

Guidelines for grant of Financial Assistance for Seminar

2023 – 2024

**National Commission for Women
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The National Commission for Women has identified the Topics/Thrust Areas, listed below, for organizing Seminars for the F.Y. 2023-24

Topics for Seminar

- I. Women and Health**
- II. Women in decision making roles in Corporates**
- III. Women farmers/daily wage laborers in relation to Migration**
- IV. Challenges faced by women of Denotified tribes**
- V. Sex workers and their children(Legal,educational,health and occupational challenges)**

2. National Assessment and Accreditation Council(NAAC) or NBA Certified Universities /Research Bodies/Institutions of National Importance, reputed NGOs and academic institutions/bodies may upload their proposals for organizing Seminar on the above topics through online mode at NCW website <http://ncw.nic.in> latest by **30 May 2023**.

3. **Online submission of proposal shall commence on 01.05.2023**

4. **Incomplete proposals or proposals received after the last date will not be entertained.** The Commission reserves the right to select the organization based on their eligibility, capability, area of work, expertise, etc. **No correspondence on reasons for non selection of the proposal will be entertained by the Commission. No proposal received by e-mail/hard copy or by any other mode will be entertained.**

5. Organizations / Institutions are advised to go through the guidelines relating to Seminars available on the website of the Commission.


(James Miahlung)

Deputy Secretary

National Commission for Women

Guidelines for grant of Financial Assistance for Seminars

1. Introduction:

The National Commission for Women has been providing financial support for conducting seminars by Colleges, Universities, State Commissions for Women, Non- governmental organizations, etc., with the objective of getting an insight into the relevant subject and also throwing up recommendations for better implementation or even modification of the existing policies/ programmes / schemes/projects relating to welfare and empowerment of women. Such seminars also provide a forum for sharing knowledge, information and experience of participants and resource persons on the subject of the seminar. Such experience sharing could be helpful in better dissemination of the required information and also lead to better execution of schemes, etc. at the ground level.

The Commission has, with a view to simplify the procedure to be followed in such cases, and to ensure improved outcomes of such seminars, revised the guidelines for conducting/organizing seminars for which financial assistance is provided by the Commission. The revised procedure is detailed in subsequent paragraphs.

These guidelines will be applicable to the proposals for the Financial Year 2023-24

2. Time Schedule:

In the ordinary course, the subjects, for conducting seminars were identified by the Commission every year and these will be disseminated through the Website of the Commission to all concerned. The Commission may, in its discretion, also issue abbreviated advertisements in appropriate journals/news papers, etc. for wide dissemination of information in this regard.

A proposal for undertaking Seminar will be required to be submitted through the online portal of the Commission within one month from the date of notice being placed on the Website of the Commission.

A proposal seeking financial assistance for conducting a seminar from the National Commission for Women is to be submitted only through online portal at <http://ncw.nic.in> . The proposals received through on-line portal before the stipulated last date only will be

entertained.

The Commission will process and finalize the list of proposals to be funded by the Commission within one month after the last date for submission of proposals.

In cases, where such proposals are approved by the Commission, the first installment of the approved amount shall be required to be drawn within the same financial year after submission of such documents and subject to the terms and conditions detailed in these guidelines or decisions of the Commission. The seminar will also need to be conducted within six months from the date of sanction order in the same Financial Year. The second installment may, however be released in the subsequent financial provided all required documents have been submitted within three months of the date of organizing the seminar.

3. Eligibility for financial assistance for Seminars and release of such assistance:

A. Institutions namely Universities including Deemed to be Universities, Colleges should be National Assessment and Accreditation Council (NAAC) accredited with a minimum B grade/Institute of National Importance/National Law Universities shall be eligible for grant of financial assistance in accordance with the procedures stipulated in these guidelines (NAAC Accreditation must be valid in current year)

B. Non-governmental organizations (NGOs) having valid registration in current year with NITI AYOOG shall be eligible for grant of financial assistance in accordance with the procedures stipulated in these guidelines. For NGOs, Working on women related issues must be part of its mandate in accordance with its bye-laws/Memorandum/Articles of Association, etc. No organization blacklisted as per details specified in the guidelines relating to seminars will be eligible to apply. Similarly, organizations blacklisted by State or Central Government, or any of their statutory / autonomous bodies shall also not be eligible to apply for grant of assistance for conducting Seminars. **NGO's must certify that they have not violated the Rules of FCRA Regulations and that they have not been blacklisted by any Department of the Government of India.**

Component-wise permissibility of funds has been programmed in the format required to be filled up on the online portal.

All non-governmental organizations (NGOs) will be required to indicate their registration number with the NITI AYOOG. As stated earlier, no organization without valid registration

with NITI AYOJ will be eligible to submit a proposal to the National Commission for Women for conducting a seminar.

All proposals should have the details of resource persons proposed to be engaged for the seminar and it will be ensured that at least 60% of the resource persons attend the seminar and the replacement, if any, are brought to the notice of the Commission and such replacements are equally competent in the relevant area.

Every proposal submitted should be accompanied by an undertaking that the organization has not been blacklisted by any organization of the Government of India or State Government or any Constitutional/ Statutory body/other authority under such Governments as in format mentioned in [Annexure I](#).

List of documents to be uploaded along with Proposal are provided at [Annexure III](#).

The organization conducting the seminar shall also comply with all terms & conditions specified in the sanction letter/order.

4. Assessment of proposals:

The proposals received through the online portal shall be evaluated either by the Commission on its own or through expert panel(s)/committee(s) selected by the Commission for the purpose. The expert panel/committee shall, where so constituted, make suitable recommendations to the Commission for acceptance or revision or rejection of proposals examined by it.

The expert panel/committee, *referred* to above and the National Commission for Women shall while making recommendations, *inter alia* take into account i) the relevance of the topic of the seminar to the area identified by the Commission; ii) capability of the organization as evidenced by the qualification, experience and quality of resource persons to be associated with the seminar; iii) past record of the organization in organizing seminars particularly in cases where these are undertaken in collaboration with the National Commission for Women; and iv) quality of the proposal especially from the perspective of women's welfare and empowerment.

In cases, where in the opinion of the Commission, the outcome of seminar can be improved, the Commission may suggest changes in the scope or any other parameter. In such cases, the

organization which had applied for approval of the proposal shall be given the opportunity to modify the proposal in such time-frame as may be specified by the Commission in individual cases. The proposals where suggested changes are not made shall not be considered for approval by the Commission.

The Commission shall, keeping in view all relevant facts, upload details of seminars approved by it on its website.

The Commission may, where considered appropriate, advise improvement in the report rendered after completion of the seminar.

5. Release of Funds and submission of seminar report:

The funds for organizing a Seminar approved by the Commission shall be released in two installments, each equivalent to 50% of the sanctioned amount.

The NGO concerned shall, in case of approval of its proposal, be required to submit a 'Bank Guarantee' equivalent to the amount of the first instalment to be released. The first instalment of the sanctioned amount will be released only after receipt of a valid bank guarantee in the prescribed format ([Annexure II](#)). The bank guarantee so submitted should be valid for a period of six months after the scheduled date for organizing the seminar. It will be the responsibility of the organization conducting the seminar that, where applicable, the validity of the required documents such as '**Bank Guarantee**, etc, is extended suitably well in advance of the expiry of the validity of the bank guarantee.

The bank guarantee shall, however, not be required if the proposal is from a recognized University, Government organization, ICSSR sponsored institution, autonomous body/ research organization authorized to award academic degrees, UGC approved academic institution provided the organization concerned undertakes ([Annexure I](#)) to ensure that the seminar will be conducted / organized within the time permitted by the Commission and also agrees to refund the entire amount released by the Commission with interest, if the seminar is not conducted within the permitted time, or in the opinion of the Commission, the outcome of the seminar in terms of its recommendations, number of participants and quality of resource persons, etc. is not of the desired standard/quality.

The Commission shall, in selected cases, depute its representative as observers to the seminar.

The organization shall submit a report within one month of the seminar having been organized. The report should include details of the topic(s) discussed, summary of views expressed by resource persons, their details and the recommendations that emerged from the deliberations of the seminar to be implemented at Central, State and local levels. Plagiarism in any form will lead to summary rejection of the report/proposal and other legal consequences will follow.

In cases, where the seminar is not organized within the prescribed time or such further time, as may be permitted by the Commission, keeping in view the special reasons or where the report rendered is not assessed to be of the required standard/quality, the Commission shall recover the amount released. The Commission may also initiate proceedings for recovering of the amount released along with interest @ 12% per annum in any other manner. Procedure stipulated in the guidelines relating to seminar shall be followed in regard to recovery of the outstanding amount.. Such action can be taken in all cases where the terms and conditions specified in these guidelines or in the approval/sanction letter/order are not fulfilled.

On completion of the seminar, the organization conducting it shall submit a copy of a neatly typed and Hard bound Report to the Commission along with bills and vouchers and a **Utilization Certificate in GFR-12A under General Financial Rules, 2017** from the **Chartered Accountant/Competent Authority**. The report should be typed in font size 12 (Roman or Arial). After receipt of the report, if it is found to be satisfactory by the Commission and the required utilization certificate and bills & vouchers are submitted, the bank guarantees, if any, submitted in relation to that seminar and the balance amount of 50% shall be released.

In case of Government institutions/organizations, certified photocopies of the bills and vouchers and the utilization certificate by the authorized Finance/Accounts Officers will be acceptable. In cases, where either the utilization certificate or bills and vouchers are for a lesser amount, only such lesser amount equivalent to the amount of bills & vouchers shall be released and the case closed.

The organization receiving financial assistance for seminar should not publish the recommendation without prior intimation to the NCW.

The grantee organization will maintain separate accounts in respect of this grant. The accounts will remain open to inspection to the representatives of the National Commission for

Women including the CAG of India.

The decision of the Commission in all cases relating to the standard of Seminar Report shall be final. All disputes relating to any Report/ grant will be subject to the jurisdiction of courts located in Delhi.



Category-Wise Budget Allocation- Seminar

S · N o	Criteria	Description	Maxi- mum allowed Value	Maxi- mum Financial Limit
1	Material for participants	200	250	50000
2	Hall charges	Actual charges or up to: Rs. 25,000/- per day for metro cities, Rs. 15,000/- per day for A class city, Rs. 10,000/- per day for B and C class city	1	25000
3	Accommodation for Resource persons	Per head actual charges or upto maximum for two days	5	30,000
		Rs 3000/- per day for metro cities		
		Rs 2000/- per day for A class city		
		Rs 1500/- per day for B and C class city		
		Rs 750/- per day for rural area		
4	TA/DA to Resource persons	As per Government of India Rules	As per Rule	As per Rule
5	Honorarium to Resource persons	Rs 3000/- per Resource person (Maximum Five Resource persons)	5	15000
6	Working Lunch	Not more than 300/- per head	250	75000
7	Professional Rapporteur	Rs 2000/- to 2500/- as per expertise of Rapporteur (Maximum two Rapporteur)	2	5000
8	Misc.expenditure (including photography, banner, postage, ministerial assistance etc.)	Not more than 15000	1	15000

(On Stamp paper for Rupees One Hundred only)
DECLARATION CUM UNDERTAKING

1. I,..... (Name), Son of Aged years working as.....
..(Designation) hereby solemnly declare that I am competent and authorized to sign and execute
this declaration cum undertaking on behalf of.....(Name of the organization and the address
of the organization/institution)

2. I, Ms./Mr./Dr./Prof..... hereby declare on solemn affirmation that
the organization has neither been blacklisted by the Government or any public body/semi-
government/autonomous organization nor any action has been initiated by any such body to
blacklist it.

