

CIRCULAR

Sub: Guidelines - financial assistance - State Plan Funds – conduct of Seminar, Conference, Symposia, Workshop, Training Programmes – teaching Departments/Centres – reg.

Ref: GO(Rt) no.995/2018/HEDN dated 22.05.2018

The Budget of the State Government 2018-19, has earmarked an amount of ₹ 27,00,00,000/- (Rupees twenty seven crore only) for the University of Kerala under the scheme “State Plan Grant”.

As per the GO cited under reference, from the sanctioned total outlay of ₹ 27,00,00,000/- (Rupees twenty seven crore only), an amount of ₹ **1,00,00,000/- (Rupees one crore only)** has been **earmarked for Seminars/Conferences/Workshops** etc., under the Budget Estimates of the University for the year **2018-19**.

All teaching Departments and Centers (other than UITs, UIMs, B.Ed. & Engg. Colleges) of the University are therefore directed to **submit their proposals** for Seminars/ Workshops/ Conferences in the **prescribed proforma** to this office **on or before 30.11.2018** for utilizing the above mentioned earmarked funds (State Plan) before 31.03.2019. The programmes shall be planned so as to **conduct the same before 31.03.2019**.

The following guidelines shall be strictly adhered to while seeking financial assistance for the conduct of various programmes like Seminars, Conferences, Symposia, Workshops, Training programs by the teaching Departments/Centers of the University with financial assistance under State Plan Funds.

1. The proposals for conducting the various programs, along with the details of the financial assistance for obtaining State Plan Funds, in the prescribed proforma complete in all aspects shall be submitted to the Director, Planning & Development through the Head of the Department/Director of the School/Centre at least two months before the scheduled dates of the program if advance payment is required for the conduct of the same. The prescribed proforma is enclosed as Annexure I (A).
2. The details of the P. D. account along with the Bank details and IFS code shall be provided in the application to facilitate electronic transfer of funds that shall be claimed either as provisional payment or as final payment
3. The details of financial assistance sought from all sources other than the University shall be furnished in the proposal.
4. The detailed item wise estimate of the expenses of the program shall be furnished in the proposal.

5. Prior sanction of the Vice-Chancellor shall be obtained for meeting the airfare expenses from the Seminar Funds, change in dates/ change in the title of the programme.
6. As per Article 99 of Kerala Financial Code Volume I, it is the responsibility of the official availing the advance to regularise the same within a period of 90 days from date of receipt of the payment. Hence, the advance drawn **shall be regularised**, by the **person who receives the financial assistance**, soon after the conduct of the programme within the financial year itself by submitting the detailed statement of expenditure, related bills and vouchers with all due certificates, brief report of the programme conducted and other necessary documents.
7. The detailed brochure of the program shall be included at the time of settlement. The brochure shall contain details of all sponsorships for the program.
8. All the claims for final payment shall be submitted at least two months before the end of the financial year.
9. The financial assistance released for the program shall remain as personal liability of the the person who receives the financial assistance until the proper regularization/settlement of accounts as per rules.
10. The details including the proceeding of the Seminars/ Workshops/ Conferences shall be published in the official website of the University/Department/Centre (both soft and hard copies of the proceeding be submitted along with the bills and vouchers).
11. The conduct of the programme and utilisation of the allotted financial assistance shall be well planned, organised and executed, since non utilisation of allotted funds results in denial of financial assistance to other deserving departments.

Thiruvananthapuram

20.06.2018

Sd/-
Director (P&D)

To,

The P. R. O. for publishing in the University of Kerala website

Annexure I A

UNIVERSITY OF KERALA

**Application for financial assistance from State Plan Funds for holding
National/International Seminars/ Symposia/ Conferences/ Workshops/ Training
Programmes – 2018 - 2019**

[PLEASE TICK (✓) THE APPROPRIATE ITEM]

1	ACTIVITY	Seminar	Symposium	Conference	Workshop
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2	GEOGRAPHICAL COVERAGE	State Level	Regional	National	International
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3	BROAD SUBJECT AREAS	Sciences	Arts/Humanities	Commerce	Others
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4. TITLE OF THE PROGRAMME

5. DATES

FROM	TO	TOTAL Number of Days

6. VENUE

7. NAME AND ADDRESS OF ORGANIZING DEPARTMENT

Name of the Department :

Address :

Phone/Mobile :

Email :

8. NAME AND ADDRESS OF ORGANIZING SECRETARY

Name :

Address :

Phone/Mobile:

Email:

9. NAME AND ADDRESS OF PERSON EMPOWERED TO RECEIVE FINANCIAL GRANT

a. Name :

Address :

Phone:

Email:

b. **Details of Bank Account to which financial assistance is to be transferred**
** PD Account number of the Department/Centre*

Name of Bank & Branch: _____

Account Number: _____ IFS Code: _____

10. BROAD DETAILS OF ESTIMATED EXPENDITURE (in ₹)

Sl.No	Details of Estimated Expenditure	Amount
1	TA/DA for young Teachers (below 45 years) (Indian)	
2	TA/DA for Resource Person (Indian) #	
3	Pre-conference printing (Announcement, abstracts etc)	
4	Publication of proceedings	
5	Stationery	
6	Secretarial Assistance	
7	Local Hospitality	
8	Miscellaneous	

	Total Expenditure	
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Prior sanction of the Vice-Chancellor shall be obtained for meeting the airfare expenses from the seminar funds. Kindly furnish the name, designation, address and travel details of the resource persons along with the request.

11. ESTIMATES OF PROCEEDINGS

- A) Will the proceedings be priced?
- B) No. of pages & copies to be printed:
- C) Approximate price of proceedings (₹)
- D) Estimated cost of printing (Rs.)
- E) Estimated Income from sale of proceedings (₹)

12. DETAILS OF INCOME

A. FROM OTHER FUNDING AGENCIES

	Sources	Amount Requested ₹	Amount committed or received ₹	Items for which grant requested
1				
2				
3				
4				

B (a) By Registration :

(b) By Advertisement :

(c) Contribution by other Society/ Institute :

Total :

13. FINANCIAL ASSISTANCE REQUIRED FROM UNIVERSITY:

	Specific Items of Expenditure	Amount (₹)
1	TA/DA for young Teachers (below 45 years) (Indian)	
2	TA/DA for Resource Person (Indian) #	
3	Pre-conference printing (Announcement, abstracts etc.)	
4	Publication of proceedings	

5	Stationery	
6	Secretarial Assistance	
7	Local Hospitality	
8.	Miscellaneous	
	Total Expenditure	

14. DETAILS OF REGULARISATION OF PREVIOUS GRANTS RECEIVED BY THE ORGANISER

Details of provisional payment pending regularisation, if any:

U. O. No. and Date;

(Please submit copy of the University Order sanctioning Provisional Payment)

15. NUMBER OF PARTICIPANTS EXPECTED REGION WISE:

Number of participants expected to attend (Put tick mark)				
Local	Within the State	National	International	Total

a) If International, whether clearance from Government of India has been obtained?

16. IN CASE OF INTERNATIONAL CONFERENCE, KINDLY GIVE RESOURCES FOR INTERNATIONAL TRAVEL AND LOCAL HOSPITALITY:

17. BRIEF STATEMENT OF OBJECTIVE OF SEMINAR HIGHLIGHTING ITS IMPORTANCE IN NATIONAL CONTEXT (SEPARATE PAPERS TO BE ATTACHED)

a. Review state of art

b. Formulate specific programme of action with programme

c. Bring out the proceedings/ papers in the subject

d. Other (Please specify)

18. IS THIS SEMINAR HELD ANNUALLY? IF YES, PLEASE GIVE A BRIEF STATEMENT ON THE FOLLOW UP OF THE RECOMMENDATIONS OF THE SEMINAR HELD IN PAST 3 YEARS (Attach separate sheet)

19. DETAILS OF PAST EVENTS ORGANIZED ON THE PROPOSED TOPIC IN INDIA. INDICATE TITLE, DATE, VENUE & BRIEF DETAILS.

Signature of Applicant/ Organising Secretary

Signature of Head of the Department/Centre

Place:

Date: