

GOVERNMENT OF INDIA  
NORTH EASTERN COUNCIL SECRETARIAT  
NONGRIM HILLS :: SHILLONG-793003

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No. NEC/EM/GUIDELINE-SEMINAR/2013/09

Dated Shillong, the 9<sup>th</sup> July, 2013

To,

1. The Secretary (Planning),  
Planning Department,  
Govt. of Arunachal Pradesh,  
Itanagar.
2. The Principal Secretary (Planning),  
Planning & Development Department,  
Govt. of Assam, Dispur.
3. The Additional Chief Secretary, Planning,  
Planning Department,  
Govt. of Manipur, Imphal.
4. The Principal Secretary (Planning),  
Planning Department,  
Govt. of Meghalaya, Shillong.
5. The Additional Secretary (Planning),  
Planning Department,  
Govt. of Mizoram, Aizawl.
6. The Additional Chief Secretary &  
Development Commissioner,  
Planning & Co-ordination Department,  
Govt. of Nagaland, Kohima.
7. The Development Commissioner-cum-  
Secretary,  
Development Planning,  
Economic Reforms and NEC Affairs  
Department,  
Govt. of Sikkim, Gangtok.
8. The Secretary,  
Planning & Coordination Department,  
Govt. of Tripura, Agartala.

**Sub: - Guidelines for the scheme "Support for Seminar/Workshop/ Symposium etc. (to be followed from 01.04.2013 onwards).**

Sir/ Madam,

As you might be already aware of, the NEC Secretariat has been implementing a Plan Scheme "Support for Seminar/ Symposium/ Workshop". In this regard, the NEC Secretariat felt that the existing guidelines of the Scheme needed some revision and a copy of the Guidelines outlining the coverage, scope and eligibility criteria etc is, therefore, enclosed herewith for kind information. As per the eligibility mentioned in the guidelines, it is requested to recommend and forward to us suitable proposals for further examination at our end which we can consider for sanctioning of financial assistance, subject to availability of fund with the NEC. The guidelines can also be seen in the NEC website at [www.necouncil.nic.in](http://www.necouncil.nic.in).

Yours faithfully,

Encl: As above

*D.L. Wankhar*  
(D.L. Wankhar)  
Director (E&M)

Copy to:

PSA-NIC, NEC Secretariat with a request to upload the information note and guidelines in the NEC Website. Also, it is requested that the existing guideline available in the website **should be replaced** with the present guidelines.

Office of the Principal Secy.  
to the Government of Assam  
P&D Department  
Dispur, Guwahati-781006  
Dy. No. 309  
Date 18.7.13

891  
3/8/13

Sri Kishan  
1.8.13

D/E

**GOVERNMENT OF INDIA  
NORTH EASTERN COUNCIL SECRETARIAT  
NONGRIM HILLS: SHILLONG-793003**

**Subject: Guidelines for the scheme "Support for Seminar/Workshop/Symposium etc. (to be followed from 01.04.2013 onwards)**

**I INTRODUCTION**

It is common knowledge that the North Eastern Region is lagging behind the rest of the country in terms of physical and socio-economic infrastructure. There is, therefore, a need for people and institutions within the region to meet and discuss / deliberate in seminars, workshops, etc. from time to time the various developmental issues with a view to identifying the precise problems that have been the root causes of the social and economic malaise and then coming up with well thought out remedial measures for the benefit of policy makers and planners who are supposed to devise a more effective strategy for the removal or amelioration of those debilitating conditions. Hence, the NEC Secretariat deems it absolutely essential to support regional summits, seminars, symposia, etc being organized by the universities, colleges, institutions, think tanks and organizations of repute and excellence subject to availability of funds. In addition, some events of a socio-cultural nature organized outside the NE Region by NER- based groups of good standing and repute for creating better awareness of this region and its people in other parts of the country and also to deal with unforeseen exigencies may also be supported on a selective basis. However, not more than 5% of available fund during a financial year may be spent for such events.

**II COVERAGE**

1. Seminars, workshops, symposia etc. on topics directly relevant to development of agriculture and allied activities in the North Eastern Region.
2. Seminars, workshops, symposia etc. on topics directly relevant to industrial and human resource development in the North Eastern Region.
3. Seminars, workshops, symposia etc on topics directly relevant for development and promotion of marketing and trade on agro-horticultural and industrial products in North Eastern Region.
4. Seminars, workshops, symposia etc on subjects directly related to public health and on topics of common concern of all citizens.
5. Seminars, workshops, symposia etc on topics which the Secretary, NEC considers to be of prime importance and relevance for the socio-economic development of the North Eastern Region and socio-cultural events organized outside the North-East by NER- based groups and also to deal with unforeseen exigencies which the Secretary, NEC deems to be deserving of NEC support.
6. Council Meeting and Sectoral Summits to review performance of sectoral programmes of NEC and NER.

### **III. ELIGIBILITY CRITERIA:**

1. Only proposals relating to seminars, workshops, symposia, summits etc., which are regional in nature being organized by the universities, colleges, institutions, think tanks and registered organizations are eligible for NEC funding subject to availability of funds and events of a socio-cultural nature organized outside the NE Region by NER-based groups subject to the condition that not more than 5% of the outlay on this particular scheme during a financial year may be spent outside the region.
2. A proposal is treated/considered/interpreted as regional in nature if it is accompanied by a write-up justifying that it benefits more than one Member State and/or the people or academic communities of the NER as evident by the strength/numbers of participants from the member States.
3. Such proposals shall be accompanied by the detailed budget estimate indicating clearly the scheme components/items of expenditure and the proposed financial assistance sought from other funding agencies in addition to the NEC.
4. In the case of State/Private universities, colleges and other institutions, registered NGOs, Traditional Institutions, PSUs, Autonomous Bodies and other recognized bodies, the applications should be routed and recommended by the concerned State Government Department and should be forwarded by the Planning Department of the concerned State Government of the NER, except for Central Government Institutions. However, the NEC Secretariat reserves the right to consult the constituent State Governments in respect of certain proposals received from Central Government institutions which may require their views, comments and advice in case they are perceived to be of a sensitive nature.
5. Council Meetings and Sectoral Summits to review performance of sectoral programme are also to be funded under this budget/fund provision.

### **IV TERMS AND CONDITIONS**

1. The prescribed check-list will have to be filled up by the applicant with full information as required (PROFORMA is at APPENDIX-I).
2. Such proposals shall be accompanied by the general Check List, CPMS check-list and Bank's RTGS Code in case of banks other than the State Bank of India and other information as required by the NEC Secretariat from time to time. The organizers shall ensure that the banks in which they maintain their accounts have core banking facilities.
3. Publication of not less than 30 (thirty) copies of the proceedings of the seminar, workshop, symposium etc., in a proper booklet form containing papers presented by resource persons, conclusions and recommendations on the basis of deliberations/discussions shall be made and the same should be sent, free of cost, to the institutions, colleges, universities etc. as per mailing list to be given along with the administrative approval-cum-Sanction Order of the NEC Secretariat, Shillong. A copy of the forwarding letter with 3 (three) copies of the proceedings and papers presented should be sent to the NEC Secretariat along with the

12/9

documents mentioned in paragraph 8 of these terms and conditions. This exercise is obligatory/ mandatory on the part of the organizers for availing financial support from NEC.

4. Subject to availability of funds, the assistance of NEC shall be limited to certain expenses considered most essential for the programme like traveling expenses of resource persons, banners, stationeries, refreshment, magazine/souvenir, hiring of audio video facilities, P.A system, LCD projectors, etc. The organizers will have to bear all remaining expenses not covered under NEC grant.
5. Before the NEC Secretariat releases the first installment, the organizers will have to convey in writing their acceptance of all terms and conditions stipulated in the administrative approval-cum-sanction order for financial support for the proposed seminar, etc as the case may be.
6. The sanctioned amount will be released in two installments, and the first installment will be released on receipt of acceptance of the terms and conditions of the administrative approval-cum-sanction order by the Organizers/Recipients.
7. If the organizers fail to discharge or comply with the terms and conditions of the administrative approval-cum-sanction order due to any reason, they shall be liable to refund to the NEC the money released to them along with 18% interest failing which they are liable to be blacklisted.
8. The organizers shall furnish Utilization Certificate for the financial assistance given by NEC and statement of expenditure supported by attested copies of vouchers and audited accounts for the total expenditure incurred for organization of the Conference/Seminar/Workshop/Symposium/Summit etc., within 60 days from the date of completion for consideration of the second installment (PROFORMA is at APPENDIX-II).
9. If the organizers, for any reason, cannot organize the Seminar/Workshop/Symposium etc. on the stipulated date they shall refund the amount already released to them by NEC not later than 15 days after the scheduled date for holding the Seminar/Workshop/Symposium etc, except if the request for re-scheduling the date(s) of the event has been approved by the NEC Secretariat.
10. The organizers should ensure adequate media coverage (both print and electronic) of the seminar, workshop, etc with a view to disseminating the outcome and recommendations to the public at large so that it spreads general awareness and facilitates policy formulation/ decision on the issues raised in such forums.
11. The decision of the Secretary, NEC in regard to interpretation of the terms and conditions of the administrative approval-cum-sanction order shall be final and binding on the organizers/ recipients of the financial assistance for Seminar/Workshop/Symposium, etc.

**CHECK-LIST**

- 1. *Name of the Proposal* \_\_\_\_\_
- 2. *Venue* \_\_\_\_\_
- 3. *Date(s) and Time\** \_\_\_\_\_
- 4. *Name, Address and* \_\_\_\_\_  
*Phone/Fax No. of* \_\_\_\_\_  
*Organizer* \_\_\_\_\_

- 5. *Names & Designation of Organizing Committee Members*
  - (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_
  - (iv) \_\_\_\_\_
  - (v) \_\_\_\_\_
  - (vi) \_\_\_\_\_
  - (vii) \_\_\_\_\_
  - (viii) \_\_\_\_\_

<i>6. Name of Resource Persons</i>	<i>Title of Papers</i>
(i) _____	_____
(ii) _____	_____
(iii) _____	_____
(iv) _____	_____
(v) _____	_____
(vi) _____	_____

*Note; Full address, phone numbers and C.V. of Resource Persons should be given in separate sheets.*

7. Financial assistance availed earlier \_\_\_\_\_  
(if so, name of the programme sponsored)

8. Action taken report on  
recommendations of the earlier  
NEC funded programmes \_\_\_\_\_

9. Number of Participants expected  
to attend the proposed Seminar \_\_\_\_\_

10. Target Groups \_\_\_\_\_

11. Likely impact or result expected \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Total estimated expenditure \*\* Rs. \_\_\_\_\_

13. Sources of funds:

(i) Organiser's own fund \_\_\_\_\_

(ii) Registration fee etc. \_\_\_\_\_

(iii) Other sources (pl. specify) \_\_\_\_\_  
\_\_\_\_\_

(iv) Funds sought from NEC \*\*\*  
Rs. \_\_\_\_\_

Total Rs. \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

- Note:
- \* Detailed programme should also be enclosed by the applicant.
  - \*\* Detailed estimates of expenditure, indicating different items, should be given in separate sheet.
  - \*\*\* Publication of around 30 copies of Seminar papers (along with conclusion and recommendations on the basis of deliberations in the Seminar) in a proper booklet form and sending them free of cost, to the Institutions etc as per the mailing list to be given along with the Sanction order of the NEC Secretariat, Shillong is obligatory on the part of the Organizer for getting financial support from NEC.
  - \*\*\* NEC financial support will be limited to certain items of expenditure only.

FORMS

FORMS GFR 19-A

(See Government of India's Decision (1) below Rule 150)

Form of Utilization Certificate

Sl. No.	Letter No. & Date	Amount (in lakh)
	Total	

1. Certified that out of Rs. .... of Grant-in-Aid sanctioned during the year ..... in favour of ..... Under this Ministry/ Department letter No. given in the margin and Rs. .... On account of upspent balance of the previous Year, a sum of Rs. .... has been utilized for the purpose ..... 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 grants-in-aid payable during the next year.....

2. Certified that I have satisfied myself that the conditions on which the Grant-in-Aid was sanctioned under Plan Scheme have been duly fulfilled are being fulfilled and that I have exercised the following check to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:-

- 1.
- 2.
- 3.
- 4.

Signature.....

Designation.....

Date.....

HJ

### CPSMS Checklist

#### DETAILS OF THE INSTITUTE/ DEPARTMENT RECEIVING FINACIAL ASSISTANCE FOR SEMINAR, SYMPOSIUM, ETC. FROM NEC

Institute's Name: .....

Type of the Institute: (Tick (√) whichever is applicable) [Central Govt./ Central Govt. PSU/State Govt. PSU/State Govt. (Institutions)/ Statutory Body/Local Body/Registered Society (Govt. Autonomous Body)/Registered Society (NGO)/Others(specify)].

Act/Registration No: (whichever is applicable).....

Date of Registration (DD/MM/YYYY): .....

Registering Authority: .....

State of Registration: .....

TIN No. .... TAN No. .... PAN No. ....

Block No./ Building/ Village/ Name of Premises: .....

Road/ Street/ Post Office: .....

Area/ Locality: .....

City: ..... State: .....

District: ..... Pin Code: .....

Contact Person: (Registrar/Finance Officer/Principal/Officer).....

Phone No. of the contact person: .....

Email Address of the Institute: .....

#### Official Bank Account Details of the University/College/Others receiving NEC grants

Bank : .....

Address : .....

Branch : .....

Account No. : .....

Agency Name as appeared in record of the Bank : .....

Bank's RTGS/ IFSC Code No. (for Banks other than SBI) .....

MICR Code No. (In case of State Bank of India) : .....

**Photostat copy of Check Book bearing Organization's/ Institute's Name & Account Number of the respective bank to be enclosed.**

Signature of the (VC/Registrar/Finance Officer/  
(Principal of the College)

**Note:** All the information needs to be filled up compulsorily, particularly Email address and Bank details of the agency/beneficiary.