3. I, on behalf of the organization, undertake to:

(i) ensure proper administration and management of funds exclusively for the work for
which financial assistance has been granted by the National Commission for Women;

(ii) 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 the National Commission for
Women or for withholding or suppressing any information regarding the funds/grants from other
official sources in respect of this project for which sanction has been accorded by the National
Commission for Women;

(iii) the organization is not receiving any funds from any other source for undertaking this
Seminar or partial funding is being received from... .. to the extent of Rs
..... and a 'No Objection Certificate' from the said organization for
seeking financial assistance from the National Commission for Women is enclosed

Signature

Name On behalf of

(Name of the organization and seal)

With full address, telephone & PAN No.

Signature of Witnesses:

1. _____

2. _____

BANK GUARANTEE FORMAT

Bank Guarantee (BG) No. :

Date of Bank Guarantee :

Date till which BG is valid:

Bank Guarantee amount :

Pay and Accounts Officer, National Commission for Women

Plot No.21, Jasola Institutional Area, New Delhi-110025.

This bank guarantee is being issued in consideration of the National Commission for Women, which expression shall unless repugnant to the context or the meaning thereof include its successor, administrator and assign having awarded a financial assistance vide letter No..... dated towith its registered head office athereinafter referred to as the Grantee Institution/Organization or to Dr./Professor/Ms./Mrs./Mr. address hereinafter referred to as guarantee, which expressions shall unless repugnant to the context or the meaning thereof include their successors, administrators, and assigns and the same having been unequivocally accepted by the Grantee Institution/Organization/individual resulting in a contract bearing No..... valued at Rs..... (Rupees.....only) for (scope of contract) and the Grantee Institution/Organization having agreed to provide a Contract Guarantee for faithful performance of the entire Seminar equivalent to the approved amount of the grant viz. Rs..... (Rupees.....only) to the National Commission for Women on demand.

2. We,..... (Name of the Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the National

Commission for Women stating that the amount claimed is required to be recovered on account of amount due or likely to be due from the said contractor. Any such demand on the Bank shall be conclusive as regards 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 National Commission for Women any money so demanded notwithstanding any dispute or disputes raised by the Grantee Institution/Organization/person in any proceeding(s) pending before any court or Tribunal relating thereto. Our liability under this document, shall be absolute and unequivocal. The payment to be made by us under this BG shall be valid discharge of our liability for payment there under and the contractor/grantee shall have no claim against us for making such payment.

4. We,(Name of the Bank) 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 National Commission for Women by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Joint Secretary, National Commission for Women or any other officer so authorized, on behalf of the National Commission for Women certifies that the terms and conditions of the said work have been fully and properly carried out by the said grantee and accordingly the Guarantee is discharged.

5. We,(Name of the Bank) further agree that the National Commission for Women shall have the full liberty without our 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 the time for the 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 National Commission for Women against the said grantee and to forbear or enforce any of the terms and conditions relating to the said Seminar 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 National Commission for Women or any indulgence by the National Commission for Women to the said Grantee Institution/Organization/individual or by any

such matter or thing whatsoever.

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

7. Lastly, we,..... (Name of the Bank) undertake not to revoke this guarantee except with the previous consent of the National Commission for Women in writing.

8. This guarantee shall be valid upto.....unless extended on demand by the National Commission for Women. Notwithstanding anything mentioned above, our liability 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 of expiry or the extended date of expiry of this Guarantee, all our liabilities under this Guarantee shall stand discharged.

Dated:

For Signature

Name

Designation

(Name of the Bank and its branch)

(Seal of the Bank)

LIST OF DOCUMENTS

A. For Non-Governmental Organizations:

The eligible organizations applying for grant of financial assistance are required to submit their application form 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 is working on women related issues
- iv. Certified copies of the Audited statements of accounts for the last three years Certified copies of the Annual/ Activity Report of the last three years
- v. Brief of the proposed programme, clearly stating the objectives, target group and expected outcome
- vi. Detail of the Resource persons and the Rapporteur
- vii. Geographical area to be covered in the proposed programme
- viii. Tentative date and venue of the programme

B. For Universities/ Government organizations/ ICSSR institutions/ 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-I