

**Ministry of Jal Shakti,
Department of Water Resources, RD & GR
R&D Division**

Guidelines for providing financial assistance to external organizations for seminar/conference/workshop/training course and similar events

1. Introduction

Financial assistance towards organising Seminar/ Conference/ Workshop etc. on topics related to various aspects of water resources is provided by Ministry of Jal Shakti (MoJS), DoWR, RD&GR to various organisations. The assistance is provided under the R&D Programme of MoJS, DoWR, RD&GR. Fund provision for the same has been made for “Support for dissemination of research findings New Technology and Technology Transfer”. All funds shall be charged under the approved plan scheme provisions of “R&D Programme in Water Sector”.

2. Who can be funded

Financial assistance may be provided for seminar/ conference/ workshop/ symposium and similar events to the following:

- a. Central and State Government organizations associated with the field of Water
- b. Academic / educational institutions associated with the field of Water
- c. Professional Associations/ Societies associated with the field of Water for at least three (3) years.
- d. Non-Governmental Organizations (NGOs) associated with the field of Water for at least three (3) years.

3. Subject areas/topics of seminar/conference for which assistance is to be provided

The financial assistance will be provided for organizing seminar/ symposium/ conference/ workshop and other similar events which are directly related to dissemination of research findings New Technology and Technology Transfer in the priority issues/thrust areas of Ministry of Jal Shakti. Events pertaining to following subject domain are considered for funding:

- Irrigation & Drainage
- Hydrology
- Hydraulics
- Hydro Environment, Water Quality
- Climate Change
- Ground Water
- Design & Construction Methodology, Technology
- Water Law, Conflicts & Governance
- Water & Social Dimensions & Gender Issues
- Water Management, Water Pricing & Economics

4. Extent of funding

The extent of funding will depend upon the following factors:

- Themes of the events and coverage of issues related to water resources.
 - The level of the event e.g; State level or National or International.
 - Importance of the event,
 - level of participation
 - specific requirement of the case.
 - Jointly organized with MoJS, DoWR, RD&GR or its organizations
- Details of funding is given at **Annexure-1.A.**

5. Selection Criteria

- a. Proposals for funding will be considered based on the relevance, need of the hour in Water Resources Sector and falling in the subject domain.
- b. Subsequent funding to the same organisation for the purpose will be considered on the basis of the events conducted in the past and performance factors
- c. Previous relationship with R&D Division of MoJS, DoWR, RD &GR
- d. Registration with appropriate authority: For example voluntary organization (VOs)/ NGOs, shall register themselves in the NGO Darpan portal of NITI Ayog and obtain Unique I.D.

6. Selection Procedure & Terms of the Assistance

- a. The request for the financial assistance will be submitted in the Application given at **Form-I** with sufficient time in advance.
- b. The proposals will be considered in the R&D Division, MoJS, DoWR, RD & GR on quarterly basis.
- c. For preliminary scrutiny and evaluation, the proposals will be awarded rank by R&D Division.
- d. An Expert Committee constituted for the purpose of scrutiny of the proposals for Seminar/ Conference/ Workshop/ Symposia shall take the final decision for financial assistance (given at **Annexure-I.B**)
- e. After approval of the proposal, the approval letter for the Seminar/Symposia/Conference and workshop will be sent along with the first installment of the 70% of the total grant sanctioned with the following terms:
 - The organisers will allow **up to 4** free delegates from MoJS, DOWR, RD & GR (depending upon the amount of financial assistance) for participation in the event without charging any registration fee.
 - The Logo of MoJS, DoWR, RD&GR shall be prominently displayed in the event, Proceedings or Publications if any.
 - The financial assistance released will be spent for the purpose of organizing seminar/conference/workshop only.

- f. The second instalment of the sanctioned grant will be released on the receipt of (i) the details of participation/paper presentation, (ii) duly audited utilization certificate in appropriate format of the first instalment. (iii) Three copies of proceedings of seminar along with the recommendation, Abstract of seminar (1-2 page) containing salient details along with summary of recommendations in soft form.
- g. Final Utilisation Certificate in prescribed proforma (as per GFR 2017, GFR 12-A, rule 238 (1)) will be submitted by the organisers within three (3) months after the event along with a copy of the statement of expenditure
- h. Any un-spent balance out of the amount sanctioned must be surrendered to R&D Division, MoJD, DoWR, RD&GR through a crossed Cheque/ Demand Draft payable at New Delhi drawn in favour of PAO, MoJS, DoWR, RD&GR, New Delhi.

Application for seeking financial assistance for organising Seminar/ Symposium/ Conference etc.

To be submitted to: Director, R&D Division, Ministry of Jal Shakti, Department of Water Resources, RD&GR, Wing- 4, 1st Floor, West Block-I, R.K. Puram, New Delhi-110066.
Telefax: 011-26104082, **E-mail: watrnd-mowr@nic.in**

A. Organizational Details	
1.	Name and address of the Institution/ Organisation organising the Seminars/ Symposium/Conference.
2.	Name(s) and address(s) of the co-sponsoring institution(s)/ organisation(s)
3.	Details of privileges including free delegates available to the funding agency i.e. MoJS, DoWR, RD&GR.
4.	Name and address of the Chief Organiser/ Coordinator of the Seminar/ Symposium/ Conference and constitution of organising committee and its members.
5.	Designation and address of the official (Account Name) in whose name the cheque/ draft to be made, in case of approval.
6.	Authorized person responsible for submission of proceedings, recommendation, utilization certificate etc.
7.	Details of experience of institution/ organisation in organising such event.

B. Seminar/Symposium/Conference Details	
1.	Title of Seminar/Symposium/Conference
2.	Level of event (State/National/International)
3.	Venue of activity
4.	Tentative dates and duration of the Seminar
5.	General subject of the Seminars/Symposium/Conference
6.	Objectives of the Seminars/ Symposium/Conference and their relevance to the activities of Ministry of Water Resources (Attach a brochure of the proposed event)
7.	Justification / Rationale/ Necessity for organising the programme
8.	Schedule of the programme (Attach a detailed session wise programme schedule)
9.	Number of delegates expected from
	a. Within the country
	b. Outside India
10.	Note about the outreach/outcome of the event

C. Financial Details	
1.	Total budget (probable expenditure) of organising the Seminars/Symposium/Conference along with item wise details.
2.	Financial assistance requested/committed or likely to be received from other organizations, including organizations under the Ministry of Jal Shakti, Department of Water Resources, RD&GR. (organisation wise details)
3.	Grant requested from Ministry of Jal Shakti, Department of Water Resources, RD&GR., not exceeding limit indicated in Ministry of Jal Shakti, Department of Water Resources, RD&GR Guidelines for financial assistance to seminar etc.

D. Financial assistance received in past from MoWR	
1.	Details of financial assistance received from the Ministry of Water Resources in past for similar purpose.
2.	Whether Utilisation Certificate, copy of proceedings/ recommendations were submitted to MoJS, DoWR, RD&GR or not. If yes, reference details may be given. If not, the same may be furnished with this proforma.

E. Additional information about professional societies/ NGOs seeking financial assistance	
1.	Salient details of professional society/NGO, in brief.
2.	Registration details (Attach copy of Registration Certificate)
3.	Details of association with water sector in the past (Minimum requirement: Not less than three years)

F. Agree to Terms & conditions:

Date: _____ Organiser/
Coordinator Signature:
Name:
Designation:

Date: _____ Head of the
Seal of Institution Institution Signature:
Name:
Designation:

Note: Request for financial assistance should be submitted to the Ministry of Jal Shakti, Department of Water Resources, RD&GR sufficiently in advance, preferably 2-3 months before the event.

VARIABLE DETAILS**A. Extent of Funding:**

Sl. No.	Category/ Level of Event	Funding limit (Rs.) for FY:2019-20	
1	State	X1	Rs. 2,00,000
2	National	X2	Rs. 3,00,000
3	International	X3	Rs. 5,00,000
	Beyond FY: 2019-20 the extent of support may be reviewed as per Consumer Price Index (CPI)		

B. Expert Committee of MoJS, DoWR, RD & GR for review of the proposals:

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| 1. | Joint Secretary(Admin), MoJS, DoWR, RD&GR | Chairman |
| 2. | Chief Engineer (HRM)-CWC or his nominee
(not below the rank of Director) | Member |
| 3. | Member (HQ)-CGWB or his nominee
(not below the rank of Director) | Member |
| 4. | Director (Finance), DoWR, RD&GR, MoJS | Member |
| 5. | Director, R&D Division, DoWR, RD&GR, MoJS | Convener |

C. Budget Head: The financial assistance sanctioned will be booked to the Head 2701.80.004.11.01.31-Major and medium irrigation-General-Research-Research and Development Programme - Contribution/Grants – Grant-in-Aid.