

Policy for Approving Proposals for Seminars / Symposia / Workshops / Conferences / Debates/ Lecture Series/ Training programmes on Environmental Issues under Research, Education and Training Budget Head of EPCO

About EPCO

The Environmental Planning & Coordination Organisation (EPCO) was established by the Housing and Environment Department of the Government of Madhya Pradesh in 1981.

Over the years, EPCO has steadily grown to become the State's premier organization in the field of environment related matters. It has worked closely with the State Government on various projects; yet it has established its own identity as an autonomous organization. It is a think-tank for environmental matters, but is also project oriented.

EPCO promotes environment education and creation of awareness among all groups of the society through various programmes.

Role of EPCO

As per the Memorandum of Association broad aims and objectives of EPCO are as follows;

- Create public awareness with regard to environment to keep public informed in this field
- Organize and encourage conferences, lectures, seminars, workshops, public debates in matters relating to environment
- Organize education and training programmes for man power development in the field of environmental sciences, technologies and management;

Environmental Awareness and Training Policy

- To promote environmental awareness among all sections of the society.
- To spread environment training, especially in the non-formal system among different sections of the society.
- To facilitate development of training materials and aids in the formal education sector.
- To promote environment awareness programmes/training through existing educational institutions/schools/colleges/scientific/research/universities.

- To ensure training and manpower development for environment education, awareness and training.
- To encourage non-governmental organizations, mass media and other concerned organizations for promoting awareness about environmental issues among the people at all levels.
- To use different media including films, audio, visual and print, theatre, drama, advertisements, hoarding, posters, seminars, workshops, competitions, meetings etc. for spreading messages concerning environment and awareness; and
- To mobilize people's participation for preservation and conservation of environment.

Assistance for Training Programmes

The objective of the providing assistance to organize %Seminars / Symposia / Workshops / Conferences etc.+is to provide a forum to professionals, scientists, environmentalists, other groups of the society to share knowledge and experience on various aspects of environment. Under this programme, financial assistance shall be provided to universities, academic institutions including schools & colleges, non-governmental organisations, Government Departments etc to create environment awareness through Seminars / Symposia /Workshops/ Conferences on identified thrust areas related to environment or any emerging area impinging on technology, innovation in the field of environment.

Who are eligible?

- Any recognized academic/research institution or Government Organisation/undertaking having at least 3 years experience of working in environment related subjects.
- The voluntary / professional organisation / Trust should be registered in Madhya Pradesh since last **3 years** under relevant statutes and its audits & accounts regularly from the date of application in EPCO.
- The applicant organisation should not have been black listed by any Govt. Organisation/Institution.
- Memorandum of Association should permit the organisation to undertake the proposed event.
- If the participating organization fails to give the UC, Statement of Expenditure and Activity Report to EPCO then the organization would not be eligible for grant under the scheme in future.

Documents required

The interested Schools/ Colleges/ Universities/Research Institutions/Semi Government Organizations/ Non Government Organizations (NGO)/Trust etc. Should submit proposal in prescribed format for celebration of environmental calendar days or themes/ thrust areas at least 45 days before such day to Executive Director EPCO.

Quantum of assistance

Financial assistance is only for organizational expenses (excluding hospitality) of the proposed event and not for capital items like construction, equipment, automation etc.

Following are the stipulated amounts for various categories of events:

	Category	Amount
1.	District level event	Maximum Rs. 1,00,000/-
2.	State level event	Maximum Rs. 2,00,000/-
3.	National level event	Maximum Rs. 5,00,000/-
4.	International level event	Maximum Rs. 10,00,000/-

District Level Event- Participation of the people from the district.

State Level Event- Participation of the people from the different areas of the state.

National Level Event- Participation of the people from the different state of the country.

International Level Event- Participation of the people from outside the country.

The Internal Screening Committee of EPCO can consider recommending higher or lesser quantum of assistance in such case(s) as it considers appropriate.

Approval-

1. The proposals having estimated expenditure above Rs. 5 lacs shall be approved by the DG, EPCO.
2. The grant shall be granted to the institution/NGOs only once in a financial year. The grants cannot be claimed as a matter of right. It shall be the discretion of EPCO.

Liability of the Organisation/ Institution

1. Organisation/institution should submit report along with photographs/ news cutting/ video coverage/ resource material etc. after completion of the event within 15 days.

2. Utilization certificate along with expenditure statement and details to be submitted by the organization for the whole spent amount (organization share + EPCO assistance).

Activities to be covered

- i. Seminar/Symposium/Conference/Workshop
- ii. Orientation Programme/Lecture Series.
- iii. Technical training.
- iv. Awareness/Public Participation programme/Rally.
- v. Competition- Painting/Essay/Poster/Slogan/Quiz/Singing.
- vi. Media coverage/Film Shows/Nukkad Natak/Dramas/Cartoon Films.
- vii. Any other innovative activity

Stages of providing grant

1. In advance prior to start programme- 50%
2. Completion of programme . 50%

How to apply?

The prescribed application form can be either obtained from the EPCO or downloaded from EPCO's Web Site <http://www.epco.in>

Honorarium for professional experts

1. Honorarium for guest speakers/celebrities-

Minimum honorarium for guest speakers/celebrities of international recognition will be Rs. 5000/- per day. TA/DA of domestic travel to Bhopal will be paid on submission of original bills or the same will be arranged by EPCO. The extent of TA/DA admissible shall be decided by D.G.

2. Honorarium for Expert lecture-

Rs. 1000/- per lecture and for out station expert TA/DA for travel & stay will be paid on actual basis on submission of original bills (This will be limited to the to & fro second class A.C. fare of sleeper class and single occupancy A.C. room charges upto Rs. 2000/- + Rs. 400/- transportation charges per day.

Thrust areas/ Themes

Proposals on above activities to be covered for financial assistance should have focus on environment related subjects and or environmental awareness amongst masses. EPCO has identified the following thrust areas:-

1. Climate Change related issues with focus on Adaptation and Mitigation.
2. Bio-diversity Conservation.
3. Forest conservation.
4. Trade and environment.
5. Industry and sustainable development.
6. Environmental Impact Assessment and audit.
7. Green Economy and Sustainable Development.
8. Water Conservation & Management.
9. Environmental health.
10. Waste management.
11. Environmental legislation and enforcement.
12. Socio-environmental aspects and environmental economics.
13. Environmental Awareness.
14. Land degradation.
15. Renewable energy - solar, wind, biogas, etc.
16. Vermi-composting & organic farming.
17. ECO Tourism.
18. Green rating and environmental audit.
19. Human habitation.
20. Water/Air/Noise pollution.
21. Any other related subject.

**Application form for the Organisation/Institution for
Financial Assistance for Organising Seminar/Symposium/
Conference/Workshop etc. from EPCO**

1. Title of the Programme :
2. Name :
3. Address :Pin Code.....
4. Phone No. :
5. Mobile No. :
6. Fax No. :
7. Website :
8. Email id :
9. Activities of the organization/institutions: Enclosed Annual Report if any.
10. Designation of person authorized to receive financial grant from EPCO (Details for transfer of funds electronically as per annexure-4):
11. Status /Category of the organization/Institution i.e. Registered Society/ Academic institution/ University/ College/ School (Govt./ Private)/ Government Department/Non-Governmental organization/ Others (Specify) :
.....
12. Registered Society should enclosed following documents-
 - Registration Certificate.
 - Memorandum of Association.
 - Bye-laws.
 - Audited Statement of Accounts for last three preceding years.
 - Annual report.
13. In case of an international event, whether clearances of the concerned authorities have been obtained?
14. Brief statement of objectives of the event, including main topics to be discussed and their relevance to environment:
 - Topics/Themes to be discussed.
 - Relevance to thrust / themes areas (Refer Annexure-2).
 - Expected Outcomes/Outputs from the event.

15. Details of technical programme of the event i.e. technical sessions, subjects, key resource persons and their organization including keynote speakers. (Enclosed a copy of the programme).
16. No. of participants and target groups in the proposed event.
17. Do you propose to publish the proceedings?
18. Financial Assistance required from EPCO (Budget Break up): [Payment to experts as per Annexure-I]
19. Any other sources of funding:

.....

20. Have you received any grant during the past

3 years from the EPCO or any other organization?

 Yes

 No

If yes, specify them and provide details thereof:

Sr.No.	Financial Year	Source	Amount in (Rs.)
1.	Year in which the proposed event falls (2012-13)		
2.	2011-12		
3.	2010-11		

21. Whether Utilization Certificate(s) and audited statement (s) for the previous grant(s) received from EPCO have furnished?
22. In the case of submission of proposal for the first time, an undertaking should be given for submission of UC and audited statement of expenditure after completion of event within 15 days.
23. Reference letter from Secretary of the concerned State Govt. Department/ Divisional Commissioner/Collector/Conservator of Forest/District Forest Officer/ Commissioner Urban Local Bodies/Chief Municipal Officer of local body/ Chief Executive Officer, Jila Panchayat in case of the District/State level programme.
24. 25% Contribution of organization-
 - Financial.....
 - Non-financial.....
25. The rates of payment to subject experts will be as per **annexure-1**.
26. A proposal of Government Department/undertaking/academic/research institution etc. should be forwarded by the Head of the organization.

Verification: The facts and information given in this Performa are true to the best of my knowledge and belief. Also no person associated with the above mentioned Organization seeking financial assistance through this application is working in EPCO or any other Government agency to which proposal for funding has also been submitted.

Date:

Signature and seal
of the applicant with
full name, designation & address

Details required for transfer of funds electronically:

Electronic Clearing System (ECS) (For local disbursement)

1. Bank Account Number (Both in Figures & Words)
2. Nine Digit MICR Code
3. Beneficiary's Name
4. Amount
5. Photocopy of Front Page of Pass Book

Real Time Gross Settlement (RTGS) (For out station disbursement)

1. Name.
2. Address of Beneficiary.
3. Name of Beneficiary's Bank, Branch and Address.
4. IFSC Code of Beneficiary's Bank Branch.
5. Type of account (Saving Bank/ Current/ Cash Credit).
6. Account No.
7. Amount (Minimum amount of remittances under the scheme will be Rs.50,000.00).
8. Photocopy of Front Page of Pass Book.