

**Annexure I.**

**PRO FORMA FOR SUBMITTING PROPOSALS FOR TRAINING PROGRAMMES/  
WORKSHOPS**

1. **Name of the programme:**

2. **Name of the Coordinator:**

Name	Designation	Address for correspondence	E –mail ID & Mob. No.

\* 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 period/dates 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/University/Professional Organization/NGO/Others

9. **Budget**

No	Details of estimated expenditure:	Amount (Rs.)
1	TA & Honorarium for invited faculty	
2	Resource Materials/Publications	
3	Miscellaneous	
	<b>TOTAL</b>	
	<b>Amount expected from DoECC as financial grant</b>	

**10. 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****13. Details of previous grant if any received by the organizing institute from DoECC:**

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

SI No	DoECC Sanction No.& Date	Name of Activity (Seminar/workshop/Paaristhithikam 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:

**15. Details of PSTSB Account (If any)**

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: