

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:
 - D. Expected outcome:
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	Refreshments	
4	Miscellaneous	
	TOTAL	
	Amount expected from DoECC as financial grant	

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. Collaborating Institutions / Organisers (if any)****14. Contribution from other funding sources, if any:****15. 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 (Training/workshop/Paaristhithikam etc.)	Amount Sanctioned (Rs.)	Principal coordinator of the programme

16. Bank Account Details of the Institution

Account Number:

Name of the Account Holder:

Name of the Bank:

IFSC:

17. Details of PSTSB Account (If any)

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

Coordinator
(Signature, Name & Address)

(Seal)

Place:

Date:

Annexure II

**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: