

No.16/1/2021/I&PA  
Government of India

भारत सरकार

Ministry of New and Renewable Energy  
नवीन और नवीकरणीय ऊर्जा मंत्रालय  
(Information & Public Awareness Division)

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Block-14, C.G.O. Complex,  
Lodhi Road, New Delhi-110 003.  
Dated :7<sup>th</sup> December, 2021

To

The Pay & Accounts Officer,  
Ministry of New and Renewable Energy,  
New Delhi.

**Subject: Administrative approval of "Information & Public Awareness (I&PA) Programme" for the period 2021-22 to 2025-26.**

Sir,

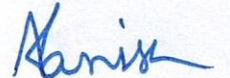
I am directed to convey the sanction of the President of India for continuation of the '**Information & Public Awareness (I&PA) Programme**' at a total outlay of Rs.26.00 Crore for the period 2021-22 to 2025-26. The details of the programme components, implementation methodology, financial assistance and monitoring mechanism are at **Appendix**.

2. The objective of the I&PA programme is to create awareness and disseminate Government of India's plans and programmes in new and renewable energy area. Various means will be deployed for publicizing renewables including through Social Media; Electronic Media; Print Media; Exhibitions and Outdoor Publicity; Media/Students Visits/Workshops; Renewable Energy Tableau for Republic Day; and other media as per requirement.

3. Financial release for I&PA activities will be made in consultation with IFD, and extant rules and procedures as per GFR-2017 norms will be followed.

4. This issues with the concurrence of Integrated Finance Division vide their Diary No. IFD/208/2021-22 dated 25.11.2021 and approval of Hon'ble Minister for Power and NRE.

Yours faithfully,



(A K Manish)

Under Secretary to the Govt. of India  
Tele.:011-24360707 (1003)



Copy to:-

1. PS to Hon'ble Minister for Power and New & Renewable Energy
2. PS to Hon'ble Minister of State for Power and New & Renewable Energy
3. Sr. PPS to Secretary, MNRE
4. All Advisors/Joint Secretaries/JS&FA/Economic Advisor, MNRE
5. PPS to JS(I&PA)/DS (I&PA)
6. Under Secretary (Finance)
7. Cash Section, MNRE.
8. Director of Audit (C.W & M), Special Cell, New Delhi
9. Guard File/Spare copies (5)

Copy for information and necessary action:-

1. The All Heads of State Nodal Agencies
2. The Director General, Doordarshan, New Delhi
3. The Director General, BOC
4. The Director General, AIR
5. The General Manager, NFDC
6. The CMD (IREDA)/ MD(SECI)/DG (NISE)/DG (NIWE)/DG(SSS-NIBE).



(A K Manish)

Under Secretary to the Govt. of India





**INFORMATION AND PUBLIC AWARENESS (I&PA) PROGRAMME FOR THE  
PERIOD 2021-22 to 2025-26**

**1. Introduction**

The role of renewable energy in India has been assuming increasing significance in recent times with the aim towards advancing economic development, improve energy security, improved access to energy and mitigate climate change. In order to promulgate the benefits and usage of renewables to the masses, information dissemination and publicity has to play a crucial role.

In the fast changing technological and policy landscape of renewables, the role of I&PA activities has become vital for creating mass awareness. In this background, the I&PA programme for renewables has been conceptualized and developed for the next five years, i.e. up to the FY 2025-26.

**2. Objectives**

**2.1 The main objectives of the I&PA Programme are to**

2.1.1 popularize and create awareness about new and renewable energy systems and devices highlighting their benefits;

2.1.2 create mass awareness about technological developments and promotional activities taking place in renewables from time to time in the country especially with special focus on rural areas;

2.1.3 make people aware about the availability of renewables including their proper use, repair and maintenance facilities, etc.;

2.1.4 expand and promote the market for renewable energy systems & devices; and

2.1.5 raise awareness about renewables amongst students, teachers, scientists and public at large.

**3. Programme Activities**

**3.1 Publicity through Electronic Media**

3.1.1 Production of documentary films, short duration films, TV spots/advertisements, sponsored TV programmes, success stories, quiz, etc. through Bureau of Outreach & Communications (BOC), Doordarshan, Films Division, National Films Development Corporation (NFDC), etc. in Hindi, English and other regional languages;

3.1.2 Screening of short films/video films on renewable energy using in-cinema advertising platform and movie-on wheels concept to popularize and disseminate GoI's plans and programs.



3.1.3 Publicity of the Ministry's schemes and RE systems & devices via Ministry's video spots in Digital Theaters across India as per BOC rates to aware general public of urban and semi-urban areas.

3.1.4 Production and broadcast of songs & drama in Hindi and regional languages through BOC;

3.1.5 Production of Radio Sponsored Programmes, Radio Spots/jingles and Radio Talks etc. through BOC, All India Radio (AIR), NFDC etc. in Hindi, English and other regional languages;

3.1.6 Telecast, Broadcast, and Screening of the activities through different channels like Doordarshan, AIR and different private channels including FM channels from National and regional Kendra's, Digital Cinemas & Public Address Systems;

3.1.7 Creation, Maintenance and Updation of Ministry's website, web pages on social media platforms for publicizing awareness campaigns on New and Renewable Sources of Energy (NRSE) and other programmes, events, etc. of the Ministry;

3.1.8 Publicity through any other mode of Electronic Media.

### **3.2 Print Media/Publication**

3.2.1 Advertisements (both classified and displayed) in colour and black & white in Newspapers/magazines/journals, etc. empaneled with BOC;

3.2.2 Printing of booklets/folders/leaflets/brochures/posters/calendars/trade guide/ Compendium /Newsletters, Journals etc. on renewable energy in Hindi, English and other regional languages;

3.2.3 Publication of Annual Report, Demands for Grants, Performance Budget, etc. of MNRE;

3.2.4 Sponsor advertorials in the national level magazines/newspapers;

3.2.5 Publication of the articles written by Officials of the Ministry on different aspects of renewable energy programmes under implementation.

### **3.3 Media/Students Visits and Workshops**

3.3.1 I&PA Division in coordination with the implementing agencies such as State Nodal Agencies (SNA), SECI, IREDA, NIWE, NISE and NIBE, will organize, from time to time as per requirement, appropriate study tours/orientation of students, academia prospective renewable energy users etc. to various successful Renewable Energy Project Sites to show India's renewables journey. These activities will be supported on merit and on case to case basis.

3.3.2 I&PA division will facilitate press releases, organize Press Conferences and one to one meetings/interactions of media persons with the Hon'ble Minister/Secretary/Senior Officers of MNRE. Site visit by Media teams/persons will also be organized involving appropriate institutions/organizations for updating and briefing media persons/students about various policies and programmes of the Ministry who, in turn, will help in creating awareness amongst masses about Renewable Energy.



3.3.3 Workshops and Training Programmes will also be organized involving appropriate institutions/organizations on topics/themes pertaining to renewable energy sector.

### **3.4 Exhibitions and Outdoor Publicity**

3.4.1 Organizing demonstration programs on renewable energy equipment, their installation and the facilities available under different schemes of the Ministry through SNAs, SECI, IREDA, NIWE, NISE, NIBE and any other appropriate organizations related to RE sector.

3.4.2 Organizing outdoor publicity of the Ministry's schemes and renewable energy systems & devices via hoardings, kiosks, bus panels, bus-stop shelters, wall paintings, computerized animation display systems, song & drama, audio-visual spots /films through Mobile Vans, programs of NRE in the Village Haat etc.

3.4.3 Organizing various competitions such as Hackathons, marathons, debates, seminars, quiz, drawing, model making, short video film competition, poster, essay and slogan writing competition and awareness campaigns on Renewable Energy amongst students across schools/colleges/Management Institutes and other educational institutions

3.4.4 Organizing and participating in Renewable Energy Exhibitions during Festivals, Fairs, National/ International Expo and other important occasions/events;

3.4.5 Developing a tableau on the theme of Renewable Energy for presentation during the Republic Day Parade.

## **4. Programme Implementation:**

In order to achieve the above desired objectives of I&PA program, the following implementation methodologies will be used:

### **(a) Demonstration Programs**

Under this Programme, demonstration of the features of renewable energy systems & devices, their installation and the facilities available under different schemes of the Ministry will be carried out. The pictures and videos of the demonstration programmes will be uploaded on the web pages created and maintained by MNRE. Demonstration program will be focused on the publicity of current ongoing schemes & programmes of the Ministry.

### **(b) Social Media and Communication Cell (In house studio):**

To ensure effective use of modern means of information & communication including social media platforms such as Twitter, Facebook, Instagram, LinkedIn, YouTube, etc., a specialized agency may be hired (equipment and manpower) for establishing Social Media Cell (In-house studio).



This agency will be responsible for creation of graphics, creative designs, etc. on the basis of content supplied by MNRE and for creating, maintaining and updating all the web pages of MNRE on the social media platforms.

**(c) Use of in-cinema advertising platform and movie-on-wheels concept:**

To ensure that the Ministry's programmes are effectively disseminated amongst the rural areas, concepts such as UFO Digital theaters, movie-on-wheels, mobile vans may be explored.

**i. Dissemination of schemes/programmes of Ministry of New and Renewable Energy using suitable agencies such as UFO Digital theatres as per BOC rates.**

Presently UFO Movie is empanelled with "Bureau of Outreach and Communications (BOC)" (Formerly DAVP).

**ii. Use of Mobile Vans to reach audiences in remote Village and Media Dark areas**

To ensure that the knowledge and benefit about the schemes reach to the masses living in remote rural areas, use of Mobile vans may be explored. Suitable agencies such as Caravan Talkies an offering by UFO Moviez India Limited may be hired.

**(d) Other Channels of Implementation:**

The programme will also be implemented through a pragmatic use of existing Government channels viz.

- i. Bureau of Outreach and Communications (BOC)
- ii. National Films Development Corporation (NFDC)
- iii. Doordarshan
- iv. All India Radio
- v. Songs & Drama Division
- vi. State Nodal Agencies (SNAs)
- vii. SECI/IREDA/NISE/NIWE/SSS-NIBE
- viii. NGOs/Academic Institutions etc.

**(e) Financial and Non-financial logo support for organizing Exhibitions, Seminars & Symposia, etc.**

Ministry has been providing support to various organizations for organizing workshops, seminars and conferences etc. These events helped in providing a forum for professionals, students, policy-makers, managers, economists and industry representatives, etc. to interact and share their views on the promotion and propagation of renewable energy. The Ministry will continue to provide financial and Non-financial logo support for such events, however it will be provided for RE event of national/international importance, with financial concurrence & approval of Secretary, MNRE.



**i. Financial support for organizing Exhibitions, Seminars & Symposia related to Renewable Energy**

CFA up to the maximum of Rs.4.00 Lakh per event for organizing Workshop/Seminar/ Symposia/Conference may be provided in accordance with the procedures and rules of GFR-2017 in consultation with IFD and due approval of Secretary, MNRE. In order to screen the proposals in holistic manner and to ensure transparency, comprehensive checklists have been prepared which is required to be submitted by the agencies while seeking financial assistance.

In this regard, an application format for seeking CFA is attached at **Annexure-I**. In cases where the application is submitted after the stipulated time schedule, valid reasons for the delay may be submitted with proper justification.

Procedure for applying: The interested organizations should submit their application two months in advance in the prescribed format through the Head of their organization to Under Secretary (I&PA), Ministry of New & Renewable Energy. In cases where the application is submitted after stipulated time schedule, reasons for the same would need to be provided.

Approval Process: The duly submitted applications shall be examined inter-alia taking into consideration the following aspects:-

- a. Relevance of the event in furthering the cause of renewable energy.
- b. Credential and standing of the institution / organization.
- c. Grant received by the applicant organization under this programme during the financial year in which the proposed event falls.
- d. Application from Government Departments / Undertakings, Academic / Research Institutions has been duly forwarded by Head of the Institution; and
- e. Submission of audited statement of expenditure, utilization certificate etc., if any, relating to previous grant(s) under this scheme received by the applicant from MNRE.

The support will be provided with the approval of Secretary, MNRE.

**ii. Non-Financial logo support for organizing Exhibitions, Seminars & Symposia related to Renewable Energy**

Non-Financial (Logo) support will be provided with the condition that participation of Ministry's officials in the event will be at no cost and the agenda of the event will be finalized in consultation with the Ministry. In this regard, an application format for seeking non-financial (logo) support is attached at **Annexure-II**.

Procedure for applying: The interested organizations should submit their application one month in advance in the prescribed format through the Head of their organization to the Under Secretary (I&PA), Ministry of New & Renewable Energy. In cases where the application is submitted after the stipulated time schedule, valid reasons for the delay may be submitted with proper justification.

Approval Process: The application will be examined in the Ministry inter-alia taking into consideration the relevance of the event with regard to RE sector.

The support will be provided with the approval of Secretary, MNRE.



**(f) Support to State Nodal Agencies (SNAs)**

SNAs may be supported for organizing /participating in the exhibitions/publicity campaigns that are of national importance. To maintain transparency and effective monitoring, financial assistance will be provided with the concurrence of IFD and extant rules and procedures as per GFR-2017 norms will be followed. The SNAs would require submission of requisite information in the prescribed formats. SNAs will share the cost of awareness activities; however the substantial part of the cost will be borne by the Ministry. CFA up to the maximum of Rs.4.00 Lakh per event for organizing Workshop/Seminar/ Symposia/Conference and up to Rs.1.50 Lakh for conducting various activities related to promotion of RE such as awareness camp, school visit, Gram Panchayat special session, hoardings, etc. may be provided in accordance with the procedures and rules of GFR-2017 in consultation with IFD and due approval of Secretary, MNRE. In order to screen the proposals in holistic manner and to ensure transparency, comprehensive checklists have been prepared which is required to be submitted by the agencies while seeking financial assistance.

Format for seeking financial support for organizing Exhibition/Seminar(s) etc. is attached at **Annexure-III (A)**.

**(g) Apart from Exhibitions/Seminars etc., a new program/awareness activity has been included i.e. "Rope in the Gram Panchayats for promotion of the Ministry's schemes oriented towards farmers":**

In village Panchayat a Special Gram Panchayat session to discuss the MNRE's schemes specifically related to farmers and low-income group may be organized in individual Gram Panchayat or on cluster basis. The Ministry will extend financial support to the concerned Gram Panchayat for organizing expenses for convening the said meeting and maximum two meetings may be organized in a financial year in a particular Gram Panchayat. The Financial support for the concerned Gram Panchayat will be claimed by the SNA in advance or after the completion of the event along with completion report, videos, photos, etc. Further, a Social Audit of the awareness activities organized by Gram Panchayats may be conducted to ensure transparency.

An officer from the Ministry may visit the site as per need basis during the event in which financial support from the Ministry is extended.

Format for seeking Financial support for Outdoor publicity work is attached at **Annexure-III (B)**.

Methodology:

60% of the total approved Central Financial Assistance (CFA) will be released at the time of sanctioning the proposal. Rest 40% will be released after examining all the supporting documents after completion of the event.

Procedure for applying:

The interested SNA's should submit their application two months in advance in the prescribed format through the Head of their organization to the Under Secretary (I&PA), Ministry of New & Renewable Energy. In cases where the application is submitted after stipulated time schedule, reasons for the delay with proper justification to be provided.



Approval Process:

The duly completed application in all aspects will be examined by the I&PA division of the Ministry, inter-alia, taking into consideration the following aspects:-

- i. Completeness of the furnished Information as per the standard format.
- ii. Relevance of the event in furthering the cause of renewable.
- iii. Credentials and standing of the institution / organization.
- iv. Grant received by the applicant organization under this programme during the financial year in which the proposed event falls.
- v. Application from Government Department /Undertaking/ Academic /Research Institution has been duly forwarded by Head of the Institution; and
- vi. Submission of audited statement of expenditure, utilization certificate etc., if any, relating to previous grant(s) under this scheme received by the applicant organization from MNRE.

(h) **Hackathons:** Smart India Hackathon (SIH) is a nationwide initiative to provide students with a platform to solve some of the pressing problems faced in daily lives, and thus inculcate a culture of product innovation and a mindset of problem-solving. SIHs have been successful in promoting innovation out-of-the-box thinking in young minds, especially engineering students from across India.

The Ministry through I&PA Division may participate in SIH from time to time by providing problem statements pertaining to Renewable Energy on SIH portal with an aim to get optimal solutions for the problem. The problem statements shall be finalized by the concerned committee members of SIH.

The activity will follow the process as defined & approved by SIH.

After submission of problem on SIH portal, it will be circulated amongst the Academic/other Institutions managed by Ministry of Education and the possible solution offered by the institutions will be shortlisted by the Committee comprising of experts from MNRE. The SIH team providing the shortlisted solution will be suitably rewarded by MNRE.

(i) **Refund of Financial Support:** In case the event/exhibition/seminar etc. is not organized within the approved timeline, financial support along with interest, as applicable, shall be refunded by the implementing organization.

5. **Financial Outlay**

The budget provision for the period 2021-22 to 2025-26 is Rs. 26.00 Crore. The year-wise breakup of the outlay is as under:

(All figures in Rs. Crores)

Scheme	2021-22	2022-23	2023-24	2024-25	2025-26	Total
I&PA Programme	2.00	5.00	6.00	6.00	7.00	26.00



**6. Monitoring**

All activities implemented under I&PA programme will be subject to monitoring including through reports and feedbacks so that any grievance at the end user level can be solved. Further, amount released for the activity(ies) will be subject to audit as per standard financial practice.

**7. Review and Amendment**

The guidelines will be reviewed, as and when required and any modification to these guidelines shall be carried out with the approval of the Secretary, MNRE.



(A.K. Manish)

Under Secretary to the Govt. of India





**Annexure-I**

Proforma seeking **FINANCIAL SUPPORT** for organizing Workshop/ Seminar/Symposium/  
Conference/ etc.

1. Name and address of the Organizing Institute :  
with Phone Fax Mobile and Email Address
2. Theme of the Seminar / Symposium/ Conference :
3. Dates and Venue of the Seminar/Symposium /Conference :
4. Name of Chairman and Members of the Organizing :  
Committee for the Seminar, (if any) with Phone Fax  
Mobile and Email Address
5. Status of the Organizing Institution :
  - i. Autonomous body :
  - ii. Non-Governmental Organization :
  - iii. Co-operative Societies and Co-operative institution :
  - iv. State Government/Union Territory :
  - v. Others :
6. In the case of Registered Society/NGO, a copy each  
of the following may be enclosed:
  - a.Registration Certificate :
  - b.Memorandum of Association :
  - c.By- Laws :
  - d.Audited Statement of Accounts of the previous year :
  - e.Registration certificate with NGO Darpan Portal
7. Name and Designation of the official empowered to receive :  
financial grants (with Phone Fax Mobile and Email Address)
8. Broad details of estimates of Expenditure for the Seminar:-
  - a. Pre-Conference Printing (announcements, abstracts, etc.) :
  - b. T.A. /D.A. :
  - c. Stationery :
  - d. Secretarial Assistance :
  - e. Publication of Proceedings :
  - f. Any other, (please specify) :
9. Details of Income (please attach statement giving the following)
  - a. Source of Income ::
  - b. Amount requested :
  - c. Purpose for which committed / grant requested/received. if any :
10. Financial Assistance :
  - a. Sought from MNRE :
  - b. Assistance to be provided by the Organizing Institution :  
or any other Agency
  - c. Specific purpose/activity for which grant is required :
11. Any grant received in the past from MNRE, if so, furnish :  
details and audited statement furnished





12. Bank Details
  - a. Type of the Account :
  - b. Bank A/C holder Name :
  - c. Bank A/c Number :
  - d. Name and address of the Bank :
  - e. MICR Code :
  - f. IFS Code :
13. a. No. of Participants (List of Invitees/ Participants should be attached)
  - b. How expenditures on International travel and local hospitality are proposed to be met
  - c. Number of Indian Participants to whom TA/DA is proposed to be offered
14. If foreign participants are being invited, whether clearance of Administrative Ministry, MEA, MHA, etc. for their participation obtained (copy to be attached).
15. Brief Statement of objectives of the Seminar (e.g. to review the State of Art in the subject; to formulate specific Programme of action in the subject; to bring out the proceedings including papers submitted on the subject etc.), particularly the topics of Renewable Energy to be discussed and importance of the Seminar in the national context.
16. Details of the Technical Programme for the Seminar. Please give names of Chairman of Technical Sessions and key note speakers
17. Brief statement on the steps you plan to take to implement the recommendations of the Seminar/ Symposia/Conference
18. Is this Seminar held annually? if yes, please give a brief statement on the follow-up of the recommendations of the Seminars held in the past 2-3 years.

**Note:** Release of the sanctioned amount now requires registration of the organization in the Central Plan Scheme Monitoring System of the Ministry of Finance. Confirmation in this regard is to be sent to this Ministry.

While sending the application, the dully completed proforma and supporting documents signed by the Head of the organization is to be sent along with (a) Programme Schedule (b) List of Speakers (Name Designation Organization), (c) List of Invitees(d) Programme costs break up (e) Brief note on the event (f) Copy of the Organisation's Registration (g) Recommendations (h) Brochures, etc.

### **DECLARATION**

I hereby declare that the above particulars furnished by me are true and correct.

Place:

Date:

Signature of the applicant  
{Name of the Chief Functionary Or Authorized Office bearer (with seal of the  
Association/Organisation)





**Annexure-II**

Proforma for seeking **NON-FINANCIAL (LOGO)SUPPORT** for organizing Workshop/  
Seminar/ Symposium, etc.

1. a. Name and Address of the Organizer with Telephone No./  
Mob No., Fax No. & E-mail :
- b. Name, Date and Venue of the Seminar/Symposium/Conference :
- c. Nature of Event (National/ International) :
2. Theme of the Seminar/Symposium/Conference
3. Status of the Organizing Institution
- a. Autonomous body :
- b. Non-Governmental Organization :
- c. Co-operative Societies and Co-operative institution :
- d. State Government/Union Territory :
- e. Others :
4. In case of Registered Society/NGO, a copy each of the following  
may be enclosed:
- a. Registration Certificate :
- b. Memoranda of Association :
- c. By- Laws :
- d. Audited Statement of Accounts of the previous year :
- e. Registration certificate with NGO Darpan Portal :
5. Whether the Nodal Ministry/Govt. of India have given their approval :
6. Sources of funds for the event :
- (Please indicate the approximate amount)
- a. National
- b. International
- c. Others
- (Please also attach a copy of approximate income and expenditure details of this event)
7. Main target Group for Event :
8. Role of Renewable Energy in the Event :
9. No. of visitors/exhibitors/invitee
- a) National :
- b) International :
10. Details of activities of the organization during the past 2-3 years in the field of  
renewable energy.

**DECLARATION**

I hereby declare that the above particulars furnished by me are true and correct.

Place:

Date:

Signature of the applicant  
Name of the Chief Functionary or authorized Office bearer





**Annexure-III (A)**

Proforma for seeking **FINANCIAL SUPPORT** by SNAs for organizing Exhibitions/  
Seminars etc.

1. Name and address of the State Nodal Agency with Phone, Fax, Mobile and Email Address :
2. Brief Note & Theme of the Exhibition/Seminar(s) :
3. Dates and Venue of the Event(s) :
4. Name of Chairman and Members of the Organizing Committee for the Event, (if any) with Phone, Fax, Mobile and Email Address :
5. Broad details of the Event(s):

S. No.	Activities	Number of Unit
1.	Exhibitions/Seminars etc.	
2.	Orientation & Awareness Camps	
3.	Organizing important RE site visit of School/College students in the respective State (Minimum 100 Students)	
4.	Special Gram Panchayat Session to discuss the MNRE's schemes related to farmers.	
Total requirement of funds for I&PA activities proposed		
Availability of Budget provision for publicity work on Renewable Energy under State Plan		
Funds requirement from MNRE		

6. Any grant received in the past from MNRE, if so, furnish details and audited statement furnished :
7. Bank Details
  - a. Type of the Account:
  - b. Bank A/C holder Name:
  - c. Bank A/c Number
  - d. Name and address of the Bank:
  - e. MICR Code
  - f. IFS Code
8.
  - a. No. of Participants (List of Invitees/ Participants should be attached)
  - b. How expenditures on International travel and local hospitality are proposed to be met.
  - c. Number of Indian Participants to whom TA/DA is proposed to be offered
9. If foreign participants are being invited, whether clearance of Administrative Ministry, MEA, MHA, etc. for their participation obtained (copy to be attached)



10. Brief Statement of objectives of the Event(s) (e.g. to review the State of art in the subject; to formulate specific Programme of action in the subject; to bring out the proceedings including papers submitted on the subject etc.), topics to be discussed and importance of the Event(s) in the national context

11. Is this Event(s) held annually? if yes, please give a brief statement on the follow-up of the recommendations of the Event(s) held in the past 2-3 years

**Note:** Release of the sanctioned amount now requires registration of the organization in the Central Plan Scheme Monitoring System of the Ministry of Finance. Confirmation in this regard is to be sent to this Ministry.

### **DECLARATION**

I hereby declare that the above particulars furnished are true and correct.

Place:

Date:

Signature of the Competent Authority  
(with seal of the Organization)

### **Checklist of documents to be submitted at the time of settlement:**

- i. Completion Report of the Event(s) which may consists of:
  - a. Detailed Activities of the Event(s)
  - b. List of Speakers and members and topics covered by them
  - c. Total no. of attendees
  - d. Other details such as receipt of booking of space etc.
- ii. Photographs of the Event(s)
- iii. Videos of the Event(s)
- iv. Utilization Certificate (UC) of the funds released duly attested by CA
- v. Statement of Expenditure (SoE) on the letter head of CA clearly indicating his FRN No. and M No.
- vi. An undertaking stating abidance of COVID-19 protocols.
- vii. Bank Mandate form with seal and signature of the Bank branch





**Annexure-III (B)**

Proforma for **FINANCIAL SUPPORT** by SNAs for Outdoor publicity work.

1. Name and address of the SNA with Phone, Fax, Mobile :  
and Email Address
2. Theme of the Outdoor Publicity Activities :
3. Duration of the Outdoor Publicity Activities :
4. Name of Chairman and Members of the Organizing :  
Committee for the outdoor activities, (if any) with Phone,  
Fax, Mobile and Email Address
5. Name and Designation of the official empowered :  
to receive financial grants (with Phone, Fax, Mobile  
and Email Address)
6. Broad details of the event(s) :

S. No.	Activities	Number of Unit
1.	Hoardings (with flex)	
2.	Digital Display Board	
3.	Poster/Essay/Drawing Competition for students (not more than two in a year) (Minimum no. of Participants-150)	
4.	Demonstration Programme	
4.	Bus stop shelters/Unipoles/Wall Panels	
5.	Wall Paintings mainly in rural areas/villages	
6.	Any other item of outdoor publicity activity	
Total requirement of funds for I&PA activities proposed		
Availability of Budget provision for publicity work on Renewable Energy under State Plan		
Funds requirement from MNRE		

7. Any grant received in the past from MNRE if so, furnish details and audited statement furnished :
8. Bank Details
  - a. Type of the Account:
  - b. Bank A/C holder Name:
  - c. Bank A/c Number
  - d. Name and address of the Bank:
  - e. MICR Code
  - f. IFS Code



9. Brief Statement of objectives of the outdoor publicity activities:

**Note:** Release of the sanctioned amount now requires registration of the organization in the Central Plan Scheme Monitoring System of the Ministry of Finance. Confirmation in this regard is to be sent to this Ministry.

**DECLARATION**

I hereby declare that the above particulars furnished are true and correct.

Place:

Date:

Signature of the Competent Authority  
(with seal of the Organisation)

**Checklist of documents to be submitted at the time of settlement:**

- i. Completion Report of the Event(s)
- ii. Photographs of the Activities carried out
- iii. Videos of the Activities carried out
- iv. Utilization Certificate (UC) of the funds released duly attested by CA
- v. Statement of Expenditure (SoE) on the letter head of CA clearly indicating his FRN No. and M No.
- vi. An undertaking stating abidance of COVID-19 protocols.
- vii. Bank Mandate form with seal and signature of the Bank branch

