

**Most Immediate**

**C.I.43012/1/2015-CHEM.I**  
Government of India  
Ministry of Chemicals and Fertilizers  
Department of Chemicals and Petrochemicals

Shastri Bhavan, New Delhi  
Dated the 10<sup>th</sup> November, 2017

To

As per list attached

Subject:- Guidelines for "Chemicals Promotion and Development Scheme"(CPDS)"

Sir(s)/Madam(s),

I am directed to say that Department of Chemicals and Petrochemicals has prepared Guidelines for Grants-in-Aid with the approval of the Competent Authority under "Chemicals Promotion and Development Scheme"(CPDS)". The same is attached.

2. The copy of Guidelines regarding the use of Department's logo support for the events organized by the Industry Associations etc is also enclosed.

3. In future, all proposals seeking Grant-in-Aid under CPDS may be submitted as per these guidelines.

Encl. as above

Yours faithfully,

  
(Sunil Kumar Sharma)

Director

Phone 23380592

E-mail : sunil.sharma74@gov.in

(i) Copy (along with enclosure) forwarded for information and necessary action to:

Director (PC.I)/Director (PC.II)/Director (C.II)/Director (Admn & Estt)/DS (Fin/ CA, D/o C&PC, Janpath Bhavan, New Delhi/Asst.IA (RM)/US(Fin & Coordination)/US (PC.I)/US (PC.II)/US (Ch.III)/US (Admn.) Technical Consultant (JS)/SO (Ch.I(B)/SO(Che.II)/SO (PC.I)/SO(PC.II)/SO (Fin)/SO(Coordination)/PS to Director (C.I)/

(ii) Copy along with enclosure to : PSO to Secretary (C&PC)/PS to AS & FA/PS to Senior E.A/PS to CCA, D/o C&PC, Janpath Bhavan, New Delhi/PS to JS (C)/PS to JS (PC)/ Ps to DDG

(iii) Copy (along with enclosure) to Director (NIC) with the request to upload the Guidelines on the website of D/o C&PC

CII, FICCI, AMAI, CIPET, IPFT, ICC, Mumbai, Dye Stuff Manufacturers' Association of India, Mumbai (DMAI), ASSOCHAM, Indian Chamber of Commerce, Kolkata, National Corrosion Council of India Karaikudi Tamil Nadu, Pesticides Manufacturers & Formulators Association of India (PMFAI), Indian Institute of Sciences, Bangalore, **Green ChemisTree Foundation, Mumbai, Institute of Chemical Technology, Nathala Parekh Marg, Mumbai – 400019, CHEMTECH Foundation**, Projects & Development India Limited (PDIL), Noida ,UP, Indian Institute of Chemical Engineers (IICChE) IICChE Pune, Durgapur Vishwagandaha Science Society (DVSS) , Kolkata, Indian Institute of Foreign Trade (IIFT), New Delhi, Indian Institute of Technology (IIT), Bombay, NACE International India Section, Mumbai.

## **Guidelines for “Chemicals Promotion and Development Scheme (CPDS)”**

### **1.0 Objective of the Scheme:**

The objective of Chemicals Promotion and Development Scheme (CPDS) is to facilitate growth and development of Chemicals and Petrochemicals Industry by creation of knowledge products through studies, survey, data banks, promotional materials etc. and dissemination of knowledge through conduct of seminars, conferences, exhibitions, etc. to facilitate development of these sectors.

The Scheme also aims to incentivize research and innovation by awarding outstanding efforts in the field of chemicals and petrochemicals.

### **2.0 Components of the Scheme**

Scheme will have three components.

#### **2.1 Component I - Creation of knowledge products**

This will include conducting studies/surveys, preparation of survey reports, acquisition of books, magazines, learning modules, data banks and production of promotional materials such as films, displays, e-booklets and brochures etc. In addition, any other activity which facilitates development of Chemicals and Petrochemicals sector may be supported.

#### **2.2 Component II - Knowledge dissemination**

This will include organisation of seminars, workshops, conferences, conventions, Trainings, exhibitions, investor's meet, etc. on issues/subjects relevant to development of chemicals and petrochemicals sectors. An indicative list of subjects is given as under:-

- a. Quality Management System/Quality Improvement Program
- b. Issues related to feedstock, pesticides and chemicals
- c. Success Story Presentation-Green technologies and other innovative technologies in chemical sector
- d. Outreach programmes for industries on Government

- regulations/guidelines for chemical and petrochemical sector etc.
- e. Waste Management
  - f. Chemical safety and security including handling and transportation of chemicals.
  - g. Setting up of standards

### **2.3 Component III – Excellence Awards**

National Awards will be given to recognize excellence in research and innovation in the Chemicals and Petrochemicals Sector.

Details of these three components and implementation arrangements are given subsequently in these Guidelines.

### **3.0 Implementation Arrangements**

#### **3.1 Component I – Creation of knowledge products:**

3.1.1 This component will ordinarily be implemented by the Department or through any Government agency such as autonomous bodies and PSUs or government academic institutions. In exceptional cases, support may be provided to industry associations for conducting studies or for preparing Industry Reports subject to the condition that financial support will not exceed 50% of the cost or Rs. 7.50 lakhs, whichever is lower, per study/report.

3.1.2 If Government assigns work of creation of knowledge products to any Government agency, it will finalise the Terms of References (ToRs). However, if any Government agency (autonomous bodies/PSUs/Academic institutions) or industry association wants to conduct any study or prepare a report then an application giving details as per Annexure I will need to be submitted to the Government.

If grant is approved, it would be released in three instalments:

- (i) 30% will be issued along with sanction order after executing surety bond in the prescribed format.

- (ii) 30% grant will be released on submission of the draft report along with executive summary. If required, presentations need to be arranged before the Department before this instalment is released.
- (iii) Final instalment of 40% will be released on acceptance of the final report (10 hard copies and soft copies).
- (iv) Any study report funded by the Government under the Scheme will be joint property of the Department and the concerned Organisation and this will be suitably acknowledged and shall not be used for any commercial purpose by the Organisation.

### **3.2 Component II – Knowledge dissemination:**

3.2.1 Knowledge dissemination events (seminars/ workshops/ conferences/ conventions, etc.) will be organised by:

- (a) The Department of Chemicals and Petrochemicals by itself or in collaboration with other organisation.
- (b) Government agencies such as Academic institutions and autonomous bodies/PSUs under the Department
- (c) Associations of industry in Chemicals and Petrochemicals sector.
- (d) A specialized organisation having demonstrated expertise in the field in which proposed event is to be organized.

3.2.2 Financial support for knowledge dissemination events:

- (a) For events to be organised by the Department or Government agencies, financial support will cover the entire cost for organisation of the event subject to realistic assessment of income and expenditure for the event and availability of budget.
- (b) For events to be organised by industry associations or specialized organizations, Grant for any one event would be limited to 50% of the total estimated expenditure, further subject to the condition that maximum of Rs. 5 lakhs for one day event and Rs. 7 lakhs for two days event would be provided.

(c) Normally, one organisation will be supported for one event during a financial year.

3.2.3 Organisations will be permitted to use the Logo of the Department for display on publicity material as well as during the event with the prior approval of the Department. The Organisation will ensure that while displaying the Logo of the Department of Chemicals and Petrochemicals, all the provisions of the Notification G.S.R. 643 (E) dated 4<sup>th</sup> October, 2007 of the M/o Home Affairs regulating the use of the State Emblem of India are strictly adhered to. The guidelines for logo support will be issued separately.

3.2.4 Department of Chemicals and Petrochemicals will seek proposals from Autonomous bodies/PSUs under it as well as from industry associations regarding proposed events during the next financial year. A notice will also be placed on the website of the Department seeking such proposals from organisations falling in the category of 3.2.1 (d). Preliminary proposals giving details of the proposed event, topic/theme of the knowledge dissemination event, likely speakers and participants and other details such as venue, likely date etc. will be submitted by the due date. Proposals falling under category 3.2.1 (d) will be considered only from such organisations which have been working for at least five years and have successfully organised Knowledge Dissemination events in the past.

3.2.5 These details will be considered by a Committee co-chaired by Jt. Secretary (Chemicals) and Jt. Secretary (Petrochemicals) in consultation with other stakeholders to finalise the annual calendar of events. However, no formal sanction for financial assistance will be sanction/issued at this stage. The annual calendar will be approved by Secretary (C&PC) and events included therein will be supported under the Scheme. In exceptional cases, proposals not included in the calendar may be undertaken with the approval of Secretary (C&PC).

3.2.6 Once calendar of events is approved, concerned Organisation will be required to submit application for financial assistance giving details as per Annexure II at least two months prior to the event. Organisations which fall in the category 3.2.1 (d) will

have to provide sufficient details to establish their expertise in the area and also evidence of successfully organising knowledge dissemination events in the Chemicals/Petrochemicals sector in previous years. Sanctioned grant will be released in one instalment.

3.2.7 Organizations receiving Grant for this component will be required to submit a report within one month after organization of the event: -

- (i) Proceedings of the event.
- (ii) Copies/cutting of advertisements/publicity done.
- (iii) List of participants.
- (iv) List of resource persons with topics/presentations by them.
- (v) Suggestions/Queries of participants, if any.
- (vi) Outcome of the event / recommendations for various stakeholders.
- (vii) Performance -cum- Achievement Report
- (viii) Follow up action taken / to be taken.
- (ix) Details of actual expenditure and income earned (from all sources) after the event duly certified by Chartered Accountant.
- (x) Utilization Certificate (UC) in the prescribed proforma duly signed by the Head of the Organization. (Annexure –III)

### **3.3 Component III – Excellence Awards**

Department of Chemicals and Petrochemicals will give Excellence Awards to recognize excellence in research and innovation separately for Chemicals and Petrochemicals/Plastics sector. The component will be implemented by CIPET which would be provided necessary financial support for the same. Detailed guidelines for Excellence Awards for Chemicals and Excellence Awards for Petrochemicals/Plastics will be issued separately.

### **4.0 General Conditions for availing Grant/Assistance**

- i. Non-governmental entities seeking assistance under the Scheme will need to be registered with NITI Aayog and will have to obtain Unique ID before applying for financial assistance/support under the Scheme.

- ii. The grantee institutions would comply with the provisions of GFR 2017 as applicable
- iii. The grantee institutions would comply with the instructions regarding EAT (Expenditure, Advance, Transfer) Module of PFMS (Public Financial Management System) as issued by the Ministry of Finance from time to time.
- iv. Under no circumstances, grant would be released to an event manager.
- v. No grant will be released for any expenditure of recurring nature.
- vi. In case of conferences/workshops etc. Officers nominated by the Department of Chemicals and Petrochemicals would be entitled to participate in such event without payment of any delegate fee etc.
- vii. All organisations receiving assistance under the Scheme will submit Utilization Certificate in the proforma as per Annexure III by 30<sup>th</sup> June of the subsequent financial year.

#### **5.0 How to apply for seeking financial assistance**

All requests regarding grants-in-aid should be filed online on portal <http://cpds.chemicals.gov.in>

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**Proforma for seeking financial assistance for creation of knowledge products**

- (1) Name of the Organization  
Address/Telephone/fax/E- mail nos.  
(please attach copies of Registration certificate.  
Memorandum and Articles of Association  
And audited annual accounts for the last three years)
- (2) Main activities of the organization
- (3) Purpose and subject of the study/report etc.
- (4) Methodology to be adopted
- (5) Detailed terms of reference
- (6) Benefits from the proposed study/report etc.
- (7) Time for completion of the study & Implementation schedule
- (8) Cost of the study along with detailed break-up.
- (9) Amount of assistance sought from DCPC
- (10) Payment Schedule
- (11) Whether Utilization Certificate for earlier  
Grants-in-aid received from DCPC has been furnished.
- (12) Enclose technical bio-data of Consultants  
Proposed to be engaged for the project.

Signature  
Name, designation &  
Full contact details of  
Representative of applicant Organization

Place:

Date:

**Seal of the Institution**

**Annexure-II**

**Proforma for seeking financial support for knowledge dissemination events by Industry Associations/other organizations under Chemicals Promotion and Development Scheme (CPDS)**

**I. DETAILS OF APPLICANT ORGANIZATION**

1. Name of the organization with address, phone No./fax/Email	
1 (A) Unique Identification no. obtained from NITI Ayog	
2. a) Legal status of the organizing institution (Please give details whether a trust, a company, registered society, educational institution, research organization, professional body involved in scientific/ academic/technical activities) b) Category of the Organization: i) State Government/U'T ii) Autonomous Body of the Government iii) Co-operative Society and Co-operative Institution iv) Others	
3. i) In case of registered organization/society, please give details of registration No., place of registration and registration authority (enclose copy of the relevant documents). ii) Please confirm whether your organization has been operating for 3/5 years. If yes, please enclose list highlighting substantive achievements	

**II. DETAILS OF EVENT**

4. Name/ Title of the Event:	
5. Level of the seminar/symposium/workshop i.e. whether Regional/National/International. Please furnish details of collaborating institutions, experts and participants	
6. Proposed dates of the Seminar/Symposium/Workshop. (Please enclose copy of detailed program)	
7. Full Address of the Venue for the Conference	

8. Brief objectives of the event including the topics to be discussed and the relevance of importance of the event in the national or international context.	
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**III. FINANCIAL DETAILS**

9. Details of the budget estimate of the expenses for the Seminar along with income expected to be generated from registration fee from delegates, advertisements etc.	
10. Total estimates of Expenses (Details in separate sheet) (i) Total estimates of income (ii) Details of financial support from other organizations.	
11. Amount of financial assistance required from DCPC	
12. Name & Address of the person (Head of the organization) responsible for furnishing Utilization Certificate (UC) certified by Chartered Accountant by 30 <sup>th</sup> June of the subsequent financial year (phone number & email address should also be provided).	

**IV DETAILS OF FINANCIAL ASSISTANCE RECEIVED EARLIER**

13. a) Whether any grant/financial support for Seminar/Symposium/Workshop/Conference etc. received earlier from DCPC. If yes, please mention amount received  b) Whether Utilization Certificates for grants for past events have been submitted (please give letter no. and date alongwith copy). If not, the reasons thereof.	
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**V DETAILS OF PARTICIPANTS**

14. No. of participants (along with list of speakers and experts)	
15. If foreign participants are being invited, whether applications submitted to Ministry of External Affairs for Political clearance or clearance obtained (please attach copy). No travel expense should be committed beforehand	
16. Whether clearance of Ministry of Home Affairs from Security angle in case of foreign participants has been obtained or applied for (please attach copy)	

**VI UNDERTAKING BY THE HEAD OF THE INSTITUTION**

It is certified that the information given in the proposal is true to the best of my knowledge.

On behalf of \_\_\_\_\_ (Name of Organization), I hereby undertake to ensure smooth conduct of the event, proper use of Government fund, and submission of utilization certificate and audited statement of accounts, within prescribed time limits. I also undertake to return the grant within 15 days to the Department of Chemicals & Petrochemicals, Ministry of Chemicals and Fertilizers, Government of India, New Delhi in the event of failure to conduct the event on the date (s) indicated above or any deviation made from the commitments or furnishing of false information.

Signature  
Name, designation &  
Full contact details of  
representative of  
applicant organization

Place:

Date:

**Seal of the Institution**

GFR 12 – A  
[(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE  
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect  
of recurring/non-recurring  
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank
  - (ii) Unadjusted advances
  - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7

Component wise utilization of grants:

Grant-in-aid- General	Grant-in-aid- Salary	Grant-in-aid- creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under.....  
(name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Signature

Name.....

Name.....

....

Chief Finance Officer  
(Head of the Finance)

Head of the Organisation

(Strike out inapplicable terms)

No.C.I.43012/1/2015-CHEM.I  
Government of India  
Ministry of Chemicals and Fertilizers  
Department of Chemicals and Petrochemicals

Shastri Bhavan, New Delhi-110001  
Dated the 10<sup>th</sup> November, 2017

**OFFICE MEMORANDUM**

Subject:- Use of Department's logo support for events organized by the Industry Associations, Autonomous bodies, PSUs, Academic institutions and Specialized organizations with/without any financial assistance from the Department of Chemicals and Petrochemicals.

Department of Chemicals and Petrochemicals has been, from time to time, receiving requests from Industry Associations, Academic institutions etc for permitting use of Department's logo for the events being organized by them for Chemical and Petrochemical sector, with/without any financial support from the Department.

2. Although the Department is always supportive of the events that are organized for the development and promotion of the Chemical and Petrochemical sector and provide a platform for showcasing the strengths of this sector, certain amount of caution has to be exercised in permitting the use of Department's logo support for such events, as this may sometimes create misgivings in the minds of common public/Industry or result in misuse of Department's logo/name.
3. The permission for use of Department's logo or mention of the Department's support for an event shall only be granted by the Department with the approval of Secretary, Department of Chemicals and Petrochemicals. Such permission may be granted by the Department after ascertaining the antecedents of the organizing agencies, their suitable registration, their involvement in the Chemical and Petrochemical sector, capacity to undertake the event and a good track record.
4. The permission for use of Department's logo with/without any financial support for the event shall be granted, subject to the following conditions:
  - (i) The theme/topic of the event/conference/seminar/workshop etc. should pertain to the core subject matter dealt with Department of Chemicals and Petrochemicals.

- (ii) The objective of the event/conference/seminar/workshop etc. should be to promote the Chemical & Petrochemical sector.
- (iii) The Department's support to the event is governed by the Gazette of India Notification G.S.R. 643 (E) dated 4<sup>th</sup> October, 2007 of M/o Home Affairs regulating the use of the State Emblem of India.
- (iv) All the provisions of the notification need to be followed scrupulously while undertaking the publicity etc., in particular, the Government Emblem may not be used on the stationery such a letter head of the organizer of the event. Further, the Government Emblem should be displayed prominently in publication/advertisement, etc. as per the provisions of the notification.
- (v) The organizer should acknowledge the Department's support and logo of the Department should be prominently displayed and visible, i.e. on the hoardings/banners/background screens, etc.
- (vi) Department's logo would only be used for promotional and non-commercial purposes. In no case, it should be misused for collection of donation /contributions etc.
- (vii) The event should prominently display the name of the Department.
- (viii) In case of seminars, conferences etc , a proper place on the dais should be offered to the Officers of the Department of Chemicals and Petrochemicals and they should be included as speakers and panelists.
- (ix) Care must be taken by the organizers to ensure that the platform of the event is not misused for any anti-national acts and /or for making irresponsible statements.
- (x) A Feedback Report on the deliberations and decisions taken during the event would be submitted to the Department, at the end of the event, by the organizers.



(Sunil Kumar Sharma)

Director

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To

All Offices and Organizations of D/o C&PC