

File No.23/1/2020-MRD-Pt
Government of India
Ministry of Tourism
(Research & Analytics Division)

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

1. The guidelines of Market Research – Professional Services activities under CBSP scheme, which has a provision for providing Support to Institutes/Universities for Organizing/Conducting Meetings/Conferences/Workshops/Seminars/etc. 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.
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 of proceedings containing Actionable Points/way forward for Ministry of Tourism, Feedback Report of the participants and proof of logo displayed during the conference. Compendium of papers are also to be submitted to the Ministry. The logo of Incredible India must be taken from Ministry of Tourism.
4. Total fund would be released after the event on submission of invoice, details of total expenditure and deliverables. The invoice should be signed in original and should have a crossed revenue stamp of Rs.1.
5. The proposal, in the format given in Annexure 1, should be forwarded through the Principal/Registrar/Head of Institution/etc. 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. The following deliverables have to be met/furnished: -
 - i. Proof of Display of “Incredible India” logo/any other logo as desired by Ministry of Tourism 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 and Compendium of papers should be provided in both hard and soft copy. (at least 2 copies)

8. The following needs to be submitted within 2 weeks of the completion of the event.
 - i. Utilization Certificate of full amount prescribed GFR 12A format as per Annexure 5.
 - ii. Invoice of the sanctioned amount. The Invoice should be signed in original and contain a crossed revenue stamp of Rs.1 as per Annexure 6
 - iii. Total expenditure(detailed)as per Annexure 7
 - iv. Deliverables as mentioned in para 7.

9. A University/Institute is eligible for funds for only one, Organizing/Conducting Meetings/Conferences/Workshops/Seminars/etc. "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.

Enclosures:

Annexures: 1 to 7

Annexure 1

Format for proposal submission

(On letter Head of Institute/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: Meetings/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. Program details: Containing Date/Time Slot/Activity/Session.
10. Budgetary Estimates: Containing Item Description & approx. Budget.
11. Any other Information
12. Nodal Officer Details: Name

Mobile No.:

Email:

Postal Address:

Name of Registrar/Head:

Designation:

Seal:

Address:

Phone Number:

Annexure 2

Undertaking

(To be submitted on letter head of the Institute/University 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 activities of CBSP 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 under MRPS activities of CBSP scheme.

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/University.
- ii. Submit the deliverables within 2 weeks of completion of the 'Event':
- iii. The Incredible India logo/any other logo as desired by Ministry would be prominently displayed.
- iv. Submit Utilization Certificate of the full amount within 2 weeks of completion of the 'Event'.
- v. 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

Agency Details (On letter Head of Institute/ 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. Unique Agency Code:
12. 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:

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 ADRESS	
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.

GFR 12 – A
 [(See Rule 238 (1))]

**FORM OF UTILIZATION CERTIFICATE
 FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

UTILIZATION CERTIFICATE FOR THE YEAR... .. in respect
 of recurring/non-recurring
 GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Availab lefunds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7

Component wise utilization of grants:

Grant-in-aid– General	Grant-in-aid–Salary	Grant-in-aid–creationof capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under... ..(name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed).
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Name.....

Chief Finance Officer (Head of the Finance)

Signature

Name.....

Head of the Organization

(Strike out inapplicable terms)

Annexure 6

Name of Institute/University (On letter Head of Institute/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 Total Sanction cost (Amount in Word)

PAN No: _____

TIN/TANNO.:-----

Name & Signature of Nodal officer with seal of Institution

Revenue stamp of Rs.1.

Annexure-7

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

PAN NO.:-----		TIN/TAN NO.:-----		
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				

PAN No: _____

TIN/TANNO.:-----

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

(Seal)
