Guidelines for grant-in-aid under Plan scheme "Chemicals Promotion and Development Scheme"

1.0 Objectives of the Scheme:

The objective of Chemicals Promotion Development Scheme (CPDS) is promotion, and development of chemical and petrochemical sector by extending financial support for conduct of seminars, conferences, exhibitions, conducting studies/consultancies, for facilitating growth, as well as analyzing critical issues affecting chemical and petrochemical sector. Under CPDS the Department of Chemicals & Petrochemicals on its own or through financial support by way of Grant-in-aid to reputed Institutions, organizations, or Non-Government Organizations as mentioned in Rule 206 of GFR 2005, shall:

i. Conduct Training/knowledge improvement programs/activities on issues/subjects relevant to growth of chemical and petrochemical industry. An indicative list of subjects is as under:
   a. Quality Management System/Quality Improvement Program
   b. Issues related to feedstock, pesticides and chemicals
   c. Success Story Presentation-Green technologies and other innovative technologies in chemical sector
   d. Outreach programmes for industries on Government regulations/guidelines for chemical and petrochemical sector etc.
   e. Waste Management
   f. Chemical safety and security including handling and transportation of chemicals.
   g. Setting up of standards

ii. Organize seminars, workshops, conferences, Summits, Convention, Exhibitions, etc. in India and produce promotional materials like films, displays, e-booklets and brochure etc.

iii. Conduct studies, surveys and sector reports etc.

iv. Purchase books, quality standards, magazines, directories, developing information data banks, developing e-learning modules etc.

v. Organize any other activity not covered under above categories which may be decided by the Department from time to time.
2.0 Training/knowledge improvement programs/outreach activities on issues/subjects relevant to growth of chemical and petrochemical sector.

2.1 Objectives

i. Conduct Training/knowledge improvement programs/activities on issues/subjects relevant to promotion and development of chemical and petrochemical sector. An indicative list of subject is as under:-
   a. Quality Management System/Quality Improvement Program
   b. Issues related to feedstock, pesticides and chemicals
   c. Success Story Presentation- Green technologies in chemical sector.
   d. Outreach programmes for industries on Government regulations/guidelines for chemical and petrochemical sector etc.
   e. Waste Management
   f. Chemical safety and security including handling and transportation of chemicals.
   g. Setting up of standards.

ii. Organize seminars, workshops, Summits, Convention, Exhibitions, meetings etc. in India and produce promotional materials like films, displays etc.

2.2 Eligible Organizations

The Department of Chemicals & Petrochemicals on its own or through financial support by way of Grant-in-aid to reputed Industry Associations, Institutions, Organizations, or Non-Government Organizations as mentioned in Rule 206 of GFR 2005; may organize such events. Government/Academic Bodies, National/State level Industries' Associations like FICCI, CII, ASSOCHAM, etc. are eligible for conducting such events.

2.3 Criteria

The organization should ensure that the target group of participants is from chemical & petrochemical and its related sectors.
2.4 The broad levels of financial support would be as follows:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Category of event</th>
<th>Grants-in-aid support as % of total cost.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>For programmes being organized by Departments/Autonomous bodies/Institutions/Agencies of the Government.</td>
<td>Up to 100% (the grant-in-aid to be worked out on the basis of thorough objective and realistic assessment of requirement in each case)</td>
</tr>
<tr>
<td>2.</td>
<td>Activities organized by Industry associations, private institutions, NGOs and others on the initiative of the Department or subjects suggested by the Department.</td>
<td>Not more than 75%</td>
</tr>
<tr>
<td>3.</td>
<td>Activities organized by private agencies, industry associations, private institutions, NGOs and others on their own initiative and having relevance to the mandate of the Department.</td>
<td>Not more than 50%</td>
</tr>
<tr>
<td>4.</td>
<td>Mega events viz. India Chem and Advancements in Polymeric Materials (APM) and other events organized jointly by Department of Chemicals &amp; Petrochemicals</td>
<td>The Grant-in-aid will be worked out based on the estimates furnished and parameters like expenditure incurred in the past by organizers etc with the concurrence of IFD/Department of Expenditure etc.</td>
</tr>
</tbody>
</table>

Note:
(i) The officers nominated by the Department of Chemicals & Petrochemicals would be entitled to participate in such events.
(ii) Under no circumstances, funds would be released to an Event Manager.
(iii) Funds released shall not be for any activity of recurring nature.
(iv) All Industry Associations / Non Governmental organizations has to obtain unique id from NITI Aayog before applying for financial support from the department.
2.5 Release of Grant

The Grant in aid will be released on submission of the following information/documents in the prescribed proforma (Annexure-I). The organizer has to request at least two months prior to the date of event.

(i) Confirmed date of the event / programme.
(ii) Details of the event
(iii) Disclosure of sources of funding.
(iv) Confirmation from the organizers that no Utilization Certificate is pending in respect of previous grant(s), if any, availed from this Ministry.

2.6 Documents/information required to be furnished by the agencies after successful organization of the events

The following documents should be furnished both in hard as well as soft copy within one month after organization of the event:

i. Proceedings of the event.
ii. Copies/cutting of advertisements/publicity done.
iii. List of participants.
iv. List of resource persons with topics/presentations by them.
v. Suggestions/Queries of participants, if any.
vi. Outcome of the event / recommendations for various stakeholders.
vii. Performance -cum- Achievement Report
viii. Follow up action taken / to be taken.
ix. Details of actual expenditure and income earned( from all sources) after the event duly certified by Chartered Accountant.
x. Utilization Certificate (UC) in the prescribed proforma duly signed by the Head of the Organization. (Annexure – II)

3.0 Use of Logo support and Key note address by Minister/MOS/Secretary etc

Request for Logo Support of the DCPC, inauguration /delivery of keynote Address by the Minister/MOS/Secretary /other senior Officers of Department, Co-sponsorship by DCPC without financial commitment, participation by officers of the Department as delegates should be specifically mentioned in the
proposal clearly indicating profile of the organizations, performance of the past event, salient features of the current event, participants details, list of speakers and other relevant information. Specific prior permission of the Department should be obtained by the event organizers for the use of Logo of the Department in the pamphlets, brochures, banners, in the dais etc.

Logo support for an event/conference/seminar/workshop/exhibition, etc. will be provided subject to the following conditions:
(i) The theme/topic of the event/conference/seminar/workshop etc. should pertain to the core subject matter dealt with DCPC
(ii) The objective of the event/conference/seminar/workshop etc. should be to promote the Chemical & Petrochemical sector.
(iii) The Department’s support to the event is governed by the Gazette of India Notification G.S.R. 643 (E) dated 4th October, 2007 of M/o Home Affairs regulating the use of the State Emblem of India.
(iv) All the provisions of the notification need to be followed scrupulously while undertaking the publicity etc., in particular, the Government Emblem may not be used on the stationery such a letter head of the organizer of the event. Further, the Government Emblem should be displayed prominently in publication/advertisement, etc. as per the provisions of the notification.
(v) The organizer should acknowledge the Department’s support and it should be prominently displayed and visible, i.e. on the hoardings/banners/background screens, etc.

4.0 ORGANIZATION/PARTICIPATION OF THE DEPARTMENT ON ITS OWN IN THE FAIRS / EXHIBITIONS / SEMINARS ETC

Organization of seminars /workshops / participation in the fairs /exhibitions etc by the Department on its own, shall be made either through its own officers or through PSUs / IPFT/CIPET. If an Event Management Agency is to be engaged, it should be selected after following due procedure through a transparent process.
5.0 STUDIES / SURVEYS / ONLINE SURVEYS ETC

5.1 Objectives
DCPC may provide financial assistance for conducting research studies, surveys, DPR preparation, online surveys sector reports etc. to promote chemical & petrochemical and its related sectors

5.2 Eligible Organizations:
The Department of Chemicals and Petrochemicals on its own or through financial support by way of Grant-in-aid to the Government/Academic & Professional Bodies, Research Institutions, Non-Government Organizations, National/State level Industries' Associations, like FICCI, CII, ASSOCHAM, etc. as mentioned in Rule 206 of GFR 2005 may organize. The proforma for seeking financial assistance for conduct of studies/surveys/online surveys is given at Annexure – III.

5.3 Criteria
Study/Survey must be useful in development and growth of the chemical and petrochemical sector.

5.4 Pattern of Assistance:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category of Study/Survey etc.</th>
<th>Grants-in-aid support as % of total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>For studies commissioned by Government Departments /Institutions /Agencies, etc. on the initiative of the Department or on subjects suggested by the Department through reputed organizations/institutions, autonomous bodies, private agencies, industry associations and others. Outcome of the study shall be the property of the Govt. and shall not be used by concerned organization for commercial gain or in any other manner.</td>
<td>100%</td>
</tr>
<tr>
<td>2.</td>
<td>Studies commissioned by reputed organizations/institutions, autonomous bodies, private agencies, industry associations, private</td>
<td>Not more than 50%</td>
</tr>
</tbody>
</table>
institutions and others on their own initiative and having relevance to the mandate of the Department. Outcome of the study shall be provided to the Department.

5.5 Release of Grant

The grant for studies commissioned by reputed organizations/institutions will be released in three installments as per the following terms of payment:

i. 30% will be released as advance after signing of the MOU by both the parties concerned and after executing a surety bond in the prescribed format on a Rs. 100/- stamp paper duly signed by the obligors, 2 sureties and 2 witnesses.

ii. 30% will be released on submission of the draft report along with executive summary.

iii. 40% will be released on submission and acceptance of the final report (10 hard copies and CDs) by DCPC.

iv. The exact terms and conditions of release of grant may not be specified, as the same may vary from case to case.

6.0 For any other activity not covered under above categories which may be decided by the Department from time to time.

7.0 The Secretary, Department of Chemicals & Petrochemicals may, in certain cases, permit or condone the departure from these guidelines to the extent he deems necessary in consultation with the Financial Adviser.

8. To whom proforma for seeking financial assistance has to be addressed:

DCPC will invite proposals in the last quarter for the next financial year and a calendar of events to be supported during the year will be drawn. DCPC will consider further applications, not listed in the above calendar subject to availability of funds.

All requests related to chemical sector should be made to the Joint Secretary (Chemicals), and requests related to petrochemical sector should be made to Joint Secretary (Petrochemicals), Department of Chemicals & Petrochemicals, Shastri Bhavan, New Delhi. Website http://chemicals.nic.in

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Proforma for seeking financial support by Industry Associations/other organization under Chemical Promotion Development Scheme (CPDS) for conducting of Seminar / Symposium / Workshop / Conference etc.

I. DETAILS OF APPLICANT ORGANIZATION

<table>
<thead>
<tr>
<th>1. Name of the organization with address, phone No./fax/Email</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (A) Unique Identification no. obtained from NITI Ayog</td>
<td></td>
</tr>
<tr>
<td>2. a) Legal status of the organizing institution (Please give details whether a trust, a company, registered society, educational institution, research organization, professional body involved in scientific/ academic/technical activities)</td>
<td></td>
</tr>
<tr>
<td>b) Category of the Organization:</td>
<td></td>
</tr>
<tr>
<td>i) State Government/U'T</td>
<td></td>
</tr>
<tr>
<td>ii) Autonomous Body of the Government</td>
<td></td>
</tr>
<tr>
<td>iii) Non-Government Organization (NGO)</td>
<td></td>
</tr>
<tr>
<td>iv) Co-operative Society and Co-operative Institution</td>
<td></td>
</tr>
<tr>
<td>v) Others</td>
<td></td>
</tr>
<tr>
<td>3. i) In case of registered organization/society, please give details of registration No., place of registration and registration authority (enclose copy of the relevant documents).</td>
<td></td>
</tr>
<tr>
<td>ii) Please confirm whether your organization has been operating for 3 years. If yes, please enclose list highlighting substantive achievements</td>
<td></td>
</tr>
</tbody>
</table>
II. **DETAILS OF EVENT**

<table>
<thead>
<tr>
<th>4. Name/Title of the Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Level of the seminar/symposium/workshop i.e. whether Regional/National/International. Please furnish details of collaborating institutions, experts and participants</td>
</tr>
<tr>
<td>6. Proposed dates of the Seminar/Symposium/Workshop. (Please enclose copy of detailed program)</td>
</tr>
<tr>
<td>7. Full Address of the Venue for the Conference</td>
</tr>
<tr>
<td>8. Brief objectives of the event including the topics to be discussed and the relevance of importance of the event in the national or international context.</td>
</tr>
</tbody>
</table>

