

**COMMON POLICY GUIDELINES FOR SPONSORING WORKSHOPS / SEMINARS / CONFERENCES
ON THE SUBJECT / AREAS OF THE MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT**

I. Grants can be given to an institution or a group of institutions for organising National / State / International level workshops / seminars / conference on specific areas/ issues relating to economic and social empowerment of disadvantaged and marginalised sections of society i.e. Scheduled Castes, Minorities, Other Backward Classes, Children in need of care and protection , aged, persons, persons with disability and victims of alcohol & drug abuse, which will help in planning, programming and review of implementation. The workshops / seminars / conferences shall help to disseminate research findings, identify problem areas, discuss emergent social problems to identify remedial measures. They shall make specific recommendations focusing attention on the observations where immediate remedial action is necessary for re- orientation of existing programmes or undertaking new programmes.

II. Universities, research institutes, professional associations and voluntary organisations, which have a long experience in the relevant field of social Welfare and social development and Institutions set up and fully funded by Central Government / State Governments / PSUs are eligible for holding workshops. / seminars / conferences.

III. Representative of the Ministry handling the concerned subject / programme should participate in the workshops / seminar / conference organised by it.

IV. Proposals for organising National / State / International workshops / seminars / conference should be self-contained and indicate.

- i. The main topic / theme of the workshop / seminar / conference;
- ii. Significance / purpose indicating clearly the contribution, which the proposed seminar / workshops is expected to make ;
- iii. Subjects / contents proposed for discussion;
- iv. List of resource persons / guest speakers / participants and their addresses;
- v. Duration & venue;
- vi. Programme scheduled,

V. The budget for the National / State level workshops / seminars / conferences should be given under the following heading giving full justification for each.

1. Travelling expenses (first class or second AC. Sleeper Class by rail) to resource persons / guest speakers (limited to 20 persons)
2. Travelling expenses to outstation participants from NGOs (II Class railfare/busfare)limited to 30 persons)
3. Expenditure on boarding and lodging.
4. Honorarium to guest speakers / resource persons (@ Rs.500/- per lecture for presenting a paper)
5. Rent for seminar hall, mike and other arrangements.
6. Seminar material / folders / cyclostyling / photo copying charges.
7. Tea / coffee and lunch arrangements.
8. Preparation of the report containing papers presented with final recommendations.
9. Contingency (including postage, stationary, telephone charges and other unforeseen expenditure)

Annexure-III

VI. The budget on the above item to be sanctioned by the Ministry will be worked out as per actual requirements and number of days of the workshop / seminar.

VII. Keeping in view of limited budget provision, assistance for organising the seminars / workshops shall be considered on a limited scale restricting the maximum amount of grant to Rs.1 lakh.

VIII. Additional expenditure beyond the sanctioned amount should be met by the concerned institution / organisation itself.

IX. Grant for workshop / seminar will be made available through the head of the institution organising it, who will agree to:

- a. Arrange the physical facilities;
- b. Administer and manage the finances received for the purpose;
- c. Arrange ministerial and managerial assistance ; and
- d. Organise the workshop / seminar.

X. Non-university organisations applying for grants should forward their proposals through the concerned Department of the State Government with Necessary recommendations.: They should enclose the following documents.

1. Copy of registration
2. Annual report (latest)
3. Audited statement of accounts of two previous years (receipts and payments statement and balance sheet.)
4. Articles of Memorandum of Association
5. List of Offices bearers
6. Brief account of work done in social science research and in social development.

XI. International workshops / seminar / conferences shall be considered for partial funding upto the maximum limit of Rs.2 lakhs subject to the condition that the topic of the proposed conference should fall under the subjects dealt by the Ministry.

XII. The concerned institution organising the international workshop / seminars / conferences should obtain no objection / prior permission from the Ministry of Home Affairs and the Ministry of External Affairs from Security and political angles. The Ministry can consider / request for grant only after necessary clearance.

XIII. The workshops / seminars / conferences organised at the State / national level should not be of routine nature to discuss schemes / programmes of the Ministry but to discuss the problems in its implementation and to suggest remedial action for reorientation of existing programmes with necessary recommendations.

XIV. No grant in aid shall be provide for discussing annual progress of activities of the institutions and no general issues unless the discuss specific topic pertaining to subject areas of the Ministry.

XV. Grant in aid will be released to the concerned approved institution in two instalments. 75% of the approved grant will be provided as first instalment before organising the workshops / seminars / conferences and the remaining 25% of the grant will be released only after receiving the detailed report of the workshops / seminars / conferences along with papers and recommendations and audited statements of accounts and utilisation certificate within 30 days of holding the workshop / seminar conferences.

Annexure-III

XVI. The institution should submit 3 copies of the workshop / seminar conferences papers along with recommendations within 30 days of holding the workshop / seminar conferences.

XVII. The institution receiving grant in aid for the workshop / seminar/ conference should not publish and the recommendations without prior permission of the Ministry reserves the first right to publish the report of the workshop / seminar / conference. If it decided to do so, the position will be communicated to the concerned institution along with the acceptance of the report.