

GUIDELINES FOR FINANCIAL ASSISTANCE CONFERENCE/WORKSHOP/SEMINARS

The Commission may identify areas where awareness regarding some social/legal issues is required through seminars/workshops/conferences. Also organisations or institutions may identify some issues wherein discourse is required and hence they need to conduct workshop. Maharashtra State Commission for women sponsors such conference/workshop/seminar etc

Seminars/Workshops/Conferences

Seminars/Workshops/Conferences are organized for obtaining view points and suggestions from cross-sectional society/ stakeholders in order to formulate suitable policy recommendations for consideration of Government. The Commission may identify areas or topics of national interest concerning women where Seminars/ Workshops/ Conferences are required as inputs for policy making/implementing bodies and only entertain proposals on the topics identified each year by the Commission.

Through Seminars, Workshops and Conferences, the Commission engages with the civil society groups, academicians, gender rights activists and other stakeholders working for women's right and empowerment. The organizations who are willing to conduct seminars/ workshops/ conferences are expected to submit proposals on issues related to women as identified by the Commission every year. During the Seminars/Workshops/Conferences, it is expected that organizers will ensure dissemination of complete information about issues under discussion, free and independent exchange of ideas will come forth and suitable recommendations will be made to the Commission. The reports and recommendations received on the deliberations are important for the Commission in formulating policy as well as for making recommendations on legal issues to Government of India.

Note: In all the seminars/ workshops/ conferences, MSCW will be an active partner.

Eligibility criteria for conducting seminars / workshops / conferences

A. Who are eligible to apply

- a. Universities
- b. Autonomous bodies, research organizations
- c. Non-Governmental Organizations at the State/National level with proven research capability registered under relevant statute in India e.g. Societies Registration Act, 1860, Public Trusts Act of various States, etc.
- d. All UGC approved academic institutions engaged in research activities/gender studies

B. Documents required for determining the eligibility of organizations

- a. For Non-Governmental Organizations:
The eligible organizations applying for grant of financial assistance are required to send their application form as per the format given in Annexure I along with the following document:-
 - i. Brief profile of the organization
 - ii. Certified copy of Registration Certificate with minimum three years of registration and experience
 - iii. Certified copy of Memorandum and Articles of Association clearly mentioning that the organization can undertake women related activities including Seminars/ Workshops/ Conferences as one of the objectives of the organization
 - iv. Certified copies of the Audited statements of accounts for the last three years
 - v. Certified copies of the Annual/ Activity Report of the last three years
 - vi. Brief of the proposed programme, clearly stating the objectives, target group and expected outcome
 - vii. Detail of the Resource persons and the Rapporteur *
 - viii. Geographical area to be covered in the proposed programme
 - ix. Tentative date and venue of the programme
 - x. The organization seeking financial assistance has to submit an undertaking as per the format given at Annexure- III

- b. For Universities/ Government organizations/ autonomous bodies/ research organizations/ UGC approved Academic Institutions etc:-
 - i. Brief profile of the organization
 - ii. Brief of the proposed programme, clearly stating the objectives, target group and expected outcome
 - iii. Detail of the Resource persons and the Rapporteur *
 - iv. Geographical area to be covered in the proposed programme
 - v. Tentative date and venue of the programme
 - vi. The organization seeking financial assistance has to submit an undertaking as per the format given at Annexure- III

*** It is mandatory to have a Professional Rapporteur who will ensure the detailed noting for the preparation report of the seminar/ workshop/ conference. The Rapporteur should be proficient in English/ Hindi/ Local languages (as applicable) and the report is to be delivered to the Commission in English/ Hindi.**

C. The financial norms for conducting Seminars/ Workshops/ Conferences *

S. No.	Items of expenditure (with cost ceilings)	Financial norms (maximum)
1.	Material for participants	Rs.175/- per participant
2.	Hall charges	Up to : Rs.35,000/- per day for metro cities. Rs.20,000/- per day for A Class City. Rs.10,000/- per day for B&C Class cities.
3.	Accommodation of Resource Persons	Per head actual charges or up to: Rs.2,500/- per day for metro cities. Rs.1,500/- per day for A Class City. Rs.1,000/- per day for B & C Class cities. Rs.350/- per day for rural areas.
4.	TA /DA to the participants	As per Govt. of Maharashtra Rules
5.	Honorarium to Resource persons	Rs.2,000/- per resource person (Maximum of 10 resource persons per programme)
6.	Working lunch and tea	Rs. 200 per person
7.	Professional Rapporteur	Rs. 2,000/- to Rs. 5,000/- (as per the expertise of the Rapporteur)
8.	Contingency including postage charges etc.	Rs.25,000/-

9.	Miscellaneous expenditure (including photography, banner, advertisement etc)	Rs.35,000/-
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*** The Commission may approve item-wise/head-wise expenditure for Seminars/Workshops and Conferences commissioned for probing specific issues/concerns related to women, as and when required. Such exceptions may be made in cases where the Commission approaches Govt. Bodies/Autonomous Bodies/renowned Universities etc for conducting such Seminars/Workshops and Conferences. Consultations, if required, will precede the seminar and the recommendations made in the consultations will converge in the seminar.**

D. Terms & Conditions

- a. The proposal will be examined on the basis of eligibility, experience and competence of the organization. The proposal would further be examined on the basis of the relevance of the topic proposed and the brief write-up mentioning the objectives and expected outcome of the seminar/ workshop/ conference.
- b. The Non-Governmental Organizations/ Private Academic Institutions would be required to submit a Bank guarantee of 25% of the total sanctioned amount before release of the funds. The format of the Bank Guarantee is as per Annexure –IV. *(The bank guarantee may be forfeited and the amount released to the organization may be refunded through the bank guarantee, in case the organization is unable to complete the seminar/ workshop/ conference within the stipulated time period or is unable to submit a satisfactory report as per the format given in Annexure II or in case the report is not approved by the Commission).*
- c. Government departments, Universities, Colleges or any Academic Institutions fully or partly funded by the Government are exempted from the condition of submission of bank Guarantee, MOA, Annual and Audit reports.
- d. The financial assistance will be released in two instalments. 70% of the sanctioned amount will be released after the proposal is approved by the Commission. The balance amount will be released after the submission of the original utilization certificate as per the

format given in Annexure VI of the complete sanctioned amount signed by Chartered Accountant, audited accounts of the expenditure, original bills & vouchers (there should be a revenue stamp for cash payment of more than Rs. 5,000/-) and 10 copies of the report of the programme along with a CD of the report and programme both. The release of the final installment will be subject to approval of the report of the programme.

- e. The original utilization certificate as per the format given in Annexure VI of the complete sanctioned amount along with other documents should be submitted within a month from the date of organizing the seminar/ workshop/ conference.
- f. The organization/institutions receiving financial assistance from MSCW have to display standard banner size of 6' X 3' with Logo and name of MSCW in font size of 8" - 10" clearly stating the title of the Seminar/ Workshop/ Conference, date and venue.
- g. Proforma of application for financial assistance and format of the report of the programme are given at Annexure- I & II respectively.
- h. The organization should invite Chairperson, Members of the Maharashtra State Commission for women well in advance for attending the programme.
- i. No equipment/asset will be purchased out of the assistance given by MSCW.
- j. Unspent portion of the assistance will be refunded to the MSCW.
- k. Separate accounts of the Programme will be maintained and the same will be subjected to test check by the Commission through its representative.
- l. In the event of violation of any of the terms and conditions of sanction, the organization will have to refund the entire amount sanctioned, to the Commission on demand or such part thereof along with penal interest as per the government rates.

The Commission will not be responsible for funding any programme organized prior to the release of first instalment.

Proposals may be sent by Speed Post or Registered AD

To,

Member Secretary

Maharashtra State Commission for Women

Gruhnirman Bhavan (Mhada Building)

Mezzanine Floor, Bandra (East)

Mumbai – 400 051

Ph: 022 – 26590778/0474

Fax: 022 26591541

Website – www.mscw.org.in

ANNEXURE-I**Form of application for grant of financial assistance for Research / Studies.**

Note: Application is to be submitted in duplicate. Incomplete application will not be entertained

1.	Name of the organization with Complete Postal address with Telephone No. and E-mail Id.	
2.	Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)	
3.	i. Particulars of the present members of Executive Body / Board of Management; Date on which it was constituted and tenure.	
	ii. Name of the person and his /her designation nominated or authorized to act on behalf of the organization.	
	iii. Name of the Project Director, his Telephone number, fax number, mobile number and E-mail ID	
4.	Details of the Seminar/Conference/Workshop for which grant-in-aid is sought: i. Title ii. Brief write-up on the proposed topic	

	iii. Objectives iv. Geographical area to be covered v. Target group				
5.	Expertise/experience that the organization has in planning and implementing such Seminars/conferences/workshops(Details of one or two such programme recently organized to be given)				
6.	Financial assistance sought with Break-up of cost estimates (item-wise)				
7.	Tentative date(s) of the programme and venue				
8.	Details of Resource Persons (Please attach a separate sheet)	Name	Designation	Specialization	Office Address & Contact no.
9.	Is it proposed to receive grant/funds from any other source for the same purpose or activity to which this application pertains? If so, details thereof may be provided.				
10.	Additional information if any				

11.	List of documents attached: <ul style="list-style-type: none"> i. Certified copy of Registration Certificate ii. Certified copy of Memorandum & Articles of Association iii. Certified copy of Audited statement of accounts for the last three years iv. Certified copy of Annual Report for the last three years v. Undertaking as per Annexure IV of Guidelines 	
<div style="text-align: right;">Signature & Designation With seal/stamp</div>		

ANNEXURE - II

Format for the Report of Seminar/Workshop/Conferences

A) Cover page –

- a) Title of the Seminar/Workshop/Conferences
- b) Name and address of the organization holding the Seminar/Workshop/Conferences
- c) Details of the funding organization (i.e. Maharashtra State Commission for Women) to be given prominently at the bottom of the cover page

B) Introduction

- a) Background Note of the subject matter of the Seminar/ Workshop / Conferences
- b) Objectives of the Seminar/Workshop/ Conferences

C) Methodology

Outline of the Procedure adopted for conducting the Seminar/Workshop/Conferences

D) Proceedings

A brief on inaugural function, if any. Session-wise Summary of Deliberations / lectures/presentation

E) Observations

F) Recommendations/Action Points

- a) Those relating to Local Administration and/or its agencies
- b) Those relating to State Administration and/or its agencies

- c) Those relating to Govt. of India and/or its agencies

Note: Include suggestions as to how the problems raised in the seminar/workshop could be redressed and identification of Departments/agencies for implementation of the recommendations.

Annexure:

- i. List of dignitaries participated
- ii. List of Resource persons/experts
- iii. List of Participants
- iv. Presentations, if any, made by experts
- v. Photographs of Seminar/Workshop
- vi. CD of the Report

**ANNEXURE -
III**

(On Stamp paper for Rupees One Hundred only)

UNDERTAKING

FOR SEEKING ASSISTANCE FOR
SEMINARS/WORKSHOP/CONFERENCE

.....
....

..... (The name of the organization hereby
agrees/agree to be responsible for:-

- (i) Proper administering and managing of the funds exclusively for the work for which financial assistance is granted by the Maharashtra State Commission for Women; and
- (ii) To refund full amount with interest thereon in case of misuse or unauthorized use of funds for purposes other than those indicated in the Sanction Order of Maharashtra State Commission for Women; or for withholding or suppressing any information regarding the funds/grants from other official sources in respect of the project for which sanction has been awarded.
- (iii) The organization has not been blacklisted or any disciplinary action initiated against the organization by any Govt. / Semi-Govt. or Autonomous Bodies.
- (iv) The organization is not receiving funds from any other source for undertaking this programme

Signature
Name
On behalf of

(Name of the organization and
seal) With full address, telephone
& PAN No.

Signature of Witnesses:

- 1. _____

- 2. _____

ANNEXURE- IV

BANK GUARANTEE FORMAT

Pay and Accounts Officer

B.G.No.

Maharashtra State Commission for Women
Gruhnirman Bhavan (Mhada Building)
Mezzanine Floor, Bandra (East)
Mumbai – 400 051

B.G.Date
BG AMT(Rs.)

VALID UPTO:

In consideration of the Government of Maharashtra, Maharashtra State Commission for Women, Gruhnirman Bhavan (Mhada Building) Mezzanine Floor, Bandra (East) Mumbai – 400 051

which expression shall unless repugnant to the context or the meaning thereof includes its successor administrator and assign having awarded towith its registered head office at(hereinafter referred to as the Grantee Institution/Organization which expression shall unless repugnant to the context or the meaning thereof includes its successor administrator and assign a grant by issue of owner letter No..... Dated..... and the same having been unequivocally accepted by the Grantee Institution / Organization resulting in a Contract bearing No..... valued at Rs..... (Rupees.....only) for (scope of contract) and the Grantee Institution/Organization having agree to provide a Contract Grantee for faithful performance of the entire Research Study / Seminar / Workshop / Conference to the approved amount of the grant equivalent to Rs..... (Rupees.....only). to the owner on demand.

2. We Bank do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely or a demand from the Government stating that the amount claimed is required to meet recovered due or likely to be due from the said organisation. Any such demand on the Bank shall be conclusive as regard the amount due and payable by the bank under this Bank Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only).

3. We undertake to pay to the Government any money so demanded not withstanding any dispute or disputes raised by the Grantee Institution / Organization in any or proceeding pending before any court of Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment to made by us under this Bond shall be valid

discharge of our liability for payment there under and the contractor shall have no claim against us for making such payment.

4. We,, Further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said award letter and that it shall continue to be enforceable till all the dues of the Government or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Member Secretary, MSCW on behalf of the Government certifies that the terms and conditions of the said work has been fully and properly carried out by the said grantee and accordingly discharge the Guarantee.

5. We,, further agree with the Government that the MSCW shall have the fullest liberty without or consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said grantee from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said grantee and to forbear or enforce any of the terms and conditions relating to the said Research Study / Seminar / Workshop / Conference and we shall not be relieved from our liability by reason of any variation, or extension being granted to the said grantee or for any forbearance act or omission on the part of the Government or any indulgence by the MSCW to the said Grantee Institution/Organization or by any such matter or thing whatsoever which effect of so reviling us.

6. This Guarantee will not be discharged due to the change in the constitution of the bank or grantee.

7. We,, lastly undertake not to revoke this Guarantee except with the previous consent of the Government in writing.

8. This guarantee shall be valid upto unless extended on demand by MSCW. Notwithstanding anything mentioned above or availability against the Guarantee is restricted to Rs.....(Rupees.....only) and unless a claim in writing is lodged with us within six months of the date expiry of the extended date of expiry of this Guarantee all our liabilities under this Guarantee shall stand discharged.

Dated:

For (Indicate the name of the Bank)

ANNEXURE - V

On letter head of the Organization

Dated:.....

To,
Member Secretary
Maharashtra State Commission for Women
Mumbai

Subject: Acceptance letter

Madam/Sir,

With reference to your letter vide No.....
dated.....regarding the approval of Research/ Study/ Seminar/
Workshop/ Conference, I am pleased to inform you that the
organization.....is willing to conduct/ organize the
same as per your terms of reference.

Yours faithfully,

Authorized Signatory of the Organization

ANNEXURE – VI**GFR 19-A****[See Rule 212 (1)]****Form of Utilization Certificate**

Sr. No	Latter No. and Date	Amount	Certified that out of Rs..... of grant –in-aid sanctioned during the year 2017-18 in favours of
1		 under this MSCW letter no. given in the margir and Rs. Nil on account of unspent balance of the previous year, a sum of Rs..... has been utilized for the purpose of organizing for which it was Sanctioned and that the balance of Rs. Remaining unutilized at the end of year has been surrendered to MSCW (Vide No.Date.....)/
	Total:-		

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised:-

- 1
- 2
- 3
- 4
- 5

Signature.....

Designation.....

Date.....

C.A. Firm Registration no.....