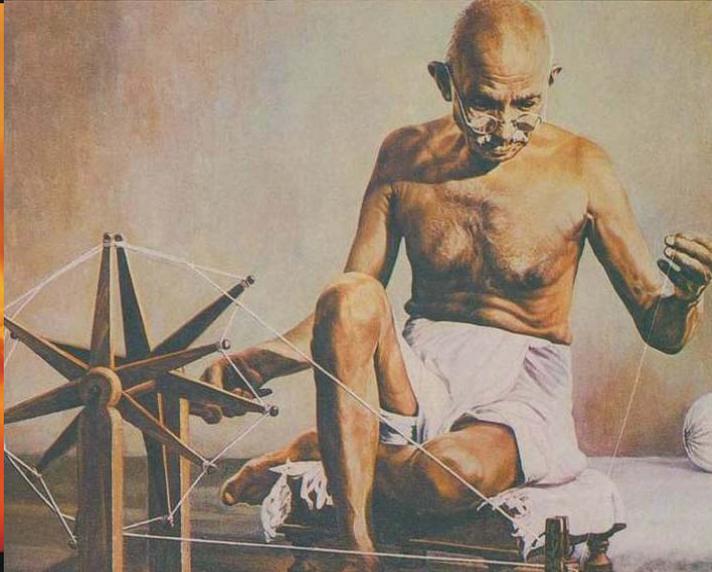
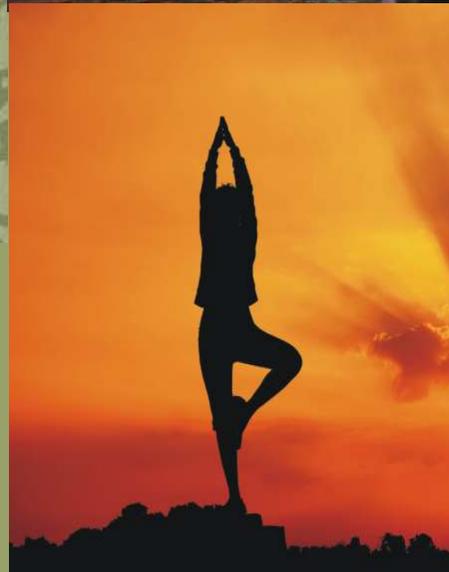
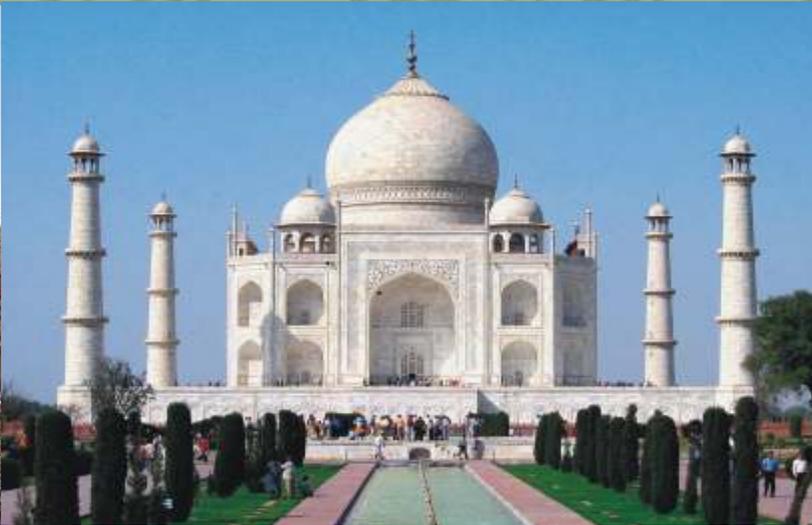




Samarthan

Ministry of Culture | Government of India



SAMARTHAN



सत्यमेव जयते

Ministry of Culture
Government of India
New Delhi



डॉ. महेश शर्मा
Dr. Mahesh Sharma



संस्कृति राज्य मंत्री (स्वतंत्र प्रभार)
पर्यटन राज्य मंत्री (स्वतंत्र प्रभार)
भारत सरकार, नई दिल्ली
MINISTER OF STATE (IC) FOR CULTURE
MINISTER OF STATE (IC) FOR TOURISM
GOVERNMENT OF INDIA, NEW DELHI

MESSAGE

Ministry of Culture deals with the Tangible and Intangible Heritage of India. Tangible and Intangible Cultural Heritage encompasses several strands including monuments and archaeology; folk and tribal art; literature; archives; library; performing arts including music, dance and drama and visual arts in the form of paintings, sculpture and graphics. All activities of the Ministry relating to promotion, preservation and conservation of the cultural heritage of the country are implemented through a network of 2 attached offices, 6 subordinate offices and 34 autonomous organizations under its control and a number of schemes directly operated by the Ministry for promotion and dissemination of art and culture. Its activities and programmes have been organized under several broad heads viz., Promotion & Dissemination, Archaeology, Museums, Archives, Anthropology, Performing Arts, Public Libraries, Buddhist and Tibetan institutes, Indira Gandhi National Centre for the Arts, Memorials, Centenaries and Anniversaries, International Cultural Relations, Activities for North Eastern Region and Building Projects etc.

In order to bring awareness among the public of the schemes, the Ministry has brought out a compendium named "Samarthan". This edition of Samarthan contains details of all existing schemes of the Ministry of Culture.

I am happy to place this edition of the compendium in the hands of the users with the hope that it is found to be useful for them for getting financial assistance for promotion of arts and culture. Further, the details of these schemes are also available on the website of the Ministry at www.indiaculture.nic.in.


(Dr Mahesh Sharma)

रवीन्द्र सिंह, आई.ए.एस.
सचिव
Ravindra Singh, IAS
Secretary



भारत सरकार
संस्कृति मंत्रालय
नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF CULTURE
NEW DELHI-110 001

INTRODUCTION

The Ministry of Culture published the last edition of 'Samarthan' in January, 2012. Since then a large number of schemes have been revised and some new schemes have been initiated by the Ministry. In order to disseminate the latest and updated information related to the various schemes administered by this Ministry, the revised version of 'Samarthan' is being published. I am sure that Government Departments, State Governments and various organizations and individuals associated with the realm of culture will benefit from finding all necessary information as compiled in this compendium.

I am also confident that this compendium will facilitate and motivate the officials of this Ministry and its organizations in effectively implementing all the schemes and ensuring delivery in the spirit in which they were envisaged.


(Ravindra Singh)

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Performing Arts Grants Scheme

A. Preamble

The scheme will be titled "Performing Arts Grants Scheme". Under this scheme financial assistance will be provided to dramatic groups, theatre groups, music ensembles, children theatre, solo artists and for all genres of performing arts activities.

The scheme will have the following major components:

1. Production Grant.
2. Repertory Grant.

B. Eligibility and Criteria for grant

(a) Production Grant

1. Grants or subsidies to be given for production under this scheme will be on the basis of approved projects or programmes and will be ad-hoc in character. The projects selected for financial assistance under this scheme shall normally be of the duration not exceeding one year. The amount of Grant will be sufficient to cover all items of expenditure included in the approved projects/programmes selected for assistance in a particular year. Amongst the items which may be treated as approved items for purpose of grant will be salary remuneration to artists including casual artists at prevalent rates, cost of productions/performance, rental for halls of rehearsals, cost of costumes, transport contingencies, research expenditure etc.
2. The application for seeking Production Grant must contain detailed cost estimates with proper justification so that the Expert Committee could consider recommendation of grant based on actual requirement.
3. In selecting individual projects for assistance, care will be taken to ensure that all different art forms and styles from all parts of the country are represented, giving due preference to rare and traditional forms. Preference would be given to new Play/Acts/Production.
- 4.1 Special consideration will be given to projects which are aimed at encouraging experimental and innovative methodologies emerging out of original writing, original direction, theatre-research, theatre training programme or training of audience and those who foster cultural activities at the rural level.
- 4.2 Production Grant will be disbursed in two installment 75% and 25% respectively in following manner:
 - (i) 75% of approved amount approved by Expert Committee after approval of Minutes and IFD.
 - (ii) 25% of balance amount after receiving application to release the 2nd installment alongwith all requisite documents as communicated vide sanction letter of 1st installment provided that the Organizations should mandatorily organize at least 02 activities (function, lecture, seminar, workshop, exhibition etc.) in any of the schools in their vicinity. A certificate to this effect from the Principal of school would be a mandatory requirement for release of 2nd installment".
5. The grantees who are sanctioned Production Grant must provide their programme details to the Ministry of Culture so that the same can be uploaded in the websites of the Ministry of Culture.

6. Organizations/Individuals seeking Production Grant are eligible to obtain only one grant in a financial year.

(b) Repertory Grant

1. The Group ensembles to be assisted for Repertory Grant will be expected to have a repertoire of adequate number and quality and should have given performances on an all India basis.
2. Those grantees who are getting Repertory Grant, would be recommended for renewal of Salary Grant only when they stage at least two productions during the financial year. Out of this at least one production must be a new production i.e. which has not been staged earlier.
3. The Repertory Grant will be reviewed annually by the Expert Committee set up for the purpose.
4. In case of Salary Grant, physical verification would be compulsory for continuation of grants after 4th year.
5. Repertory Grant will be disbursed in one installment on fulfilment of following condition at the time of proposal for renewal of grant :

The Organisations granted financial assistance would mandatorily organise at least 02 cultural activities (function, lecture, seminar, workshop, exhibition etc.) in any of the school in their vicinity. A certificate to this effect from the principal of the school would be a mandatory requirement for renewal and released of grants.

C. Advertisement seeking applications under the Scheme

1. While an advertisement will be placed, annually, on the website of the Ministry applications may be made at anytime during the financial year by applicants, which will be evaluated periodically by the Expert Committee set up for the purpose. The application should be duly recommended by concerned State Governments /U.T. Administrations or any of the State Akademies or National Akademies including National School of Drama (NSD), Kalakshetra Foundation, Centre for Cultural Resources and Training (CCRT), Indira Gandhi National Centre for Arts (IGNCA), Zonal Cultural Centers (ZCCs) and bodies of similar stature.
2. The application must be accompanied by documents as specified in Para-F below. Any application submitted without these documents is liable to be rejected.

National School of Drama (NSD) under Ministry of Culture will notify the 'Scheme' annually through NSD's/Ministry's websites : nsd.gov.in/indiaculture.nic.in

Application in the prescribed proforma supported by necessary documents mentioned at Para 7 of the 'Scheme', may be submitted to "The Director, National School of Drama, Bahawalpur House, Plot No. 1, Bhagwan Das Road, New Delhi-110001 [Any deficiency in the Application Form(s) d by the National School of Drama to the applicant organisation(s), may be furnished director to NSD itself].

D. Mode of Selection

1. Production Grant/Repertory Grant will be sanctioned by the Expert Committee constituted for the purpose. The constitution of the Expert Committee will be for two years and will be approved by the Ministry. The Expert Committee will give justification on case to case basis for its recommendations.
2. The scrutiny of applications by the Expert Committee will be done periodically subject to the availability of funds and applications for the grant.
3. Recommending body in respect of Applications/Proposals received under Performing Arts Grants Scheme would be different from that of the Expert Committee for this Scheme.

4. While Production Grant will be disbursed in two installments of 75% and 25% respectively, the Repertory Grant to organization/institutions will be released annually.

E. Amount of Grant

1. Repertory Grant: Effective from 1/4/2009, salary grant will be given to a maximum number of 25 artistes and one guru as decided by the Expert Committee. Effective from 1/4/2009, assistance for each artiste /Guru will be as given below:
- (i) Artiste: Rs. 6000/- per month.
 - (ii) One Guru/Director: Rs. 10000/- per month.
2. Production Grant: Effective from 1/4/2009, a maximum of Rs. 5 lakh per year shall be given to the Organization/Individual depending upon the project. However, in case of larger Productions, meeting specific requirements in tune with the scheme, the upper limit of grant could be relaxed with approval of Hon'ble Minister.

The expenditure under this Scheme should be limited to the allocated outlay under the Scheme.

Note: Payment to the applicant Organisations shall be invariably made through Electronic mode/RTGS, as per practice in vogue.

F. Documents to be submitted with the Application

- (i) Photocopy of the Registration Certificate & Memorandum of Association.
- (ii) Income Tax Assessment order.
- (iii) Last three year's receipts and payment account and balance sheet with auditor's certificate.
- (iv) Photocopy of Utilization Certificate for previous year's grant.
- (v) Complete details of artiste's name, guru/director's name, cost of rehearsals, cost of costumes, cost of transportation, cost of research, cost of scripting, cost of staging, etc.
- (vi) Press reviews, press advertisements, souvenir's copies of tickets etc. of the production of the previous years.
- (vii) The application should be duly recommended by concerned State Governments /U.T. Administrations or any of the State Akademies or National Akademies including National School of Drama (NSD), Kalakshetra Foundation, Centre for Cultural Resources and Training (CCRT), Indira Gandhi National Centre for Arts (IGNCA), Zonal Cultural Centers (ZCCs) and bodies of similar stature.

Note: Exemption would be given to the Padma awardees from getting the recommendation from concerned State Governments/UT Administrations or any of the State Akademies or National Akademies including National School of Drama, Kalakshetra Foundation, Centre for Cultural Resources and Training, Indira Gandhi National Centre for the Arts (IGNCA), Zonal Cultural Centres and bodies of similar nature.

G. Evaluation and Monitoring of the Scheme

The Ministry of Culture will evaluate the grantees through periodical inspections, field visits etc. as may be felt necessary, particularly for Repertory grantees on a periodical basis.

As regards the fresh cases of Repertory Grant, the approved grant in each case shall be released only after a physical verification of the Organisations as decided by the Ministry. Further, a minimum 5-10% of new recommended proposals / cases would be physically inspected / verified by the Under Secretary/Section Officer level Officers concerned in Ministry of Culture.



Scheme Guidelines on Financial Assistance to Cultural Organisations with National Presence

A. Eligibility

- a. The applicant Organization should, in order to qualify for grant, have a properly constituted managing body or governing body or governing council with its powers, duties and responsibilities clearly defined and laid down in the form of written constitution.
- b. It should have facilities, resources, personnel and experience to take up the project for which grant is required.
- c. The Applicant Organization should be registered in India having an all India Character with national presence and should have operational presence at national/international level.
- d. The activities of the organization should be primarily or significantly Cultural.
- e. The Organization should have capacity to do at least 20 events/programmes in a year.
- f. The Organization should have adequate working strength artistes/staff/volunteers.
- g. The Organization should have spent Rs.1 crore or more during 3 of the last 5 years on cultural activities.
- h. Financial assistance will be given for all or any of the items listed below:
 - (1) Normally upto 25% of total Govt. grant may be utilized for Maintenance (Salary of staff, Office Expenses, Miscellaneous Expenses) and Construction/ Repairs/ Extension/Restoration/Renovation of the Building of the Institute/Organization/Culture focused on promotion of Art & Culture.
 - (2) Normally upto 75% of the total Govt. grant should in any case be utilized for Payment of Honorarium and other miscellaneous expenses on showcasing/production of events important to the preservation or promotion of cultural heritage and arts including Research Projects on promotion of Art & Culture.

B. Mode and Conditions for Release of Grant

- (1) The grant shall be given based on the appraisal of applications/proposals received under the scheme by the Expert Advisory Committee and thereafter by the administrative authorize in the Ministry of Culture.
- (2) Grant will be paid in two installments (i.e. 75% & 25%), the first being released at the time of approval of the project. The second installment will be released on receipt of Utilization Certificate in the proper format [as per GFR-19(e), duly audited statement of accounts showing the utilization of the entire amount of grant plus the share of the grantee and other documents certified by a Chartered Accountant. The release of balance of grant will be decided on the

basis of the actual expenditure incurred on the project subject to the maximum limit of the grant sanctioned.

- (3) An Organization in receipt of financial assistance under the Scheme shall be open to inspection by an officer/representative authorized by the Ministry of Culture, Government of India or the State Government concerned.
- (4) The accounts of the project shall be maintained properly and separately and submitted to the Government of India as and when required and will be subject to check by an officer of the Central Government or the State Government or by the Comptroller and Auditor General of India at his discretion.
- (5) The Organization shall submit detailed break-up of expenditure utilized for Maintenance (Salary of staff, Office Expenses, Miscellaneous Expenses) and Constructions/ Repairs/ Extension/Restoration/Renovation of the Building of the Institute/Organisation/Culture focused on promotion of Art & Culture.
- (6) The grantee shall maintain:
 - a) Subsidiary accounts of the grant-in-aid received from the Government
 - b) Cash book Register in hand-written bound book duly machine numbered.
 - c) Grant-in-aid Register for the grant received from the Government and other agencies.
 - d) Separate ledgers for each item of expenditure like construction of hostel building, etc.
- (7) The Organization shall maintain a record of all assets acquired wholly or substantially out of the Central Government grant and shall not dispose of or encumber or utilize for purposes other than those for which the grant was given without prior written approval of the Government of India.
- (8) If at any time, the Government of India has reason to believe that the sanctioned money is not being utilized for approved purposes, the payment of grant may be stopped and the earlier grants recovered.
- (9) The Organization must exercise reasonable economy in the working of the approved project.
- (10) The grantee Organization shall furnish to the Ministry of Culture a quarterly progress report of the project indicating in detail both the physical achievements and the expenditure incurred on each of the approved items separately.
- (11) Applications against which previous grant/Utilization Certificate is pending will not be considered.
- (12) The Organizations should mandatorily organize at least 02 activities (function, lecture, seminar, workshop, exhibition etc.) in any of the schools in their vicinity. A certificate to this effect from the Principal of school would be a mandatory requirement for release of 2nd installment”.

C. Quantum of Assistance

An Organization would normally be given financial assistance amounting to Rs.1.00 crore. Further, the financial assistance by the Ministry would be limited to Rs.2.00 crores only. However, the amount may

be enhanced upto Rs.5.00 crores in exceptional/deserving cases, with the approval of HCM. Assistance under the Scheme to an Organization will be restricted to a maximum of 67% of the approved cost, subject to the ceilings given above. The balance 33% of the approved cost is to be incurred by the Organization as its 'matching share' (other than the contribution by State/UT Government/Union Ministries/PSUs/Universities etc.)

D. Accounting procedures

Separate accounts shall be maintained in regard to the grants released by the Central Government;

- a. The Accounts of the grantee organization shall be open to audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.
- b. The grantee Organization shall submit to the Government of India, a Statement of Accounts audited by a Chartered Accountant stating the expenditure incurred on the approved project and indicating the Utilization of the Government grant in the preceding years. If the Utilization Certificate is not submitted within the prescribed period, the grantee shall arrange to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government.
- c. The grantee Organization will be open to a review by the Government of India, Ministry of Culture by appointing a committee or in any other manner decided by the Government as and when deemed necessary by the Government.
- d. The grantee Organization shall not invite foreign delegations (being invited in connection with the events financially supported by the scheme of Ministry of Culture) without obtaining permission from the Ministry of External Affairs, application for which shall be routed through Ministry of Culture.
- e. It will be subjected to such other conditions as may be imposed by the Government from time to time.

E. Procedures for submission of Application

Advertisement to call applications from eligible organization will be uploaded on the official web-site of Ministry of Culture. The applications duly filed in prescribed proforma should be recommended by the cultural Department/Wing of the concerned Central Government/State Government/UT Administration or any of the Zonal Cultural Centers of the Ministry of Culture/National Academies including National School of Drama(NSD), Sangeet Natak Academy(SNA), Lalit Kala Akademy(LKA),CCRT, Indira Gandhi National Centre for Arts(IGCNA) and bodies of similar stature and should be routed through these Organizations only. However, Ministry of Culture will have discretion to entertain an application directly.

F. Documents to be attached with the application

- a. Constitution of the Organization.
- b. Constitution of the Board of Management of Governing Body and particulars of each member.
- c. Copy of the latest available Annual Report.

- d. A detailed project report including:
 - 1. Description of the project for which assistance is required along with its duration.
 - 2. Financial statement of the project giving item wise details of recurring and non recurring expenditure separately, and
 - 3. The source(s) from which counterpart funds will be obtained.
- e. A statement of income and expenditure of the applicant organization for the previous three years and a copy of the balance sheet for the previous.
- f. An Indemnity Bond in the prescribed Proforma on a stamp paper of appropriate denomination.
- g. Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned grant.

G. Relaxation

In exceptional cases Ministry of Culture reserves the right to relax any of the criteria of the guidelines on the recommendations of the Experts/Steering/Advisory Committee for the reasons recorded in writing.



Building Grants, Including Studio Theater

A. Objective

The objective of the Scheme is to support voluntary cultural organizations and government-aided cultural organizations in their efforts to create appropriately equipped training, rehearsal and performance spaces for artistes.

B. Eligible Projects

1. Grants will be given to projects for creating cultural spaces, which will include:

1.1 Conventional Cultural Spaces for Performing Arts:

- a) Performance venues, like Auditoria, Open-air Theatres, Concert Halls.
- b) Rehearsal halls for Theatre/ Music/ Dance.
- c) Training Centres/ Schools for Theatre/ Music/ Dance.

1.2 Flexible Spaces, i.e., Studio Theatres, etc.:

Non-proscenium rehearsal-cum-performance spaces, referred to as Studio Theatre or Experimental Theatre, that are characterized by the following special features:

- a) A small theatre, with all the essential equipment for the performance of live music, dance or theatre or combination of these arts;
- b) An unconventional space that cannot qualify as an auditorium in the traditional sense; therefore, the stage or performance area is not normally placed within a proscenium arch nor raised too high or separated from the audience by a clearly demarcated division.
- c) A seating arrangement for spectators that is totally flexible and can be moved fluidly from one part of the space to another depending on the artistic aim of a particular performance; therefore, the seats/chairs must not be fixed in position.
- d) A capacity that usually does not go over 100 to 200; therefore, such a space is often called a "little theatre" or "intimate theatre", because it allows for close-up and intimate viewing by spectators.
- e) One or two adjoining greenroom(s) / dressing room(s) /makeup room(s) with toilet(s) for the performers, and a storage area; therefore, the entire unit, though minimal, functions as a theatre in every sense.

2 A project proposal to create an auditorium, a studio theatre or other cultural space(s) may include an appropriate combination of any of the following components:

- a) New construction or purchase of a built-up space.
- b) Renovation/ upgradation/ modernization/ extension/ alteration of an existing building/ space/ facility.
- c) Remodeling of the interiors of an existing built-up space/cultural centre.

- d) Provision of facilities like electricals, air conditioning, acoustics, light and sound systems and other items of equipment, such as musical instruments, costumes, audio/ video equipment, furniture and stage material that may be required for a studio theatre, auditorium, rehearsal hall, classroom etc.

C. Eligible Organizations

1. The scheme covers:

- (i) All not-for-profit organizations that fulfill the following criteria:-
 - a) The organization has a predominantly cultural profile, working primarily for the promotion of arts and culture in fields such as dance, drama, theatre, music, fine arts, indology and literature at least for a period of three years.
 - b) The organization is registered as a society under the Registration of Societies Act (XXI of 1860) or similar Acts, or as a Trust or as a Not-for-Profit Company, at least for a period of three years.
 - c) The organization is well established and known to be doing meaningful work in the field of its activity and has gained a local, regional or national identity.
 - d) Its charter is devoted to the preservation, propagation and promotion of Indian arts and culture.
 - (ii) Government-sponsored bodies for promoting the performing arts.
 - (iii) University Departments or Centres dedicated to the performing arts.
 - (iv) Colleges set up to promote the performing arts.
2. An organization that has been receiving salary grant for the last 3 years under the Ministry’s Scheme of “Financial Assistance to Professional Groups and Individuals Engaged for Specified Performing Arts Projects” will be deemed to have fulfilled all the above conditions.
3. A Government-sponsored body, University Department/Centre or College dedicated to the performing arts may also be automatically eligible, provided its record over the preceding three years is satisfactory.
4. Religious institutions, public libraries, museums, schools, colleges or University Departments/Centres that are not specifically dedicated for the performing arts and allied cultural activities, departments or offices of the Central Government/ State Governments/ U.T. Administrations/ Local Bodies will not be eligible.
5. An organization that has availed of a grant for its building project grant under the erstwhile Scheme of Building Grants to Cultural Organizations or under this scheme will not be eligible for a second grant under the Scheme before the completion of the project sanctioned earlier, except where such second grant is sought for a Studio Theatre (or Experimental Theatre) and the applicant organization has not defaulted on the ongoing sanctioned project.

D. Nature and Extent of Assistance

- 1 All grants under the Scheme will be of a non-recurring nature. Recurring expenditure, if any, will be the responsibility of the grantee organization. 5.2 Maximum assistance under the scheme will be as under:

CITIES	TYPE OF PROJECT	LIMIT OF ASSISTANCE
<ul style="list-style-type: none"> • Bangalore • Chennai • Delhi 	Projects involving new construction or purchase of built up space	Rs. 25 lakhs

- | | | |
|--|--------------------|--------------|
| • Hyderabad | All other projects | Rs. 50 lakhs |
| • Kolkata | | |
| • Mumbai | | |
| All non-Metro cities,
towns or places | All projects | Rs. 25 lakhs |

2. Assistance under the scheme to an organization will be restricted to a maximum of 60% of the approved estimated project cost, subject to the ceilings given above. The balance of the approved estimated project cost is to be incurred by the organization as its 'matching share'.

ILLUSTRATIONS:-

FOR PROJECTS INVOLVING NEW CONSTRUCTION/ PURCHASE OF BUILT UP SPACE IN METRO CITIES

CASE: 1

If the approved cost of the project is Rs. 100 lakhs, the maximum grant which may be sanctioned would be Rs. 50 lakhs, the matching share of the grantee organization being Rs. 50 lakhs.

CASE: 2

If the approved cost of the project is Rs. 70 lakhs, the maximum grant which may be sanctioned would be Rs. 42 lakhs, the matching share of the grantee organization being Rs. 28 lakhs.

FOR PROJECTS INVOLVING NEW CONSTRUCTION/ PURCHASE OF BUILT UP SPACE IN NON-METRO CITIES AND ALL PROJECTS UNDER 3.2 (b, c and d)

CASE: 3

If the approved cost of the project is Rs. 60 lakhs, the maximum grant which may be sanctioned would be Rs. 25 lakhs, the matching share of the grantee organization being Rs. 35 lakhs.

CASE: 4

If the approved cost of the project is Rs. 40 lakhs, the maximum grant which may be sanctioned would be Rs. 24 lakhs, the matching share of the grantee organization being Rs. 16 lakhs.

3. Cost of the land (actual consideration paid by the recipient organization and not market value) and development charges borne by the organization shall be accounted as matching share.
4. Expenditure already incurred by the organization on construction/ purchase/ development of land & building and purchase of fixtures and fittings within a period of one year from the date of application, shall also be accounted as matching share. The organization will submit accounts of expenditure incurred in this regard duly certified by Chartered Accountant.
5. In case the cost of the project is enhanced subsequently, the liability of the Government of India will be restricted to the original sanctioned amount, and all the extra expenditure will be met by the grantee organization from its own resources.
6. Once the project proposal has been considered and approved for a certain amount, no subsequent requests for review and enhancement of project cost will usually be entertained.
7. The validity of sanction of financial assistance will be 3 years from the date of release of the 1st installment and all projects must be completed within this 3-year period.

E. Application Procedure

1. National School of Drama (NSD) under Ministry of Culture will notify the 'Scheme' annually through

NSD's/Ministry's websites : nsd.gov.in/indiaculture.nic.in

Application in the prescribed proforma supported by necessary documents mentioned at Para 7 of the 'Scheme', may be submitted to "The Director, National School of Drama, Bahawalpur House, Plot No. 1, Bhagwan Das Road, New Delhi-110001 [Any deficiency in the Application Form(s) intimated by the National School of Drama to the applicant organisation(s), may be furnished directly to NSD itself].

All documents mentioned under Clause (Para) 7 below must accompany the application. Applications received without any of these mandatory documents will not be taken up for consideration and returned to the sender.

F. Documents to be attached

The application should be accompanied by the following documents:

1. Project Report/Proposal which will include–

- (a) Organization's profile containing a description of the organization, its strengths, achievements and year-wise details of its activities over the last 3 years.
 - (b) Description of the project/proposal including its rationale/ justification.
 - (c) Summary of the cost estimates (building/ equipments/ facilities).
 - (d) Sources of finance/funds.
 - (e) Time schedule for completion of project, and
 - (f) Post completion- how the organization will manage the operation & maintenance of the facility created through the project and meet the recurring maintenance/ operational costs.
2. Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant Acts.
 3. Copy of the Memorandum of Association (or Trust Deed) of the organization including Rules & Regulations, if any.
 4. List of present members of the Board of Management/ Office Bearers/Trustees with name & address of each member.
 5. Copies of Annual Accounts for the last 3 financial years (duly certified / audited by a Chartered Accountant or Government Auditor).
 6. Copy of the title deed (registered conveyance deed, gift deed, lease deed, etc.), showing
 - (a) Ownership of the land/building for the project in the name of the applicant organization and confirming that the property can be used for commercial, institutional or educational purpose. In the case of a proposal to purchase built up space, copy of Allotment letter/Agreement to Sale be submitted.
 - (b) Cost of land/building. In case the cost of land/ building is not indicated in the title deed, relevant documents in support of cost be submitted.
 7. Copy of Building / Development Plans duly approved by the appropriate civic body/ local authority (Municipality, Panchayat, Development Authority, Improvement Trust etc.).In case of proposal to purchase built up space, copy of the layout plan and completion certificate duly approved/issued by competent civic body/local authority to be submitted.
 8. Cost estimates (Building/ Equipments), duly approved by a registered Architect who will also certify that :

- a) The quantities are in conformity with the structural requirements of the project.
 - b) The rates are in conformity with the prevailing market rates, and
 - c) The cost estimates are reasonable.
9. Documentary evidence in support of the claim that the organization has secured or made arrangements to secure its matching share e.g. a bank statement, certificate of expenditure already incurred on the project (with break-up, duly certified by Chartered Accountant), loan sanction letter, letter of the State Government / Union Territory Administration/ Local Body etc. sanctioning funds for the project.
 10. Resolution (in the prescribed format) of the Board of Management/ Executive Board/ Governing Body of the organization authorizing a person to sign the application for grant, bond etc. on behalf of the organization.
 11. A Bond (in the prescribed format) for the assistance sought, on a stamp paper of prescribed denomination.
- 7.12 A Bank Authorization letter (in the prescribed format) showing ECS details of the Bank Account of the organization.

Notes

- I. The applicant organizations are free to attach any other document they may wish to submit in support of their proposal (e.g. certificate or recommendation letters from a national or state level Government body or Akademi, annual reports, press clippings/ reviews, award letters, affiliation letters etc.).
- II. Wherever the documents are in a regional language, an English or Hindi version must also be made available
- III. Wherever copies of certain documents are being submitted, the same should be duly attested by a Gazetted Officer or Notary Public.
- IV. For proposals from Government-sponsored bodies, University Departments or Centres and Colleges that are dedicated to the Performing Arts, out of the documents specified at point nos. 7.2 to 7.10 above, only such documents as are relevant to the applicant organization will need to be provided.

G. Evaluation procedure

1. All applications received by the Ministry of Culture will be scrutinized for completeness as per the above requirements by the Performing Arts Division of the Ministry of Culture. Applications which are incomplete (without requisite documents provided under clause no.7 above) will not be processed further for evaluation by the Expert Committee.
2. Before evaluation by the Expert Committee, wherever the Committee so desires, the applications may also be subjected to a pre-verification check with the assistance of any organization under the Ministry of Culture or a group of experts or an agency appointed for the purpose. Alternatively, the proposal may be subjected to a pre-appraisal by a Peer Group the Ministry may constitute in particular cases or as a standing arrangement. The purpose of this pre-verification or pre-appraisal will be to make a local assessment of the standing and the capabilities of the applicant organization and worthiness of the project.
3. Applications complete in all respects will be taken up in batches for consideration by the Expert Committee, which will be appointed by the Ministry of Culture and will meet from time to time during the year, depending on the number of applications received for the grant.

4. The Expert Committee will evaluate each project proposal on its merit, with specific reference to the following:
 - a) Whether the applicant organization is well established in the field and has got an identity of its own.
 - b) Whether the proposal is well-conceived
 - c) Whether the cost estimates are reasonable; and
 - d) Whether the organization has capacity or has made arrangements to bring in their matching share to complete the project. (Where the applicant organization has already spent full amount of the matching share, this requirement will be deemed to have been fulfilled).
5. The Expert Committee will include artistes, representing different fields of performing arts and culture, and may also include an Architect, a Civil Engineer and a Technical Expert in light/sound/stage craft, as also concerned officials of Ministry of Culture.

H. Sanction and Release of Grant

1. On approval of the project proposal, the Ministry will communicate the decision to the organization, indicating the approved total cost of the project, the quantum of assistance sanctioned, the quantum of matching share of the organization and other terms and conditions for release of the sanctioned amount of assistance.
2. The sanction letter will also specify the building/ equipments for which the assistance has been sanctioned.
3. The sanctioned amount of assistance will be released in installments in the following manner.
 - 3.1 First Installment: The first installment equal to 40% of the sanctioned assistance will be released on approval of the project proposal/sanction by the Ministry without any further correspondence.
 - 3.2 Second Installment: The second installment equal to 30% of the sanctioned grant will be released on submission of:
 - (a) Physical and financial progress report on the project from a registered Architect, giving details of the work already carried out/ completed, along with the photographs of site.
 - (b) A certificate from registered Architect to the effect that: The project has been completed/ is in progress as per the approved plan; That there has been no violation of the local laws or the approved plan of construction/development; The work done is of satisfactory quality; and indicating Valuation of the cost of the work done and the further amount required to complete the project.
 - (c) The audited statement of accounts of the project, duly signed by a Chartered Accountant.
 - (d) A Utilization Certificate from Chartered Accountant, certifying that the first installment of assistance has been fully utilized for the project.
 - (e) A certificate from Chartered Accountant certifying that the organization has spent 40% of its matching share.
 - 3.3 **Final Installment:** The final installment equal to 30% of the sanctioned grant will be released after:
 - 3.3.1. The grantee organization has submitted the following documents:

- a) Physical and financial progress report on the project from a registered Architect, giving details of the work already carried out/ completed, along with the photographs of site.
- b) A certificate from registered Architect to the effect that: • The project has been completed/ is in progress as per the approved plan; • That there has been no violation of the local laws or the approved plan of construction/development; • The work done is of satisfactory quality; and indicating • Valuation of the cost of the work done and the further amount required to complete the project.
- c) The audited statement of accounts of the project, duly signed by a Chartered Accountant.
- d) A Utilization Certificate from Chartered Accountant, certifying that the second installment of assistance has been fully utilized for the project.
- e) A certificate from Chartered Accountant certifying that the organization has spent 70% of its matching share.

3.3.2. The Ministry of Culture has got the project physically inspected through its representative(s). Depending on the nature and the size of the project, the Ministry may for such field verification, depute an official from the Ministry and/ or any of its organizations or a team of officials and/ or experts drawn from various offices/disciplines, or it may engage a third party to carry out the inspection.

Note : If the final requirement of funds arrived at, falls short of the approved project cost or the amount of matching share spent by the organization is less than 40% of the approved project cost, the amount of the last installment of the grant will be reduced correspondingly.

4. Proposals upto Rs. 25.00 lakhs would be approved by the concerned Joint Secretary, on the recommendation of the Expert Committee and proposals above Rs. 25.00 lakhs and upto Rs. 50.00 lakhs, would be approved at the level of Secretary (Culture).

I. Conditions of Grant

1. Separate accounts shall be maintained in respect of the grants released by the Government of India.
2. The accounts and the site of the project shall be open for inspection by the representatives of the Ministry of Culture at any time for verification.
3. If the project is not completed within a period of three years from the date of release of the 1st installment, no further grant shall be released to the organization and the claim will become time barred.
4. The accounts of the organization will be open to audit at any time by the Comptroller and Auditor General of India or his nominees at his discretion.
5. Within six months of the close of the financial year of the release of grant or any installment thereof, the grantee shall submit to the Government of India a Statement of Accounts audited and certified by a Chartered Accountant setting out the expenditure incurred on the approved project and a Utilization Certificate indicating the utilization of the Government of India grant in the preceding year. If the utilization certificate is not submitted within the said period, the grantee may be asked to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government of India.
6. For closure of the case the applicant shall submit the following documents within 6 months of the close of the financial year in which the final installment is released:
 - a) In cases of projects involving new construction, copy of the intimation of completion of the building sent to the appropriate civic authority or the Completion certificate issued by it; and in

cases of projects involving purchase of ready built space, copy of the receipts of all the payments made to the builder/ seller, possession letter, and the registration/ ownership deed.

- b) Project completion report from the architect.
 - c) Certificate from the Chartered Accountant that the organization has spent full amount of its matching share.
7. A register of the permanent and semi-permanent assets acquired wholly or mainly out of the Government of India grant should be maintained in prescribed form (FORM GFR-19). Every year, a copy of this register should be furnished to the Ministry of Culture by the grantee.
 8. The grantee shall execute a bond in prescribed form with two sureties, in favor of the President of India, providing therein that he will abide by the conditions of the grant. In the event of his failing to comply with the conditions of the grant or committing a breach of the bond, the grantee and the sureties shall individually or jointly refund to the President of India the entire amount of the grant, together with interest thereon at the prevailing borrowing rate of the Government of India.
 9. The first lien on the buildings and other assets acquired with Central assistance will vest in the President of India and neither the building nor the equipment shall be leased or mortgaged to other parties without the prior approval of the Government of India. Provided, however, that the lease of the studio theatre or other facilities, so acquired, to other parties for temporary use shall be excluded from this rule.
 10. If at any stage the Government is not satisfied about the proper utilization of the Government grant, or of the facilities created out of it, the Government may ask for the refund of the entire amount of the grant together with interest thereon at the prevailing lending rates of the Government of India.
 11. The grantee organization will acknowledge the financial support of the Government of India, Ministry of Culture by appropriately displaying the name of the Ministry at the studio theatre/ cultural space developed with assistance under the Scheme.
 12. The grantee organization will be solely responsible for any violation of the laws governing construction of buildings or the use of land and buildings as may be applicable in the local area.
 13. Such other conditions as may be imposed by the Government of India from time to time.
 14. The Organizations should mandatorily organize at least 02 activities (function, lecture, seminar, workshop, exhibition etc.) in any of the schools in their vicinity. A certificate to this effect from the Principal of school would be a mandatory requirement for release of 2nd installment".

J. Miscellaneous

The cases sanctioned under the erstwhile Scheme of Building Grants to Cultural Organizations will not be usually reopened nor will the sanctioned amount be usually enhanced under the provisions of this scheme, but the installments pending for disbursement in such cases of building grant may, at the request of the grantee organization, be released by following the procedure and the documentary requirements contemplated in this scheme for the release of different installments. However, in cases where no installments have been released, the grantee organization may request for cancellation of the earlier sanction and fresh consideration of its project under this scheme. In past cases where the sanctioned grant has not been released in full and the project is lying incomplete and the grantee organization seeks a review of its case and enhancement of the sanctioned grant under this scheme, a view will be taken on a case to case basis.



Scheme for Tagore Cultural Complexes

A. Background

1. In the VIII Five Year Plan (1992-97), a scheme for grant of financial assistance to State Governments/ State-sponsored bodies for setting up Multi-Purpose Cultural Complexes (MPCCs) was introduced with the objective of improving the quality of life of our young people by making them sensitive to what is aesthetically and morally good in the society and exposing them to the finest forms of creative action. Under the scheme, cultural complexes were set up in the States, for coordinating and fostering activities in various cultural fields, such as music, dance, drama, literature, fine arts, etc. As was provided in the scheme, the requests of State Governments were examined by an Advisory Committee keeping in view the existing facilities in the State or the location, the financial position of the concerned cultural departments, their commitment to provide funds for meeting matching grant and recurring expenditure of the MPCCs. This scheme provided for grant of a maximum of Rs. 1.00 crore to the State Government, subject to 50% of the project cost being provided by the State Government as matching grant.
2. The scheme was reviewed, taking into consideration the past performance, and the parameters laid down in the scheme were revised in the year 2004. The revised scheme provided for two categories (I & II) of MPCCs. For Category I, project cost was Rs. 5.00 crores and for Category II, it was Rs. 2.00 crores.
3. In all, 49 MPCCs were assisted in different States/ UTs before the scheme was discontinued by the Planning Commission at the end of X Plan. Subsequently, during the Mid Term Appraisal of XI Plan, Planning Commission agreed that the scheme may be revived with proper modifications.
4. In a related development, the National Committee under the Prime Minister and the National Implementation Committee under the Finance Minister, set up to commemorate the 150th Birth Anniversary of Gurudev Rabindranath Tagore, felt that there was a need for renovation, upgradation and expansion of the large number of Rabindra 'Bhawans', 'Sadans', 'Rangshalas', 'Manchas' and other Cultural Centres created across the country through Central assistance as part of a nation-wide programme that was launched on the occasion of Centenary Celebrations of Gurudev Rabindranath Tagore in 1961. These Centres were in operation for over 30 years and had served the community well.
5. As part of the Commemoration of Tagore's 150th birth anniversary, it was, therefore, decided to restore/renovate/upgrade/modernize/expand the existing RabindraBhawans and also create new cultural complexes in the State Capitals and other cities where no such complexes exist, within the framework of a revised MPCC scheme. The erstwhile MPCC scheme was therefore revamped and reintroduced in the name of Tagore, called Tagore Cultural Complexes (TCC) Schemew.e.f. 07.05.2011 so that besides facilitating the setting up of new cultural complexes of varying scales, it could also support upgradation, modernization and modification of the existing Rabindra Auditoria into state-of-the-art cultural complexes.
6. Since its inception, two meeting of the National Appraisal Committee have been held and 29 and 38 proposals respectively were considered.
7. The Ministry of Culture also feels that there is a big gap in the art-related infrastructure in the country. This gap has to be bridged through injection of due funding through this Scheme which effort is

directly connected with the propagation and promotion of performing arts, in particular and art and culture in general. For this purpose, the Government of India envisages to continue with the above said Tagore Cultural Complexes (TCC) Scheme concerning a vast tapestry of spaces for practically all purposes to promote arts in general have been included. The Scheme aims at creating new spaces of all types as well as upgradation of existing spaces. This will encourage promotion of arts all over the country. Since a lot of this work is being done outside the public domain, Not for Profit organisations and such like bodies have been included as eligible applicants under the Scheme. It is also felt that several projects in the country under the erstwhile MPCC Scheme also are in the need of some funds for infrastructure towards upgradation of existing MPCC, Rabindra 'Bhawans', 'Sadans', 'Rangshalas' as well as restoration, renovation, extension, alteration, upgradation, modernization etc. of existing physical facilities.

8. These requirements were accordingly incorporated in the comprehensive, broad-based TCC Scheme. Necessary stake (40%) of the grantee State Governments/UT Administrations/Not for Profit organisations have been built in to ensure their whole-hearted participation and dedication as well as intellectual ownership of the project.

B. Objective

1. The revisited version of Scheme known as 'Tagore Cultural Complexes' Scheme will continue to foster and coordinate activities in the States/ UTs in different cultural fields such as music, drama, dance, literature, fine arts, etc. and promote through them the cultural unity of the country and provide avenues for creative expression and learning to the younger generation.
2. These cultural complexes will work as centres of excellence in all forms of art and culture, with facilities and infrastructure for stage performances (dance, drama and music), exhibitions, seminars, literary activities, film shows, etc. They are intended, therefore, to go beyond the original Tagore Auditorium scheme and foster a multi-dimensional interest in creativity and cultural expressions.

C. Eligible Organizations

Under the scheme, financial assistance will be provided to the following:

1. State Governments/ UT Administrations;
2. Bodies set up or sponsored by State Governments/ UT Administrations;
3. Bodies set up or sponsored by the Central Government or organizations under it;
4. Universities, Municipal Corporations and other Government-approved agencies; and
5. Reputed not-for-profit organizations that are capable of setting up and operating the project, arranging 40% of the project cost as their matching share and meeting the recurring costs, provided they have been inspected and recommended by an appropriate agency of the Central Government or the concerned State Government/ UT Administration and fulfil the following criteria:
 - (a) The organization is registered as a society under the Registration of Societies Act (XXI of 1860) or similar Acts, or as a Trust or Not-for-Profit Company at least for a period of three years.
 - (b) Its charter is primarily devoted to the preservation, propagation and promotion of Indian arts and culture.
 - (c) The organization has a predominantly cultural profile, working primarily for the promotion of arts and culture in fields such as dance, drama, theatre, music, fine arts, indology and literature at least for a period of three years.

- (d) The organization is well established and known to be doing meaningful work in the field of its activity and has gained a local, regional or national identity and reputation/standing.

D. Eligible Projects

Financial assistance will be given to projects of the following nature:

1. New Tagore Cultural Complexes (TCCs) Every project must include an auditorium, except in the case of district/ municipal complexes which may instead have a mini-auditorium or open-air amphitheatre or improvised Manch. TCC will be a multipurpose cultural complex but the facilities to be provided in a particular project would depend on the local needs and cultural ethos. Ideally, for the purposes of this scheme, a TCC may aim to have the following state-of-the-art facilities and infrastructure:
 - (a) An Auditorium (or a set of auditoria of varying capacities), for the performance of live music, dance or theatre or combination of these arts, with a seating capacity appropriate to local needs; can also be used as a venue for lectures, film screenings, etc..
 - (b) Rooms of varying capacities for seminars, conferences, workshops, etc.
 - (c) Greenroom(s)/dressing room(s)/makeup room(s) for the performers, and a storage area.
 - (d) Rehearsal hall(s) for theatre/ music/ dance.
 - (e) Training Centre/ school for theatre/ music/ dance.
 - (f) Dormitory for visiting artistes.
 - (g) Exhibition area(s) for art and photography.
 - (h) Library/reading room.
 - (i) Common facilities for office, cafeteria/catering, wash rooms, reception/waiting lounge, parking, etc.
2. Upgradation of existing Auditoria/ Cultural Complexes. The scheme will cover projects of upgradation of existing
 - (a) Rabindra 'Bhawans', 'Sadans', 'Rangshalas',
 - (b) Multipurpose Cultural Complexes (MPCCs), and
 - (c) other auditoria/ cultural complexes; and may involve any or appropriate combination of the following components:
 - (i) Restoration, renovation, extension, alteration, upgradation, modernization of existing physical facilities;
 - (ii) Remodeling of the interiors; and/ or
 - (iii) Provision/ upgradation of facilities like electricals, air-conditioning, acoustics, light and sound systems and other items of equipment, such as audio/ video equipment, furniture and stage material.
3. Completion of approved/ ongoing MPCC Projects The projects approved under the erstwhile MPCC Scheme will not be re-opened nor will the sanctioned amount be enhanced under provisions of this scheme. However, in case of projects that were approved by the Expert Committee before the scheme was discontinued or ongoing projects where any instalments are pending for disbursement, the Central assistance will continue to be disbursed under this scheme, but only to the extent and as per the provisions of the said MPCC scheme.

E. Nature and Extent of Financial Assistance

1. The quantum of financial assistance by Government of India will be limited to 60% of the project cost.
2. The recipient State Govt/UT or concerned organization will be required to contribute 40% of the project cost as matching share. Cost of land will not be included in matching share. Developed land with approach road will be made available by the concerned State Government, free of cost, unless the organization has land of its ownership.
3. Financial assistance under the scheme for any project will normally be upto a maximum of Rs. 15 crore. In extremely rare cases, of outstanding merit and relevance, the financial assistance can go upto Rs. 50 crore, but then each such individual case of Central assistance beyond Rs. 15 crore will be subjected to the usual appraisal/ approval mechanism prescribed for new Plan schemes.
4. All recurring expenditure will be met by the State Government/ UT or concerned organization.
5. 0.5% of project cost may be released for preparation of Detailed Project Report (DPR).

F. Application Procedure

1. National School of Drama (NSD) under Ministry of Culture will notify the 'Scheme' annually through NSD's/Ministry's websites: nsd.gov.in / indiaculture.nic.in and send direct communications to all State Governments/Union Territories
2. Application in the prescribed proforma supported by necessary documents mentioned at Para 8 of the 'Scheme', may be submitted to "The Director, National School of Drama, Bahawalpur House, Plot No.1, Bhagwandas Road, New Delhi – 110 001 [Any deficiency in the Application Form(s) intimated by the National School of Drama to the applicant organisation(s), may be furnished directly to NSD itself].
3. All documents mentioned in para 8 below and as applicable must accompany the application. Applications received without any of these mandatory documents will not be taken up for consideration.

G. Documents to be attached with application

The application should be accompanied by the following documents:

1. Project Proposal alongwith a Feasibility Report of the proposed project, including:
 - (a) Building/development plans (existing/proposed); (b) Summary of the cost estimates (Building, equipments, facilities, etc.);
 - (b) Sources of finance/funds for the matching share;
 - (c) Time schedule for completion of project;
 - (d) Post-completion plan to show how the organization will manage the operation & maintenance of the facility created through the project and meet the recurring maintenance/ operational costs; and
 - (e) The organization should include training and refresher courses for the staff as an integral part of its proposal.

2. Supporting Documents

- 2.1 For applications by Government departments/bodies/agencies:
 - (i) Evidence in support of allocation of land in the case of new projects and the layout plan & details of facilities and infrastructure already available if the proposal is for upgradation of an existing auditorium or multipurpose cultural centre; and
 - (ii) A letter of commitment for providing the matching share.

2.2. For applications by reputed not-for-profit organizations:

- (i) Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant Acts;
- (ii) Copy of the Memorandum of Association (or Trust Deed) of the organization including Rules & Regulations, if any;
- (iii) List of present members of the Board of Management/ Office Bearers/Trustees with name & address of each member;
- (iv) Copies of Annual Accounts for the last 3 financial years (duly certified / audited by a Chartered Accountant/ Government Auditor), along with IT returns for the last three years;
- (v) Organization's Profile containing a description of the organisation, its strengths, achievements and year-wise details of its activities over the last three years;
- (vi) PAN Card and Registration under Section XII A, 80G of IT Act, if any;
- (vii) Copy of the title deed (registered conveyance deed, gift deed, lease deed, etc.), showing ownership of the land/building in the name of the applicant organization and confirming that the property can be used for Commercial/ Institutional purpose. In case the proposal is for upgradation of an existing auditorium or multipurpose cultural centre, layout plan and details of facilities and infrastructure as already available, may be provided;
- (viii) Documentary evidence in support of the claim that the organization has secured or made arrangements to secure its matching share e.g. a bank statement, certificate of expenditure already incurred on the project (with an year-wise break-up duly certified by Chartered Accountant), loan sanction letter, or letter of the State Government/Union Territory Administration, Local Body, etc. sanctioning funds for the project;
- (ix) A Resolution (in the prescribed format) of the Board of Management/ Executive Board/ Governing Body of the organization authorizing a person to sign the application for grant, bond, etc. on behalf of the organization;
- (x) A Bond (in the prescribed format on a stamp paper of prescribed denomination) for the amount of assistance sought; and
- (xi) A Bank Authorization Letter (in the prescribed format) showing ECS details of the Bank Account of the organization.

H. Evaluation Procedure

1. All applications received by the National School of Drama under Ministry of Culture will be scrutinized by it for completeness as per the documentary requirements. Applications which are incomplete (i.e. without requisite documents provided under para 8 above) will not be processed further, until the deficiencies are removed.
2. All the complete applications/project proposals will be examined by a National Appraisal Committee appointed by the Ministry of Culture (under para 9.4 below) for:
 - (a) Determining the eligibility;
 - (b) Evaluating worthiness of the proposal; and
 - (c) Recommending the amount of central assistance for a project.
3. The National Appraisal Committee will meet from time to time and evaluate each project proposal on its merits, with specific reference to the following:

- (a) Whether the applicant organisation is well established in the field and has got an identity of its own;
 - (b) Whether the proposal is well-conceived;
 - (c) Whether the cost estimates are reasonable; and
 - (d) Whether the organisation has the capacity or has made arrangements to bring in its matching share to complete the project and to meet the recurring operational costs, post-completion. While sanctioning new projects under the scheme, the National Appraisal Committee shall also consider and evaluate the utility and output of the existing complexes, population and size of the state, and actual need for the new complex.
4. The Ministry of Culture will constitute a National Appraisal Committee (NAC) under the Secretary (Culture) - which may include officials of Ministry of Culture, Ministry of Urban Development, representative of CPWD/ HUDCO/ NBCC, School of Planning & Architecture, artistes representing different fields of arts and culture including at least one technical expert in light/sound/stage craft etc., as deemed appropriate.
 5. Project proposals seeking Central assistance will be examined by the NAC and funds will be released in consultation with Internal Finance. In its examination of the project proposals, the NAC will be assisted by its Sub-Committee(s).
 6. Project proposals seeking a Central assistance will be examined by the National Appraisal Committee, first for an in principle approval and on submission of the DPR for its final approval. The amount recommended by the Committee will be released by the Ministry of Culture in consultation with Internal Finance.
 7. Projects seeking Central assistance exceeding Rs. 15 crore will, with the prior permission of the Minister of Culture, be examined by the National Appraisal Committee for its in principle approval. On submission of the DPR, the same will be appraised through the usual SFC/ EFC mechanism and funds will be released in consultation with Internal Finance and with the approval of the competent authority i.e. Minister of Culture. (For such projects, special additional funds will need to be made available to the Ministry).
 8. After in-principle approval of the project proposal by the National Appraisal Committee, National School of Drama will communicate the decision to the applicant organization, whereupon it will be required to get a DPR prepared as per Planning Commission format/guidelines etc. For this purpose, upto 0.5% of the tentatively approved project cost may be released on the request of the organization. Besides submitting DPR, the applicant organization may also be required to make a presentation before the Committee.
 9. Before according its in-principle approval or the final approval, the National Appraisal Committee will be at liberty to get an appraisal/ site inspection/ verification etc. done by Sub-Committee/Ad-hoc committee(s) of experts including officials of the Ministry of Culture or its organisations or by an outside agency/ institute/ organisations etc.

I. Sanction of Financial Assistance

On approval of the DPR, National School of Drama will communicate the decision to the organization indicating the approved total cost of the project, the quantum of assistance sanctioned, the quantum of matching share of the organization and other terms and conditions etc. for release of the sanctioned amount of assistance.

J. Release of Financial Assistance

The financial assistance will be released in two equal instalments of 50% each of the sanctioned amount of Central assistance.

1. 1st Instalment of the sanctioned amount would be released on approval of DPR by Ministry of Culture, after adjusting the amount, if any, released for preparation of the DPR. Before release, it will be ensured that the building plans have been approved by the concerned civic authority.
2. 2nd Instalment of the sanctioned amount would thereafter be released on submission of following documents:
 - (a) Physical and financial progress report on the project, giving details of the work already carried out/ completed, alongwith the photographs of site etc.
 - (b) A Utilization Certificate from Chartered Accountant, certifying that the 1st instalment of assistance has been fully utilized for the project.
 - (c) An Undertaking from the application organisation to the effect that the project will be completed within a period of three year from the date of release of 1st Instalment.
 - (d) The audited statement of accounts of the project duly signed by a Chartered Accountant, showing that the first instalment as also the proportionate matching share has been utilized for the project.
 - (e) A certificate from State PWD/ CPWD or a registered Architect to the effect that :
 - The project is in progress as per the approved plan;
 - That there has been no violation of the local laws and the approved plan of construction/development;
 - The work done is of satisfactory quality; and
 - Valuation of the cost of work done and the further amount required to complete the project.

K. Closure

For closure of the case, the grantee organization will be required to submit the following documents within 12 months of release of the last instalment:

- (a) Project completion report from the State PWD/ CPWD or a Registered Architect.
- (b) Final statement of accounts duly certified by a chartered accountant/ Government auditor.
- (c) Utilization Certificate from the chartered accountant, of the amount of second instalment.
- (d) Certificate from the chartered accountant that the organisation has spent corresponding amount of its matching share.
- (e) Completion certificate issued by appropriate civic authority or copy of a letter of the organization to the civic authority informing it of the completion of the project (in case of new construction).

L. Conditions of the Grant

- (1) The cultural complexes will be operated and maintained by the concerned State Government department, body, agency, autonomous organization, or Not-for-Profit Organization. Land provided for the project will be transferred in the name of the Registered Society or the concerned Department of the State Government. Central Government may nominate its representatives on the various bodies (General Council, Finance Committee, Executive Board, etc.) of the Society/ organization running the complex.

- (2) Separate Accounts shall be maintained by the Society/ Organisation in respect of the grant released by the Central Government.
- (3) The accounts of the Institution shall be open to audit at any time by the CAG of India or his nominee at his discretion.
- (4) The State Government or organization shall submit to the Government of India its Statement of Accounts audited by a Chartered Accountant/ Government Auditor, setting out the expenditure incurred on the approved project and indicating utilization of the grants released by Central and State Government.
- (5) The functioning of the project will be open to a review by the Government of India, Ministry of Culture in any manner, as deemed necessary.
- (6) The applicant State Government/ UT/ organisation shall exercise reasonable economy in its works.
- (7) The applicant organisation will be bound to complete the project within a period of three years from the release of first instalment.
- (8) The first lien on the building and assets acquired with Central assistance will vest in the President of India and neither the building nor the equipment shall be leased or mortgaged to other parties without the prior approval of the Government of India. However, the lease of the auditorium and other project facilities to other parties for temporary use shall be excluded from this rule.
- (9) It should be ensured by the grantee organization that the complexes are optimally utilized throughout the year.
- (10) Recipient organization will give an undertaking in the beginning itself that it will provide necessary funds for day-to-day activities/running of the Complex.
- (11) The Central Government's financial liability will be limited to providing infrastructural facilities to the extent of its share of the approved project cost and not extend to the running of the complex, or to meet additional expenditure on account of cost escalation etc.
- (12) The grantee shall execute a bond in the prescribed form in favour of the President of India providing therein that he will abide by the conditions of the grant. In the event of his failing to comply with the conditions of grant by committing a breach of the bond, the Government of India may decide to recover the grant with interest thereon at the prevailing borrowing rate of the Government of India and charge penal rate of interest in case of delay as fixed by the Government of India.
- (13) All beneficiary organisations under the scheme are required to send their progress report within six months of the sanction of the grant and subsequently for every three months i.e. on a quarterly basis till the completion of the project.
- (14) The grantee organization will acknowledge the financial support of the Government of India, Ministry of Culture by appropriately displaying the name of the Ministry at a prominent place in the complex.
- (15) The grant released will not be used for the Administrative Building, Residential Quarters, Director's Bungalow or for any external development, like approach roads, etc.
- (16) Such other conditions as may be imposed by the Government of India from time to time.



Artistes Pension Scheme and Welfare Fund

A. The Scheme

The scheme shall be known as 'Artistes Pension Scheme and Welfare Fund'. The Scheme will cover the following two types of requests:-

- (i) Existing beneficiaries under the 1961 Scheme; and
- (ii) Fresh cases of writers, artists, etc. who are eligible for a grant under the Scheme.

B. Eligibility

- (i) To be eligible for assistance under the Scheme, a person's contribution to art and letters, etc must be of significance. Traditional scholars who have made significant contribution in their fields would also be eligible notwithstanding the absence of any published works.
- (ii) Personal income of the applicant (including income of the spouse) must not exceed Rs. 4000/- per month.
- iii) The applicant should not be less than 58 years of age (This does not apply in the case of dependents).

Application be made in prescribed Form and sent to the SO (S&F Section), Ministry of Culture, IInd Floor, Puratatva Bhawan, D-Wing, INA, New Delhi through respective State Government/UT Administration. Requests can also be considered directly by the Central Government for granting assistance from Central Quota. Ministry of Culture may make such changes in the Application form as may be felt necessary from time to time.

C. Nature of Assistance

Assistance from the Government may be in the form of monthly allowance. Such allowance given to the Artistes recommended under the Centre-State Quota will be shared by the Centre and State Government /UT Administration concerned, with the latter paying a monthly allowance of at least Rs.500/- per month per beneficiary. The monthly allowance contributed by the Central Government in such cases shall not exceed Rs. 3500/- per month per beneficiary and in cases of those recommended under Central Quota the assistance shall not exceed Rs.4000/- per month per beneficiary.

D. Selection of Applicants

- (i) In the light of the recommendations of the State Government/UT Administration, financial means and eminence of the applicants, the quantum of assistance to be granted and the awardees under the Centre-State Quota may be decided by the Expert Committee nominated by the Ministry of Culture, Government of India subject to the availability of funds.
- (ii) The quantum of assistance to be met from the "Central Quota" and the awardees will be decided by the Central Government on the recommendations of the Expert Committee after ascertaining the financial position of the applicant. Such cases will invariably be placed before the Minister in charge of the Ministry of Culture for approval.

E. Disbursement

- i. **Centre-State / UT Quota:** On finalizing the selection, the Central Government issues the sanctions and releases its share of assistance direct to the awardees advising at the same time the State Government/ UT Administration concerned to also release their share of assistance.
- ii. **Central Quota:** For Central Quota cases, the Central Government will release the sanction and will make the payment direct to the awardees.

F. Renewal

Subject to the above provisions the recurring monthly allowance sanctioned under the Scheme shall be for such period as may be determined by the Central Government and/ or may be continued on year to year basis on production of Life and Income certificates.

G. Discontinuance of Allowance

- (i) If the financial means of a recipient improve beyond Rs. 4000/- per month, allowance under the Scheme will be discontinued.
- (ii) Government may also at its discretion terminate the allowance after giving three months' notice to the recipient.
- (iii) Any recipient may also resign his/ her right to receive allowance by giving written notice to the Government. In such cases, the allowance will be discontinued with effect from the date of his/ her letter of resignation.

H. On the Death

On the death of a recipient, the said financial assistance may be continued at the discretion of the Central Government after examining the financial condition of the dependents.

Note

The mode of payment, in case of death of the recipient, of financial assistance will be as under:

- i. For spouse: Till life
- ii. For dependents: Till marriage or employment or 21 years.

National Artistes Welfare Fund**I. Introduction**

Ministry of Culture has been administering Scheme of Financial Assistance to Persons Distinguished in Letters, Arts and Such other Walks of life who may be in indigent circumstances and their dependents since 1961. The scope of the Scheme is being extended to provide for a "NATIONAL ARTISTES WELFARE FUND" that will permit grant of special financial assistance to the Artistes and dependents of the Artists, covered under this Scheme, in case of hospitalization and other exigencies requiring urgent action.

J. Objective

The objective of this fund shall be to provide financial help to the artists who are getting financial assistance under this Scheme and after death of the Artist, his/her dependents, as under:-

- (a) When an artist expires and his next of kin deserves to be assisted.
- (b) When an artist who is covered under the Scheme needs one-time financial assistance for medical

treatment/illness and is not in a position to earn his livelihood and support his/her children and / or unable to meet expenses of his treatment.

- (c) When an artist who needs financial assistance for sudden physical disability.

K. Eligibility for grant of assistance from the Fund:

1. The Artists who are getting financial assistance under this Scheme and after death of the Artist, dependent on the artist.
2. On the death of the artist, the mode of financial assistance to dependent family members will be as under:
 - 2.1. Spouse – After the death of the artist, financial assistance, in case of necessity, will first be granted to the spouse of the Artist.
 - 2.2. For dependents – Till marriage or employment or 21 years, whichever is earlier.

L. Limits of Financial Assistance

The financial assistance granted shall be of non-recurring nature and the amount of assistance on any occasion shall be restricted to the following limits:-

1. In cases of death of the Artist as mentioned at J(a) above – Rs. 2 lakhs
2. For medical treatment as mentioned at J(b) above – Rs. 1 lakh
3. When an artist who needs financial assistance for sudden physical disability as mentioned at X(c) above. – Rs. 50,000/-

M. Administration of the Fund

The overall administration of the Fund will vest in the Ministry of Culture. The assistance will be sanctioned by the Ministry or the concerned Zonal Cultural Centres (ZCCs) on the recommendation of Expert Committee(s).

N. Other Important Information

Life/Income Certificates in the prescribed form in original and duly attested by a Gazetted Officer/Councilor/MP/MLA are required to be submitted to the LIC of India by the Artistes/beneficiaries covered under the 'Scheme' annually (each year) in the month of April on the following address:

The Manager (P&GS),
Life Insurance Corporation of India,
P & G S Department, Divisional Office – I,
Annuity Cell,
6th & 7th Floor, JeevanPrakash,
25, Kasturba Gandhi (KG) Marg, New Delhi – 110 001

Bank Authorization Letter, in prescribed form duly verified by the Manager of the Bank having the Account of the beneficiary, is required to be furnished to Life Insurance Corporation of India(LIC) on the above address by the beneficiaries covered under the 'Scheme', in case the same has not been furnished to the LIC.



Financial Assistance for Seminars Festivals and Exhibitions on Cultural Subjects by Not- For- Profit Organisations

Short Name:- Cultural Functions Grant Scheme (CFGS)

A. Title

The scheme will be known as Scheme of financial assistance for seminars, festivals and exhibitions on cultural subjects by not-for-profit organizations.

B. Scope

The scheme covers all 'not-for-profit' organizations, including Societies, Trusts and Universities, for supporting the seminars, research, workshops, festivals and exhibitions, etc. organized by them on different aspects of Indian Culture. They should have been functioning and registered under the Societies Registration Act (XXI of 1860), Trusts Act, Companies Act or any Central or State Act for at least three years.

The scheme will, however, not be applicable to such organisations or institutions as are functioning as religious institutions, or as schools/colleges.

Grant will be provided for all types of interactive fora such as conferences, seminars, workshops, symposia as also festivals and exhibitions on any subject important to the preservation or promotion of cultural heritage, arts, letters and other creative endeavours.

C. Eligibility

1. The applicant organization should, in order to qualify for the grant, have a properly constituted managing body or governing council with its powers, duties and responsibilities clearly defined and laid down in the form of a written constitution.
2. It must have tied up or planned the matching resources at least to the extent of 25 % of the project cost.
3. It should have facilities, resources, personnel and experience to take up the event/ project for which a grant is required.
4. Past experience of holding such functions, as applied for, would be given preference.

D. Types of activities to be assisted and extent of assistance

Financial assistance may be given for the following purposes :

1. Holding of conference, seminars, workshops, symposia, festivals, exhibitions and undertaking small research projects, etc. on any art forms/important cultural matters.
2. To meet expenditure on activities of development nature like conduct of surveys, pilot projects, etc. on cultural subjects including publications thereof.

E. Quantum of assistance

Grant for specific projects under para 4 above shall be restricted to 75% of the expenditure, subject to a maximum of Rs.5.00 lakhs per project as recommended by the Expert Committee. Rs. 20.00 lac in

exceptional circumstances (with the approval of competent authority i.e. Minister of Culture).

F. Accounting procedures

Separate accounts shall be maintained in regard to the grants released by the Central Government

1. The Accounts of the grantee organization shall be open to audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.
2. The grantee organization shall submit to the Government of India, a Statement of Accounts audited by a Chartered Accountant, stating out the expenditure incurred on the approved project and indicating the utilization of the Government grant in the preceding years. If the utilization certificate is not submitted within the prescribed period, the grantee shall arrange to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government.
3. the grantee organization will be open to a review by the Government of India, Ministry of Culture by appointing a committee or in any other manner decided by the Government as and when deemed necessary by the Government.
4. The grantee organization shall not invite foreign delegation without obtaining permission from the Ministry of External Affairs, application for which shall invariably be routed through Ministry of Culture.
5. It will be subjected to such other conditions as may be imposed by the Government from time to time.

G. Submission of Application

The application should either be recommended by any of the National Akademies or any other culture- related organization under the Government of India or by concerned State Government/ UT Administration, State Akademies.

H. Documents to be attached with the application:

1. Constitution of the Organization
2. Constitution of the Board of Management or Governing Body and particulars of each member
3. Copy of the latest available Annual Report
4. A detailed project report including:
 - (i) description of the project for which assistance is requested along with its duration and the qualifications and experience of the staff to be employed for the project;
 - (ii) Financial statement of the project giving item wise details of recurring and non-recurring expenditure separately, and
 - (iii) the source(s) from which counterpart funds will be obtained.
5. A statement of income and expenditure of the applicant organization for the previous three years and a copy of the balance sheet for the previous year certified by a Chartered Accountant or a Government Auditor.
6. An Indemnity Bond in the prescribed Proforma on a stamp paper of Rs. 20/-.
7. Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds.

I. Instalments

The Grant will be released in two instalments of 75% (first instalment) and 25% (second instalment).

J. Mode of Payment

All payments will be made only through electronic transfers in the Bank Account of concerned organisation.

The scheme is open throughout the year, Application may be submitted any time in the prescribed proforma as per detail available at the official website of the Ministry "www.indiaculture.nic.in" and the complete application form may be sent to "The Director, North Central Zone Cultural Centre, 14, CSP Singh Marg, Allahabad -211001 (UP).

Contact detail :

(1) Section Officer, S & F Section, Ministry of Culture, IInd Floor, Puratatva Bhawan, D-Wing, GPO Complex, INA, New Delhi

(2) Director, NCZCC, 14, CSP Singh Marg, Allahabad -211001 (UP).



Award of Fellowships to Outstanding Persons in the field of Culture

A. Objectives

A review of Government efforts in the fields of creative arts revealed that while academicians, scientists had scope for independent work both in an institutional frame-work through fellowships instituted by the University Grants Commission, Council of Scientific and Industrial Research, there was no scheme which provides similar facilities and opportunities in the fields of creative arts or for revival of some of our traditional forms of art. A milieu of freedom supported by financial security could perhaps provide the much needed congeniality of atmosphere for further works in this field. It is also observed that although there are schemes to cover the age group of 10-14 years (Cultural Talent Search Scholarships Scheme) and the age group of 18-25 years (Scheme of Scholarships for Young Artistes in Different Cultural Fields), there were no schemes which would provide the basic financial support either for very advanced training or individual creative effort for revival of some of our traditional forms of arts. The scheme of awarding fellowships to outstanding persons in various creative fields of culture is intended to fill this gap. The scheme would also cover artistes in rural/tribal areas.

The fellowships are awarded for undertaking research oriented projects. The applicant should provide evidence of his/her capabilities in undertaking the project.

The Fellowships are not intended for providing training, conducting workshops, seminars or documenting memoirs or writing autobiographies, fiction, etc.

B. Fields/Areas

1. Senior/Junior Fellowships in the Field of Performing, Literary and Plastic Arts.
 - 1.1 Performing Arts (Music/Dance/Theatre/Folk, Traditional & Indigenous Arts including Puppetry)
 - 1.2 Literary Arts (Travelogue/History & Theory of Literature)]
 - 1.3 Plastic Arts (Graphics/Sculpture/Painting including folk paintings and research work on traditional paintings/Creative Photography)
2. Senior/Junior Fellowships in the New Areas related to Culture.

In the 'New Areas related to culture', projects are sought in the following fields:-

 1. Indology
 2. Epigraphy
 3. Sociology of Culture
 4. Cultural Economics
 5. Structural and Engineering Aspects of Monuments
 6. Numismatics
 7. Scientific and Technical aspects of Conservation
 8. Management aspects of Art and Heritage

9. Studies relating to application of Science and technology in areas related to culture and creativity.

The objective is to encourage analytical application of new research techniques, technological and management principles to contemporary issues in areas related to art and culture. General and theoretical macro-studies will not be considered. The proposal should be innovative and application oriented and preferably inter-disciplinary in nature.

C. Name

This scheme shall be known as the 'Scheme for the award of fellowships to outstanding persons in the field of culture'

D. Number of Fellowships

The number of fellowships will be upto 400 each year. These are of two types, namely, senior and junior fellowship. The number of senior fellowships will be 200 of the value of Rs.20,000/- each per month for the artistes in the age group of above 40 years. The Number of junior fellowships will be 200 and these will be of the value of Rs.10,000/- each per month for the artistes in the age group of 25-40 years. Age will be reckoned as on 1st April of the year.

E. Publishing Grant

In addition, there could be a one time grant up to maximum of Rs. 20,000/- or 50% of the cost of the publication, whichever is less, for publication of selected Project documents. This will be restricted to 20% of the awardees.

F. Eligibility

Applicant for Senior Fellowship should not be the recipient of pension from Ministry of Culture under the scheme for grant of financial assistance to artistes in indigent circumstances.

An applicant should not have availed of the same fellowship earlier. However an applicant who had been awarded a Junior Fellowship can apply for a Senior Fellowship, provided 5 years have elapsed after the closure of the earlier project.

Graduation is the minimum educational qualification for applicants in the fields/areas listed in para 2 (b) of the Scheme.

G. Conditions

Applicants who are employed will have to apply through the proper channel. Under the Senior and Junior Fellowships, the awardees will submit a six-monthly progress report. In cases where such reports are not received timely, the Ministry may withhold further releases of the Fellowship amount.

The selected candidates will have to undertake academic or application oriented research work on projects for which they have been awarded the Fellowship. They will complete their Projects within two years and submit the same to the Ministry. Extension of time by maximum three months will be permissible without any additional financial liability to the Government.

H. Review/Assessment of Performance

A mid-term review/assessment of performance in each case will be carried out after one year and further continuance of Fellowship will depend on such review/assessment.

I. Procedure for Selection

1. Application is to be submitted online only as per the advertisement published to time to time by Centre for Cultural Resource and Training (CCRT), Plot No. 15, Sector-7, Dwarka, New Delhi-110075.
2. If the applicants are employed in Central/State Government Departments/Institutions/ Undertaking/University etc., they will have to take leave for a period of 2 years for the period of the Fellowship. They should submit their fellowship applications through the head of Department/ Institution/ Undertaking/University etc. with the written assurance that in case the fellowship is sanctioned, the candidate will be granted leave for the duration of the Fellowship. The first instalment of the Fellowship will be released on production of proof of leave sanctioned, in addition to other conditions as applicable.
3. An Expert-Committee comprising experts in different fields will be constituted by the Ministry of Culture, Government of India, which would in the first stage examine all applications and shortlist the most meritorious among them for eventual selection of the required number of Fellows in different fields/areas.
4. Short-listed Junior Fellowship candidates will be called for an interview/talk by the Expert Committee who will then select the most meritorious candidates upto the required number of Junior Fellowships in different fields/areas. No such interview/talk would be necessary in the case of Senior Fellowships.

J. Mode of Payment

Award money will be transferred only in the Bank Account of the fellowship Awardees electronically.

Contact detail :

(1) Section Officer, S & F Section, Ministry of Culture, IInd Floor, Puratatva Bhawan, D-Wing, GPO Complex, INA, New Delhi

(2) The Director, Centre for Cultural Resource and Training (CCRT), Plot No. 15, Sector-7, Dwarka, New Delhi-110075.



Award of Scholarships to Young Artistes in Different Cultural Fields

A. Title

Scheme for Scholarships to Young Artistes in Different Cultural Fields

B. Objective

This Scheme seeks to give assistance to young artistes of outstanding promise for advanced training within India in the field of Indian Classical Music, Indian Classical Dance, Theatre, Mime, Visual art, Folk, Traditional and Indigenous Arts and Light Classical Music.

C. Number

Total Number of Scholarships 400.

D. Subjects/Fields in which Scholarships can be awarded

1) Indian Classical Music:

Classical Hindustani Music (Vocal and Instrumental) Classical Carnatic Music (Vocal & Instrumental etc.)

(2) Indian Classical Dance/Dance Music:

Bharatnatyam, Kathak, Kuchipudi, Kathakali, Mohiniattam, Odissi Dance/ Music, Manipuri Dance/ Music, Thangta, Gaudiya Nritya, Chhau Dance/ Music, Sattriya dance.

(3) Theatre:

Any specialised aspect of theatre art, including acting, direction, etc., but excluding playwriting and research.

(4) Visual Arts:

Graphics, Sculpture, Painting, Creative Photography, Pottery & Ceramics, etc.

(5) Folk, Traditional and Indigenous Arts:

Puppetry, Folk Theatre, Folk Dances, Folk Songs, Folk Music, etc. (An indicative list can be seen at Para 10- 'Note')

(6) Light Classical Music :

- (a) Thumri, Dadra, Tappa, Qawali, Ghazal,
- (b) Light Classical music based on Carnatic Style, etc.
- (c) Rabindra Sangeet, Nazrul Geeti, Atulprasad

E. Duration and Terms of Scholarship

The duration of scholarship will be two years.

The nature of training will be determined in each case after taking into consideration the previous training and background of the scholar. Normally, it will be in the nature of advanced training under a Guru/ Master or in a recognised institution.

The Scholar will be required to undergo a rigorous training. Such training will include minimum of three hours a day for practice alone apart from the time spent for acquiring knowledge of the theory of the subject/field concerned and also an appreciation of the related disciplines.

Each scholar will be paid Rs. 5000/- per month for a period of two years to cover his/ her living expenses on travelling, books, art material or other equipment and tuition or training charges, if any.

F. Conditions of Eligibility

1. Candidates should be Indian Nationals;
2. Candidates should have an adequate general education to pursue their training effectively;
3. Candidates must give evidence of their desire to make the pursuit of their training effectively;
4. As the scholarships are meant for advanced training and not for beginners, candidates must have already acquired a degree of proficiency in the chosen field.
5. The candidate should have undergone a minimum of 5 years training with their Guru/Institutes. The Certificate to this effect in Part II of the Proforma duly signed by the present Guru / Institute and former Guru/ Institute (if any) should be submitted alongwith the application;
6. Candidates should have an adequate knowledge in the connected arts/ disciplines.
7. The candidate's age should not be less than 18 years and not more than 25 years as on 1st April of the year in which the application is being made. Age relaxation is not permissible.

G. Advertisement

An advertisement inviting applications will be issued by CCRT from time to time.

H. Documents to be submitted with application at the time of Interview

Following documents are required to be submitted along with the Application (with photograph) at the time of Interview :

1. One self-attested copy of Education Qualifications (Degrees, Diplomas etc.), experiences etc. In no case the original documents are to be attached.
2. One self-attested copy of the Matriculation or equivalent certificate if any or other admissible evidence of age. (Other than Horoscope).
3. One Passport size recent photograph.
4. In the case of candidates applying for scholarship in the field of Painting, Sculpture and Applied Arts, they are required to come with self-attested copies of photograph of the Original works. the minimum qualification for Visual Arts is Bachelor of Fine Arts or equivalent.
5. Separate on line application should be submitted for each field, if the candidate wants to apply for more than one field.
6. As the scholarships are awarded for advanced training, the candidates should have undergone a minimum of 5 years training with their Gurus/Institutes. The certificates to this effect duly signed by the present Guru/Institute and former Guru/Institute (if any) should be submitted along with the

application.

I. General

1. Candidates will be required to appear for an interview/performance before an expert Committee. The date, time and venue of the interview/performance will be intimated to the candidates through e-mail given by the candidates in their online application. The selection will be made purely on merit.
2. Result will be published on the website of the Ministry (www.indiaculture.nic.in). Award letter will be sent to the selected candidates by speed post.
3. Any changes in the address may be given to the Ministry in writing. While doing so the subject/field of training, File No. (if any) should invariably be given.
4. For any future correspondence, the candidate must give the following particulars:-
 - (a) Name of the Scheme. (b) Name of the candidate in capital letters. (c) Subject/Field of training. (d) Registration Number

Contact details :

- (1) Section Officer, S & F Section, Ministry of Culture, IInd Floor, Puratatva Bhawan, D-Wing, GPO Complex, INA, New Delhi
- (2) The Director, Centre for Cultural Resource and Training (CCRT), Plot No. 15, Sector-7, Dwarka, New Delhi-110075.

J. Note : Indicative List of Folk, Traditional and Indigenous Art

K. Puppet Theatre

(a) Shadow Puppets

1. Ravanchaya of Orissa
2. Chamdyacha Bahulya of Maharashtra,
3. Thol Pavakoothu of Kerala
4. Tholu Bommalata of Tamilnadu
5. Tholu Bommalata of Andhra Pradesh
6. Tolagu Gombe Atta of Karnataka

(B) Rod or string Puppets

1. Putulnautch of West Bengal
2. Kathpulti of Rajasthan
3. Gombeatta of Karnataka
4. Pavakuthoo of Kerala
5. Bommalata of Tamil Nadu
6. Sakhi-Kundhei of Orissa
7. Kalasutri Bahuley of Maharashtra
8. Chadar Badar of Bihar

(c) Glove Puppets

1. Gulabo Sitabo of Uttar Pradesh
2. Pawa Kathakali of Kerala

(d) Traditional Theatre

(a) Devotional Music

1. Harikatha of Kathakalashepam
2. Thevaram, Tirupugazh, Kavadicchindu
3. Bhajan & Abhangas of Maharashtra
4. Songs of various religious sects.
5. Sankirtan of Manipur
6. Baul of Bengal
7. Divyaprabandam and Araiya sevai

(b) Folk Music

1. Women's songs of all regions
2. Songs for children and by children
3. Songs relating to the epics
4. Songs of various castes
5. Songs of Mother Goddess of all regions
6. Various types of Lavanis of Uttar Pradesh, Gujarat, Maharashtra, Karnataka
7. Gaulans of Maharashtra
8. Kuravanji Songs of the South
9. Kalgi Tura of various regions; including Nagesi Haredesi (Karnataka)
10. Songs of Goravas (of Kalgi Tura)
11. Gondhals of Karnataka and Maharashtra
12. Bingi Pada (antike pantike)
13. Tattva songs(ektari mela)
14. Kinnari jogi songs
15. Kane-pada
16. Gigipada
17. Gundika pada
18. Jokumara Songs
19. Songs of dombui dasa (ballad)
20. Songs of nila gara

21. Pandhari Bhajans
22. Songs of rivayat (saval-javab) and Marsiya kahani
23. Folk and Tribal musical instruments
24. Ensemble playing (Panchamukha-Vadya Karadi, Majlu, Valaga, Citti, Mela, Chhakri, Anjuman, etc.).

L. Other Miscellaneous Traditional forms

- (1) Pena Isei of Manipur
- (2) Folk Music (Caste Music)
- (3) Maand of Rajasthan.
- (4) Ranamalyem of Goa.
- (5) Deodhani of Assam
- (6) Chandayani of Madhya Pradesh
- (7) Bhand Jasan of Kashmir.
- (8) Theyyamthura.
- (9) Study of Tibetan Painting and Wood Craft at the library of Tibetan Works and archives, Dharamsala.

The list is illustrative and not exhaustive.



Tagore National Fellowship for Cultural Research

A. Objectives

The Scheme has been introduced in order to invigorate and revitalise the various institutions under the Ministry of Culture (MoC) and other identified cultural institutions in the country, by encouraging scholars/ academicians to affiliate themselves with these institutions to work on projects of mutual interest. With a view to infuse fresh knowledge capital into the institutions, the scheme expects these scholars/academicians to select specific resources of the institutions to take up projects and research work that are related to the main objectives of these institutions and to enrich them with a new creative edge and academic excellence. The Scheme will be open to both Indian nationals and foreign citizens. The proportion of foreigners will not normally exceed one-third of the total Fellowships awarded in a year.

B. Title

This Scheme shall be known as “Tagore National Fellowship for Cultural Research”.

C. Participating Institutions

The Scheme shall cover the institutions under the Ministry of Culture (MoC), as listed below, and may cover other such institutions in future. The scheme will also cover such Non-MoC cultural institutions as have, in the opinion of the National Selection Committee (NSC), cultural resources like manuscripts, artefacts, antiquities, books, publications, records, etc. and seek to take advantage of the scheme, to engage distinguished scholars to work on its resources and come out with publications that enrich our understanding of the subject or the institution. Apart from considering the applications received from willing institutions for their inclusion in the Scheme, NSC can, on its own motion, identify such institutions that should be invited to benefit from the Scheme. On receipt of their consent, the concerned institutions will be covered by the Scheme. The MoC and Non-MoC institutions that stand presently covered by the Scheme have, for the purposes of the Scheme, been divided into two Categories (I & II) and four different Groups, as under:

1. Group-A: Archaeology, Antiquities, Museums & Galleries

I MoC Institutions (9)

- i. Archaeological Survey of India, New Delhi
- ii. National Gallery of Modern Art, New Delhi
- iii. Indian Museum, Kolkata
- iv. National Museum, New Delhi
- v. Salarjung Museum, Hyderabad
- vi. Allahabad Museum, Allahabad
- vii. Victoria Memorial Hall, Kolkata
- viii. Lalit Kala Akademi, New Delhi

- ix. National Research Laboratory for Conservation of Cultural Property, Lucknow

II Non-MoC Institutions (3)

- i. Chhatrapati Shivaji Maharaj Vaastu Sangrahalaya, Mumbai
- ii. Gandhi Sangrahalaya, Patna
- iii. Government Museum & Art Gallery, Chandigarh

2. Group-B: Archives, Libraries and General Scholarship

I. MoC Institutions (6)

- i. National Archives of India, New Delhi
- ii. National Library, Kolkata
- iii. Rampur Raza Library, Rampur (UP)
- iv. Khuda Bakhsh Oriental Public Library, Patna
- v. Raja Rammohun Roy Library Foundation, Kolkata
- vi. Gandhi Smriti and Darshan Samiti, New Delhi

II. Non-MoC Institutions (4)

- i. Asiatic Society, Mumbai
- ii. AP State Archives & Research Institute, Hyderabad
- iii. Thanjavur Maharaja Serfoji's Sarasvati Mahal Library & Research Centre, Thanjavur
- iv. Bhandarkar Oriental Research Institute, Pune

3. Group-C: Anthropology & Sociology

I. MoC Institutions (10)

- i. Anthropological Survey of India, Kolkata
- ii. Indira Gandhi Rashtriya Manav Sangrahalaya, Bhopal
- iii. Indira Gandhi National Centre for the Arts, New Delhi
- iv. North Zone Cultural Centre, Patiala
- v. North Central Zone Cultural Centre, Allahabad
- vi. Eastern Zonal Cultural Centre, Kolkata
- vii. North East Zone Cultural Centre, Dimapur
- viii. West Zone Cultural Centre, Udaipur
- ix. South Central Zone Cultural Centre, Nagpur
- x. South Zone Cultural Centre, Thanjavur

II. Non-MoC Institutions (Nil)

4. Group D: Performing and Literary Arts

I. MoC Institutions (4)

- i. Sangeet Natak Akademi, New Delhi
- ii. National School of Drama, New Delhi
- iii. Kalakshetra Foundation, Chennai
- iv. Sahitya Akademi, New Delhi

II. Non-MoC Institutions (1)

- i. Jawaharlal Nehru University (School of Arts & Aesthetics) New Delhi

D. Scope of the Scheme

The scope of the Scheme is to enable the identified cultural institutions engage scholars of outstanding merit, to work on research projects that unravel their unexplored resources. The institutions as well as scholars may identify areas to be explored, but the subject of research need not be confined/ limited to one institution. For purposes of convenience, monitoring, accounting and responsibility, one of the institutions listed in para 3 would be the 'Nodal Institution' for each project, and the Fellow will be attached/ anchored to that institution.

1 Areas of Research and Eligible Projects

- 1.1 The Fellow selected will normally work on a project that benefits the Nodal Institution in terms of unraveling its resources. The subject of research should be one that can be usefully pursued with the resources and facilities of the Nodal Institution awarding the Fellowship, though he/she will be free to draw on the resources and facilities of other institutions, as well.
- 1.2 If the subject of research extends to more than one institution or the Fellow otherwise needs to draw upon the resources and facilities of other institution(s), the Nodal Institution awarding the Fellowship would recommend the Fellow to such other institution(s). In rare cases, where two institutions appear to be of almost equal importance to the Fellow, the second institution may be deemed to be the 'Co- institution' and the two may sign a Tripartite MoU regarding Intellectual Property, Publication, Credit sharing, facilities, etc. But accounting shall be with the Nodal Institution.
- 1.3 Since the Scheme is focused on unravelling the cultural resources of the Nodal Institution, the project must be driven in that direction, that is, to use substantially the resources of the Nodal Institution. The inputs required for the project should have a very strong linkage with the resources available with the Nodal Institution and (in rare cases) the Co-institution.
- 1.4 At the end of it, the project outcome must benefit the Nodal Institution, Co- institution, if any, and the subject under consideration; and add to the existing knowledge of the institution/ subject.

