resource person in the specific topic.

12. Details of Beneficiaries /Target group

	State Level	National Level	International Level	Total
Expected Number of Participants				

13. Details of previous grant received by the organizing institute from DoECC in the past:

(Please enclose the copy of UC & ES furnished to DoECC)

SI No	DoECC Sanction No.& Date	Name of Activity (Seminar/conference/workshop etc.)	Amount Sanctioned (Rs.)	Principal coordinator of the programme

14. Bank Account Details of the Institution

Account Number:

Name of the Account Holder:

Name of the Bank:

IFSC:

Head of the Institution:

Signature

Name & Address

Coordinator

(Signature, Name & Address)

(Seal)

Place:

Date:

**DECLARATION STATEMENT FOR CERTIFYING THE DULY FURNISHING OF
UTILIZATION CERTIFICATE & STATEMENT OF EXPENDITURE
FOR PREVIOUS GRANTS**

1. Programme Reference No:
2. Title of the Programme:
3. Name and Address of the Principal Coordinator:
(Include Telephone, Mob, Fax and E-mail ID)
4. DoECC project/programmes sanctioned earlier (if any)
If Yes
 - (i) File No. /Ref. No:
 - (ii) Title of the earlier project / programme if any:
 - (iii) Amount sanctioned:
 - (iv) Whether completed: Yes/No
 - (v) Whether the Principal Coordinator has settled the accounts: Yes/No

Declaration

I _____ have no pending Statement of Expenditure or Utilization Certificate with respect to any project / programmes of the Directorate of Environment & Climate Change, Government of Kerala.

Head of the Institution:
(Signature, Name & Address)

Coordinator
(Signature, Name & Address)

Seal

Place:
Date: