SCHEME FOR SUPPORT TO CONFERENCE/ WORKSHOP/SEMINAR/ SYMPOSIA/EXHIBITION ON E-GOVERNANCE

1.   *Introduction*

The scheme provides financial assistance to Educational Institutions/Registered Societies/ Industry/ Non-Government Organizations/ Public Sector Undertakings (PSUs) for organizing Workshops/Seminars/Symposia and Conferences/Exhibitions at State, National and International Levels.

2.   Background

The National e-Governance Plan (NeGP) was approved in May 2006. NeGP comprises of 31 Mission Mode Projects (MMPs) and 8 Components. Awareness and Communication is one of the key components of NeGP. In order to promote awareness about various MMPs, services, service levels and service access points under NeGP, DeitY provides financial support as advance grant/ grant-in-aid to Academic Institutions/ NGOs/ PSUs/ Industry/ Registered Societies/ professional agencies for organizing Conferences/Workshops/Seminars/ Symposia and Exhibitions in the area of e-Governance and allied areas as well as on e-Gov applications in various socio-economic and business sectors.

3.   Aims and Objectives

It is envisaged that providing support to Seminars/Symposia/Conferences/Workshops at State, National and International levels may be extremely beneficial as

i.   E-Governance gives an opportunity to transform relationship between Government and stakeholders like Citizens, Business sector, Academia etc and also helps in bringing about a fundamental rethinking & radical redesign of Government processes to achieve dramatic improvement in critical measures of performance such as cost, quality, service and speed.

ii.   The specific objective of the workshops is to share knowledge and experience on e-Governance public service delivery, take stock of existing practices in the use of ICTs in the administration, share success stories and learnings regarding innovative methods and approaches of e-Governance, build capacities and competence of participants in the usage of ICT. These workshops will also serve as a vital platform to discuss the roadmap of e-Governance, talk about the major challenges faced in implementation of e-Governance projects, and find solutions for overcoming such challenges etc. This will also help in creating a positive environment about e-Governance projects.

4. *Support Governance*

4.1. Eligibility

Academia, Research & Development Institutes, Registered Professional Agencies including Private Sector entities and NGOs registered under the Societies Registration Act, 1860 shall be eligible to receive advance/grant-in-aid under this scheme for organizing conferences/seminars/workshops/symposia at Regional / National / International levels. The above mentioned bodies are required to have a sound track record technically and financially, for a minimum period of 3 years, and the same should be reflected through annual reports/balance sheets/financial statements etc.

4.2. Form of Support

4.2.1. *Institutional Support*

Institutional support without any financial implications shall be extended to Conferences/ Seminars/ Workshops/ Symposia/ Exhibitions in e-Governance domain or areas of direct relevance to e-Governance.

DEITY's support as co-organizer or supporting partner shall be extended only to Government agencies/ Departments/ Ministries/ Societies/ Corporations and PSUs. No non-Government agency shall be eligible for support in this category.

4.2.2. *Financial Support*

DEITY shall extend financial support to organizations on a case to case basis. The ceiling of financial assistance shall be as follows:

Sl. No.	Category : Support Workshop/Seminar/Conference*	Maximum support (in INR)
1	State Level	1.00 lakh
2	National Level	2.00 lakh
3	International Level	5.00 lakh

Sl. No.	Category: Support Exhibition*	Space	Maximum support (in INR)
	Ceiling of financial assistance shall be in multiples of 2.5 lakh per 50 Sq mt subject to a maximum space limit of 150 Sq mt	50 Sq mt 100 Sq mt 150 Sq mt	2.5 lakh 5.0 lakh 7.5 lakh

Sl. No.	Category	Support
1	Institutional	Government/Non-Government/Societies/PSUs/NGOs/Others

2	Co-organizer	Government agencies/ Departments/ Societies/ Corporations/ PSUs only
3	Financial	Government/Non-Government/Societies/PSUs/NGOs/Others

*In case the conference/seminar is being accompanied by exhibition, financial assistance shall be extended for one component only i.e. either for the seminar or the exhibition.

4.3.   Terms & Conditions
4.3.1. Use of Logo
• *Wherever o*nline information regarding a conference is displayed, the NeGP and DeitY logos must be prominently displayed along with it. All publicity materials/ advertisements/ brochures/ invitation cards/ any other collaterals/ event backdrop etc related to the event, must carry the NeGP and DeitY logos.

• All content matter such as backdrop design and any other display material must be given for proof reading to DeitY prior to printing. Prior approval of DeitY is mandatory for any matter to be printed with DeitY & NeGP logos.

• The Conference venue in terms of stage backdrop/podium must prominently display the NeGP and DEITY logos; wherever appropriate, NeGP posters must be displayed as well.

• The Conference kits/dockets must carry the NeGP and DeitY branding and the 8 page NeGP brochure.

• The Programme Division at DeitY shall provide JPEGs & CDRs of DeitY logo (National Emblem compounded with DeitY name) & NeGP logo to the organizers for the purpose of printing for the conference. The logos must not be misused for any other purpose.

4.3.2. DeitY Participation
For events outside of Delhi, the organization will be required to register 3 DeitY officers free of charge as full delegates. For events in Delhi, a maximum of 10 officers may be registered as delegates, free of charge.

4.3.3. Financial Diligence
• The grantee organization shall render Audited Statement of Accounts and Utilization Certificate to DeitY in respect of grant-in-aid within 30 days of the completion of the event.

- In the event of failure on part of the grantee organization to submit the requisite documents to DeitY, it shall be taken into account for grant of any further financial assistance by DEITY to such institution(s)/Organization(s).

- The Audit authorities as well as the Department of Electronics and Information Technology shall have the authority to call for such details and documents as they deem necessary in order to satisfy themselves that the grant has been utilized in accordance with rules and for the purpose for which it has been given. It shall be the duty of the grantee organization to furnish the information and documents required from time to time to the audit authorities and the Department of Electronics and Information Technology.

- Recipients of grant will execute the prescribed surety bond for the equivalent amount given as advance/GIA as per Government instructions in force. They shall also follow other instructions as given in the GFR and attached terms & conditions.

4.3.4. *Reporting*
The grantee institution shall ensure submission of the following to DEITY within 30 days of holding the event:

i. A copy of the proceedings (with soft copy in PDF format)
ii. List of Participants
iii. Photographs and video of the conference.
iv. Workshop Outcome and Recommendations in hard and soft copy.
v. Original bills (if advance is sanctioned)
vi. Utilization Certificate (if GIA is sanctioned)

4.4. Ceiling on Number of Proposals

In order to ensure broader participation, advance/GIA support will be extended to Organizations/ Institutions/ Departments/ Societies/ NGOs/ PSUs, pan India. In a given financial year, organizations shall be eligible for financial support only for two events in the following categories- Exhibition/ Symposium/ Workshop/ Summit etc. If Exhibition/ Symposium/Workshop/ Summit are being organized in the North-East, Lakshadweep or Andaman & Nicobar Islands, financial support will be extended for a maximum of 3 events, in a given financial year.

4.5. General Terms & Conditions

- All requests must be made in the prescribed proforma given at Annexure I and submitted to the Additional Secretary, e-Governance Division, 4th Floor, Department of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003.

- The application shall be submitted to DeitY, 2 months in advance for State/ National level events and 3 months in advance for International events. Any proposal received later than the prescribed time, shall not be considered. For the same event, separate proposals for conference and exhibition will not be entertained.

- No post-facto grant shall be released.

- Under no circumstances, funds would be released to an Event Manager.