

Government of India  
Ministry of Tourism  
(Market Research Division)

**Subject: -Instructions regarding Financial Assistance to Institutes/Central Universities for Organizing research related events (Meetings/Conference/Workshop/Seminars).**

1. The Scheme guidelines of Market Research – Professional Services, which were revised in August, 2016 have a provision for providing Support to reputed Institutes/Central Universities for Organizing/Conducting Meetings/Conferences/Workshops/Seminars/etc. (Events) for the purpose of getting inputs from Experts, State Governments, Industry, Intellectuals, etc for development of Tourism.
2. The institutes are selected by the Ministry of Tourism on the basis of their proposals, which should be submitted at least 3–4 Months prior to the event. While selecting institutes, institutes of national importance or those affiliated to central ministries are preferred, apart from Central Universities.
3. The Minimum number of participants to the ‘event’ is restricted to at least 30. In the form of deliverables, the supported event should display a logo of ‘Incredible India’ in all the printed material, brochures, banners, posters, podium, kit, etc. Book of abstracts/Report containing proceedings/Compendium of papers containing logo are also to be submitted to the ministry. The logo of Incredible India must be taken from Ministry of Tourism.
4. 40% of the funds would be released in advance to the Institute/University. The remaining 60% of funds would be released after the ‘Event’ on submission of Utilization Certificate of 1<sup>st</sup> instalment and final bill of total expenditure and deliverables.
5. The proposal, in the format given in Annexure 1, should be forwarded through the head of the Institutes or Registrar in case of Universities. Following documents should be submitted along with the proposal:
  - i. An Undertaking as per format given in Annexure 2.
  - ii. Agency Details as per format given in Annexure 3.
  - iii. Bank Details as per format given in Annexure 4.
6. An approval letter would be issued by the Ministry of Tourism upon acceptance of the proposal. The approval letter would contain the exact amount which has been sanctioned.
7. Upon receipt of approval, the University/Institute should submit a pre-receipt Bill of 40% of the sanctioned amount as per format given in Annexure 5. The Bill should be signed in original and should have a crossed revenue stamp of Re 1. There after only the advance would be released.
8. The following deliverables have to be met/furnished: -
  - i. Proof of Display of “Incredible India” logo in all the printed material.  
In this regard a copy each of printed material along with photographs of kit, banners, podium, etc has to be furnished.
  - ii. Book of Abstracts/Report of proceedings/Compendium of papers should be provided in both hard and soft copy. (at least 2 copies)

9. The remaining 60% of the sanctioned amount would be released after the completion of 'event'.

The following needs to be submitted within 2 weeks of the completion of the event.

- i. Utilization Certificate of advance (i.e. 40% of the sanctioned amount) in the prescribed GFR 19 A format as per Annexure 6.
  - ii. Bill/Invoice of balance 60% of the sanctioned amount. The Bill Invoice should be signed in original and contain a crossed revenue stamp of Re 1 as per Annexure 7
  - iii. Final Bill and total expenditure (detailed) as per Annexure 8
  - iv. Deliverables as mentioned in para 8.
10. After release of 60% of the sanctioned amount, Utilization Certificate in the prescribed GFR 19 A format has to be submitted (as per Annexure 6.)
11. A University/Institute is eligible for funds for only one 'event' per financial year. Funds for subsequent financial year would be sanctioned only upon receipt of UC of the full amount released during the previous financial years.

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Enclosures:

Annexures: 1 to 8

Format for proposal submission

(On letter Head of Institute/Central University)

[The proposal should be forwarded through the Principal /Registrar/Head of Institution/etc.]

Subject: - Central Financial Assistance from the Ministry of Tourism for organizing research related 'Event'.

1. Topic of 'Event': -
2. Category: Meeting/Conference/Seminar/Workshop [ Tick one]
3. Introduction to the Topic:
4. Scope Objectives of the 'Event':
5. Expected Insights:
6. Venue:
7. Dates of Event:
8. Number of Participants:
9. Programmedetails: Containing Date/Time Slot/Activity/Session.
10. Budgetary Estimates: Containing Item Description &approx . Budget.
11. Any other Information
12. Nodal Officer Details: Name  
Mobile  
Email  
Postal Address

Name of Registrar/Head:

Designation:

Seal:

Address:

Phone Number:

Undertaking

(To be submitted on letter head of the Institute by the Nodal officer)

Subject: - Undertaking furnished in respect of the central financial assistance sought from the Ministry of Tourism under the Market Research Professional Services (MRPS) Scheme for organizing research related 'Event'.

Title of the 'Event': -

Category: -

Duration: -

It is stated that no UC pendency is with the Institute/University in respect of Central Financial Assistance(CFA) received from the Ministry of Tourism

I / We agree to: -

- i. All the rules/regulations regarding utilization of amount that may be granted by the Ministry of Tourism to the Institute.
- ii. Submit the deliverables within 2 weeks of completion of the 'Event':
- iii. The Incredible India logo would be prominently displayed.
- iv. Return unutilized grant, if any, to the Ministry of Tourism.
- v. Submit Utilization Certificate of the full amount within 2 weeks of completion of the 'Event'.
- vi. Neither speakers deviate from the given topic nor dwell into any controversial/anti-national subject.

Date:

Counter signature of Finance officer

Signature of the Nodal officer with seal &  
designation

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**Agency Details (On letter Head of Institute/Central University)**

1. Agency Name:
2. Type of Registration:
3. Act / Registration / No.:
4. Date of Registration:(DD/MM/YYYY):
5. Registering Authority:
6. State of Registration:
7. PAN No:
8. Service tax No:
9. TIN No:
10. TAN No:
11. Address/Communication details

Block No / Building / Village / Name of Premises:

Road / Street / P.O.:

Area / Locality:

City:

State:

Dist.:

Pin Code:

Contact Person:

Phone no.:

Alternate Phone No. / Mobile No.:

Email:

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**MANDATE FORM**

**ELETRONIC CLEARING SERVICE (CREDIT CLEARING) REAL TIME GROSS SETTLEMENT (RTGS)  
FACILITY FOR RECEIVING PAYMENTS**

**A. DETAILS OF ACCOUNT HOLDER: -**

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

**B. BANK ACCOUNT DETAILS: -**

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS	
TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED ?	
WHETHER THE BRANCH US RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S <u>IFSC</u> <u>CODE</u>	
IS THE BRANCH ALSO NEFT ENABLED ?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH/CREDIT)	
COMPLETE BANK ACCOUNT NUMBER(LATEST)	
MICR CODE OF BANK	

**DATE OF EFFECT: -**

I hereby declare that the particulars given above correct and complete If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option Invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

(.....)  
Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records

(Bank's Stamp)

(.....)  
Signature of Customer

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enable", then upon graduation to "RTGS Enabled" branch, please submit the information again in the above Performa to Department at earliest.

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**Annexure 5**

Name of Institute (On letter Head of Institute/Central University)

**PRE – RECEIPTED INVOICE**

Subject: - Title of 'Event' & date of organizing the same

Total sanctioned cost:

Sanction No: No. of Approval letter

Date:

Central Financial Assistance(CFA)for the captioned "Event" shall be released as per the following: -

Amount Sanctioned by Ministry of Tourism (Amount in Rs.)	Purpose Title of Event	Amount to be Released by Ministry of Tourism 40% of Sanctioned cost (Amount in Rs.)

1<sup>st</sup> Installment (40) % as advance to be released. (in INR)

..... :in figures

..... :(In words)

**PAN NO.:** -----

**TIN/TAN NO.:** -----

Name & Signature of Nodal officer with seal of Institution

Revenue Stamp of Re 1.
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FORMS  
**GFR 19**  
Deleted

**GFR 19 A**

[See Rule 212 (1)]

**Form of Utilization Certificate**

Sl.NO.	Letter No.and date	Amount
	Total	

Certified that out of Rs.....of Central Financial Assistance(CFA)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 and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to Government (vide No....., dated.....)/will be adjusted towards the CFA payable during the next year.....

2. Certified that I have satisfied myself that the conditions on which the CFA was sanctioned have been duly 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.
- 4.

To be signed by Registrar/Head of Institute & countersigned by finance officer with seal.

Signature.....  
Designation.....  
Date.....

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Name of Institute (On letter Head of Institute/Central University)

**PRE-RECEIPTED INVOICE**

Subject: - Title of 'Event'

Total Sanction cost:

Sanction No:File no. of Approval letter

Date:

Central Financial Assistance(CFA)for the captioned Event

Amount Sanctioned by Ministry of Tourism (Amount in Rs.)	Purpose Title of Event	Amount Released by Ministry of Tourism 40% (Amount in Rs.) 60% (Amount in Rs.)

2. Final Instalment (60%) to be released. (Amount in Rs.)

(in figures)

(In words)

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**PAN NO.:** -----

**TIN/TAN NO.:** -----

Name & Signature of Nodal officer with seal of Institution

Revenue stamp of Re 1.
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Name of Institute (On letter Head of Institute/Central University)

PAN NO.:-----		TIN/TAN NO.:-----		
Final Bill and total expenditure (detailed)statement for Central Financial Assistance for organizing conference/seminar/workshop -----				
Sr.No.	Head	Details	Amount in Rs.	Remark
1	Venue charges			
2	Honorarium to the invited speakers			
3	Boarding Lodging of participants			
4	Local conveyance/Transport			
5	Working Lunch/Dinner & Refreshment charges			
6	Stationery kit charges			
7	Printed material costs			
8	Travel costs of Participants			
TOTAL				
	Particulars		Amount	Remarks
	Sanctioned		Rs-----	
	1 <sup>st</sup> Installment		Rs-----	40% of the total amount
	2 <sup>nd</sup> and final Installment		Rs-----	60% of the total amount
	Total Expenditure		Rs-----	
	Amount received		Rs-----	
	Amount Receivable		Rs-----	60%

PAN NO.: -----

TIN/TAN NO.: -----

Head of the institute/Principal/Registrar/convener of the seminar/authorized signatory

(Seal)