Guidelines for implementation of Information, Education and Communication component of S&T Scheme

The purpose of this component of the scheme is to create awareness regarding issues relating to the mining and mineral sector by organizing or being associated with promotional events, like seminars, workshops, exhibition, evaluation studies, surveys, awareness programmes, consultation with stakeholders, organization of national and international events/conferences, creating audio-visual publicity materials and propagation of policies and programmes.

The broad items on which the funds will be spent will relate to the purpose of the scheme.

2) Eligibility for receiving funds under the Scheme

a. Industry Associations, recognised Universities, recognized Academic and Research Bodies.
b. The applicant organization should have at least three years’ experience in the mining and mineral sector.

3) Release of Grant-in-Aid to participating Organisations

The maximum grant under the Scheme will be as per the following criteria:

- State/local level event: Rs. 2 lakhs
- National level event: Rs. 5.00 lakhs
- International event: Rs. 10 lakhs

The Internal Screening Committee of MoM can consider higher quantum of assistance in exceptional case(s) on merits. However, the apportionment shall not exceed 20% of the total annual budgetary provision for this component of the scheme.

4) Conditions for release

i. The organization will be required to furnish application in the prescribed Proforma (Annexure) along with audited accounts for the last three years and surety bond (in case of non-governmental bodies), in the prescribed format for the amount of grant-in-aid.

ii. The organization will have to acknowledge the support of the Ministry of Mines and use the logo of the Ministry in all the workshops and conferences organized partly or fully with the assistance.

iii. All relevant conditions of GFR will be followed while releasing the funds.

iv. The Grant-in-aid shall not be used for recurring expense including salaries and wages. In the case of events, financial assistance is only for organisational expenses (excluding hospitality but include payment of TA/DA to the invited key-speakers
only) of the proposed event and not for capital items like construction, equipment, automation etc.

v. The organisations with previous funding who show poor performance are not to be considered for assistance.

vi. Applicants whose audited accounts do not reflect grants, if any, sanctioned during the previous year shall not be considered for assistance. However, if the Committee scrutinizing the proposal/applications, is satisfied with the explanation offered by the applicant may consider recommending such cases for assistance.

vii. The organizations will be required to submit an affidavit for submission of Utilization Certificates, audited statements of expenditure and activity reports by the stipulated time failing which the applicant organization would not be eligible for grants under the Scheme in future.

The organizations will submit within six months of completion of the activity/event, the Activity Report, Utilization Certificate and Audited Statement of Expenditure to the Ministry.

5) Selection Procedure
An Internal Screening Committee consisting of the following members will scrutinize the applications and recommend for release of funds. The Committee can co-opt any other Member, if required:

1) JS/ HoD -In-charge - Chairperson
2) Director (T) - Member
3) Director (F) - Member
4) Director/DS -In-charge - Member Secretary

The Committee shall consider those proposals, which are complete in all respect, keeping the following aspects in view while recommending the proposal(s) for financial assistance:

- Credential and standing of the institution/organisation.
- The applicant organisation has not received any grant under this scheme during the financial year in which the proposed event falls. Financial assistance would not be provided more than once in a financial year.
- Application from Government Department/ undertaking/ academic/research institution has been duly forwarded by Head of the institution.
- The applicant institute has already submitted copies of audited expenditure statement and utilisation certificate and also settled other issues, if any, relating to previous grant(s) received by them under the scheme from MoM.

6. Monitoring and Evaluation
The Scheme will be open to Internal Audit/ External Audit. Evaluation of the scheme will be done after five years by an independent agency.

7. Announcement and cut off dates for receiving proposals
The announcement for proposals will be made through the website of Ministry of Mines (http://mines.nic.in). The cut-off dates for receiving proposals in the Ministry seeking grant under the Scheme are:

- 7th March for the quarter April, May, & June.
- 7th June for the quarter July, August, & September
- 7th September for the quarter October, November, & December
- 7th December for the quarter January, February, & March.

Proposals received after the stipulated last date would be rejected.
## Annexure

**Proforma**

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Name &amp; address of the Organization</td>
</tr>
<tr>
<td>2</td>
<td>Name &amp; designation of key persons of the organization</td>
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<tr>
<td>3</td>
<td>Profile / activities of the Organization</td>
</tr>
<tr>
<td>4</td>
<td>Designation of person authorized to receive financial grant from MoM (details of transfer of funds electronically to be given)</td>
</tr>
<tr>
<td>5</td>
<td>Whether copy of Registration certificate/ MoA/Article of Association/ Bye Laws and list of Executive members has been enclosed (where applicable).</td>
</tr>
<tr>
<td>6</td>
<td>Whether audited accounts for the last three years have been enclosed.</td>
</tr>
<tr>
<td>7</td>
<td>Amount of Grants required.</td>
</tr>
<tr>
<td>8</td>
<td>Purpose for which Grant-in-Aid is required (item wise details to be furnished)</td>
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<tr>
<td>9</td>
<td>In case of an international event, whether clearances of the concerned authorities have been obtained?</td>
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<tr>
<td>10</td>
<td>Indicate firm date(s) of the event, place where the event is to be held, Details of target group, No. of participants in the proposed event (Foreign and Indian)</td>
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<tr>
<td>11</td>
<td>Brief statement of objectives of the event, including main topics to be discussed and their relevance to mining sector. Enclose a copy of the programme.</td>
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<tr>
<td>12</td>
<td>Capacity of the organizing institutes in organizing proposed events/ undertaking the activity for which grants are sought</td>
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