III. **FINANCIAL DETAILS**

| 9. Details of the budget estimate of the expenses for the Seminar along with income expected to be generated from registration fee from delegates, advertisements etc. |
| 10. Total estimates of Expenses (Details in separate sheet) |
| (i) Total estimates of income |
| (ii) Details of financial support from other organizations. |
| 11. Amount of financial assistance required from DCPC |
| 12. Name & Address of the person (Head of the organization) responsible for furnishing Utilization Certificate (UC) certified by Chartered Accountant within 15 days of the completion of the event (phone number & email address should also be provided). |
IV DETAILS OF FINANCIAL ASSISTANCE RECEIVED EARLIER

13. a) Whether any grant/financial support for Seminar/Symposium/Workshop/Conference etc. received earlier from DCPC. If yes, please mention amount received

b) Whether Utilization Certificates for grants for past events have been submitted (please give letter no. and date along with copy). If not, the reasons thereof.

V DETAILS OF PARTICIPANTS

14. No. of participants (along with list of speakers and experts)

15. If foreign participants are being invited, whether applications submitted to Ministry of External Affairs for Political clearance or clearance obtained (please attach copy). No travel expense should be committed beforehand.

16. Whether clearance of Ministry of Home Affairs from Security angle in case of foreign participants has been obtained or applied for (please attach copy)

VI UNDERTAKING BY THE HEAD OF THE INSTITUTION

It is certified that the information given in the proposal is true to the best of my knowledge.

On behalf of _____________________________ (Name of Organization), I hereby undertake to ensure smooth conduct of the event, proper use of Government fund, and submission of utilization certificate and audited statement of accounts, within prescribed time limits. I also undertake to return the grant within 15 days to the Department of Chemicals & Petrochemicals,
Ministry of Chemicals and Fertilizers, Government of India, New Delhi in the event of failure to conduct the event on the date(s) indicated above or any deviation made from the commitments or furnishing of false information.

Signature
Name, designation & Full contact details of representative of applicant organization

Place:
Date:

Seal of the Institution
PROFORMA FOR UTILIZATION CERTIFICATE (GFR 19-A)

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Letter No. and Date</th>
<th>Amount</th>
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</table>

Certified that out of Rs. ______________________ of Grant-in-Aid sanctioned during the year ___________ in favour of ______________________ under this Ministry/Department letter No. given in the margin and Rs. ___________ on account of unspent balance of the previous year, a sum of Rs. ___________ has been utilized for the purpose of ________________ for which it was sanctioned that the balance of Rs. ___________ remaining un-utilized at the end of the year has been surrendered to Government (Vide No ___________ dated ___________) will be adjusted towards the Grants-in-Aid payable during the next year ___________.

2. Certified that I have satisfied myself that the conditions on which the Grant-in-Aid was sanctioned have been dully fulfilled are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of Checks exercised.
1.
2.
3.

Signature ______________________

Name and Designation (Head of the Organization) ______________________

Date ______________________

(Stamp)
Proforma for Financial Assistance for Conduct of Studies/Surveys/online surveys, etc.

(1) Name of the Organization
Address/Telephone/fax/E-mail nos.
(please attach copies of Registration certificate.
Memorandum and Articles of Association
And audited annual accounts for the last three years)

(2) Main activities of the organization

(3) Purpose and subject of the study/report etc.

(4) Methodology to be adopted

(5) Detailed terms of reference

(6) Benefits from the proposed study/report etc.

(7) Time for completion of the study & Implementation schedule

(8) Cost of the study along with detailed break-up.

(9) Amount of assistance sought from DCPC

(10) Payment Schedule

(11) Whether Utilization Certificate for earlier
Grants-in-aid received from DCPC has been furnished.

(12) Enclose technical bio-data of Consultants
Proposed to be engaged for the project.
Date: ____________________

Signature
Name, designation &
Full contact details of
representative of applicant Organization

Place: ____________________
Date: ____________________

Seal of the Institution