2 Eligibility of Scholars to be appointed as Tagore National Fellows

- 2.1 Scholars who have sound academic or professional credentials and have made significant contribution to knowledge in their respective fields, as reflected in publications in reputed and referred journals and books authored by them, or persons with significant creative work in any field of art or culture, will be eligible to be considered for the award of the Fellowship.
- 2.2 Scholars to be engaged must have both the credentials as laid down in the preceding paragraph (4.2.1), as well as a strong reputation in the field covered by the Nodal Institution. As the honour and the honorarium are both of a very high order, the Institution Level Search-cum-Screening Committee of the sponsoring institution and the National Selection Committee (defined in para 11

later) may keep these in mind while recommending/ selecting the Tagore National Fellows.

- 2.3 Those selected as Tagore National Fellows have, therefore, to:
- 2.3.1 be of highest standing in terms of research and years of experience;
 - 2.3.2 have a very impressive list of publications, that have found acceptability in the scholarly world; and
 - 2.3.3 have past experience in dealing with the projects directly connected to the Nodal Institution and/or allied institutions.
- 2.4 In short, a person selected for the Tagore National Fellowship should be one who has already become a 'legend' in his area of work or is regarded very highly. It is appropriate that those who do not come near this description may not apply or be considered for the highest honour and honorarium accorded to a scholar in India under this Fellowship.

E. Terms of Engagement

The Fellow selected will have to attend the Nodal Institution, as the objective of this scheme is to provide such institutions with academic expertise and to induce academic orientation in the activities of the Nodal Institution. Their physical presence for substantial periods would lend an academic orientation to the officials and cultural specialists working in the Nodal Institution and will also provide interaction with visiting academics from other institutions. Though the Fellow may need to go out from time to time for purposes of the project work or his/her other professional commitments, but during the major period of the Fellowship, he/she is expected to work primarily with the Nodal Institution and its resources. Therefore, candidates who have substantial commitments elsewhere or are (and continue) in regular employment cannot avail the Fellowship. Similarly, those who are unable to stay in the town where the Nodal Institution is located will not normally be considered. But, if the subject or resources that are the core of the research are such that do not require constant presence in the said town, the NSC may consider such cases. Those employed in an institution participating in this scheme are also debarred, except in the most exceptional circumstances (to be decided by the NSC), to be Fellows at their parent institution.

F. Number of the Tagore National Fellowships and Funding Thereof

1. To start with, 15 Fellowships per annum are paid by the Ministry of Culture, to institutions that seek it. The total number may be much higher as almost all the MoC institutions have sufficient funds to expend for their Fellows. An institution can award a maximum of two Fellowships in a year, but the National Selection Committee (NSC) will have the discretion to relax this condition, especially for broad-band institutions like the ASI and the IGNCA, if there are deserving proposals.
2. If for any year, starting from the year 2009-10, Fellowships awarded from MoC funds are less than 15, the balance may be carried forward to the immediate next year, subject to availability of funds for the purpose in that year. Similarly, applications and projects submitted in a particular financial year could well be carried over and considered/ recommended next year, if otherwise found worthy of consideration.
3. It is clarified that the attached and subordinate offices under the Ministry of Culture will bear all the expenditure on the Tagore National Fellows from within the overall Plan budget allocated to them, while the autonomous organizations (fully funded by the Ministry of Culture) may bear it from within the general pool of funds available with them by way of Annual Plan grants or by internal generation. If additional funds be required by any of them for supporting the Fellows thus engaged, the Ministry of Culture will allot the required additional amount as part of their grant-in-aid allocation in the case of autonomus organizations and make additional budget provision if the institution is an attached/ subordinate formation of the Ministry. The institutions will have the full freedom and flexibility to

administer the Scheme (for which the Ministry will provide the grant-in-aid/ budgetary provision, as explained above), within the broad parameters laid down herein under and as may be advised by the NSC.

4. Non-MoC institutions covered by the Scheme will be provided funds directly from the budget head of this scheme, which will be utilized by them for meeting their expenditure on the Tagore National Fellow(s) selected to work for them, and accounted for separately.

G. Value of Tagore National Fellowship

1. A Tagore National Fellow who is from a University, College, Research Institute or Government set-up in India would be entitled to the same pay, including grade pay, etc., which he/she would have drawn had he/she continued in his/her parent organization. Essential or mandatory contribution of the employer to Provident Fund etc. would also be paid by the Nodal Institution as may have been paid by the employer had he/she continued in his/her parent organization.
2. A Fellow from abroad or from a set-up other than University, College, Research Institute or Government, or who has since retired from active service and/or is on pension, would be entitled to a fixed honorarium of Rs. 80,000/- per month.
3. Such top-up amount, as may be decided by the NSC, would be permissible to a Fellow who may be receiving some funds from other sources, to bring his/her total emoluments upto the level of honorarium, or even beyond it, in select cases. But in no case will the top-up amount exceed Rs. 80,000/- per month.
4. No payment of honorarium would normally be made to a Fellow receiving full funding from other sources upto the level of the honorarium, but such Fellow will, however, receive Contingency Grant and other allowances and facilities, as decided by the NSC.

H. Contingency Grant

In case of foreign research scholars and Indian research scholars residing or serving abroad, economy return airfare to/from their country of residence will be provided/reimbursed by the Nodal Institution once during the course of the Fellowship. All scholars who take up the Fellowship under the Scheme will be reimbursed, on 'actuals' basis, contingent expenses for making academic trips, engaging research assistants, etc. up to a ceiling of Rs. 2.50 lakhs per annum, during the tenure of Fellowship. For proper monitoring and control of the Contingency Grant, the nodal institution will maintain a Control Register for the purpose.

I. Duration of the Fellowship

The duration of the Fellowship will be for a maximum period of two years. In exceptional cases, the institution may recommend to the NSC an extension for a period of upto one more year, or reduction to somewhat less than two years, if it is supported by its assessment of the quality of the work undertaken. The award of the Fellowship will commence from the date of joining and the 'months' and 'years' would be reckoned accordingly.

J. Modes of Selection

1. Application

Ministry of Culture and/or the concerned institution will widely advertise the Fellowship, by way of prominent advertisements in national/ regional newspapers, having wide readership and also on its website (which should give all details) and also disseminate the scheme through professional

associations/ forums in the relevant fields, so that maximum publicity is accorded to the Scheme. Eligible scholars who can spare time of about two years to do a project based on the resources of any of the participating institutions can apply at any time during the year directly to the concerned institution/ nodal institution. Candidates may submit their application on plain paper along with bio-data, list of publications, other relevant documents including one-page synopsis of the work he/she wishes to do, and names of two referees along with their contact details. The applicant should enclose a declaration stating that if selected for the Fellowship, he/she will complete the tenure of the Fellowship.

2. Selection

The applications so received will be examined by the Institution Level Search-cum-Screening Committee (ILSSC) (further elaborated in para 11) constituted by each participating institution for the purposes of this scheme, and the applications found worthy of consideration will be shortlisted and recommended by it to the National Selection Committee (NSC). The best senior scholars, who have well-established reputations in the fields of specialization as are relevant to this scheme, would be invited by the Ministry of Culture to join the NSC.

3 Search and Invitation

However, the selection of candidates need not be confined to those who respond to the advertisement. It is open to the institution to consider, suo moto, names of eminent scholars, who in the opinion of the institution and members of its ILSSC, have expertise in subjects relevant to it, and invite them to submit their proposal for recommending to the NSC. The final decision will be of the NSC that can also invite any eminent scholar to become a Fellow (but only of an institution under the Ministry of Culture), in consultation with the concerned institution. In the event of a difference of opinion arising between Board of Trustees/Governing Body of the concerned institution and the National Selection Committee (NSC), the matter may be settled at the level of Minister of Culture.

K. Process of Selection

1. An Institution Level Search-cum-Screening Committee (ILSSC) will be constituted by each institution. Director or the Head of the institution will be the Convener of the ILSSC and it will have at least three academics or cultural experts and not more than two officials. Depending on the availability of officials in the institution or allied institutions in the same station, effort will be made to ensure that at least one of the two officials nominated to the ILSSC is a professional/ subject expert. In the case of autonomous institutions, the ILSSC will be constituted by the institution with the approval of its Governing Body/ Board of Trustees. If, however, no meeting of the Governing Body/ Board of Trustees takes place or it is not possible to take their approval, the ILSSC may be constituted with the approval of the Chairman and placed for ratification of the Governing Body/ Board of Trustees, whenever it meets next. The attached/ subordinate offices will be expected to constitute the ILSSC from amongst the members of their Advisory Boards/ Committees, to the extent possible, and with the approval of Ministry of Culture in the concerned administrative Division.
2. The selection will be based on the relevance of the study and its requirement for the Nodal Institution and also the credentials and reputation of the scholar. Only such proposals may be selected that seek to (a) engage scholars who have achieved national or international recognition and proven acceptance of their work in national/ international circles; (b) bring out resources that are not yet fully out in the public domain; and (c) result in publications that benefit the concerned institution. This will be done in two stages.
3. The first stage could be of short listing of projects and candidates by the ILSSC, according to the criteria broadly specified as part of the Search-cum-Screening process. Apart from considering the applications received, the ILSSC is expected to adopt a pro-active approach and identify relevant

projects and search reputed scholars in the field, contact such scholars and encourage them to submit their proposals. If no proposals worthy of consideration are received, the ILSSC need not feel compelled to recommend proposals that are not of the desired standard or are irrelevant, for consideration of the NSC. To identify appropriate areas/ research projects and search for suitable scholars who may be able to do those research projects will be part of ILSSC's mandate. The ILSSC can do so on the personal knowledge of its members and/or solicit the advice of other knowledgeable/ eminent persons in the field, including the members of the Governing Body/ Board of Trustees of the institution and of various expert committees constituted by the Ministry of Culture. The main purpose of going through the ILSSC is to ensure that the highest standards are maintained in the selection of the projects and the scholars and that the brand equity of the Scheme is not compromised. While the academic members of the ILSSC themselves will not be treated as disqualified if they offer their own services for doing a project under the scheme, the ILSSC should take care to ensure that no projects proposed to be done by any member of the Executive Board/ Governing Body/ Trust of the institution, giving rise to a situation of conflict of interest, are recommended. Proposals, if any, involving a member of the ILSSC will only be considered in a meeting in which the candidate member is not present. Therefore, a candidate member will not be invited to the meeting of ILSSC at which his own name is to come up for consideration; and if awarded the Fellowship, he/she will stand dissociated from the ILSSC. However, the Ministry of Culture will be at liberty to re-induct him/her as a member of the ILSSC after the conclusion of his/her project under this scheme.

4. At the second stage, applications/names of short-listed candidates will be considered by the NSC for each institution. Secretary (Culture) will be the Convener of the NSC, and the Director or Head of the institutions will be its ex-officio Members. The other members of the NSC will be scholars or artistes of repute, or experts who may be appointed by the Ministry of Culture. The NSC will meet at least twice a year, to oversee the selection of Fellows and the administration of the Fellowships. The NSC may be constituted and function in different parts, each part of the NSC looking at proposals of a particular Group of institutions. However, if a proposal of some institution categorized in one Group is more in the nature of projects being dealt by another part of the NSC, such projects can be placed before such other part of the NSC. As in the case of ILSSC, members of the NSC may also suggest the areas that need to be studied in a particular institution and propose names of scholars who may be able to do justice with a project in those areas. The pool of eminent scholars being very small, the Scheme may not afford to keep the NSC (or ILSSC) members out of its scope. Proposals, if any, involving a member of the NSC will, however, be considered only in a meeting in which the candidate member is not present. In fact, such candidate member will not be invited to the meeting of NSC at which his own name is to come up for consideration; and if awarded the Fellowship, he/she will stand dissociated from the NSC. However, the Ministry of Culture will be at liberty to re-induct him/her as a member of the NSC after the conclusion of his/her project under this scheme.

L. Administration of the Scheme

The total number of Fellowships administered by the institutions may be decided by the Ministry of Culture from time to time, in consultation with the participating institutions. This will be based on certain criteria such as the size of its untapped holdings, physical facilities already existing in the institution, capacity of the institution to guide and inspire the Fellows to get the best out of them, its past record in publication and research, need for research/study in a particular area, etc. An amount of up to 2% of the total allocation may be set aside for meeting expenses related to the administration of the scheme including monitoring, implementation, inspection, review, etc. of the research work carried out by the Fellows, through outsourcing or Consultants.

M. Release of the Fellowship Amount

Fellowship amounts may be released on a monthly basis to each Fellow by the Nodal Institution. All Fellows will submit a work plan for the period of research to the Head of the Nodal Institution. The Fellow would be required to submit six-monthly progress reports to the Nodal Institution and these will be placed before the NSC by the Nodal Institution along with its comments thereon. If the review of a six-monthly progress report submitted by the Fellow results in a finding that the work done is unsatisfactory and if the NSC is of the opinion that further grants need to be stopped or curtailed, then instruction would be given to the Nodal Institution accordingly. The fund flow to the Fellows should continue smoothly, otherwise.

N. Support to Fellows

1. Infrastructural support will be provided by the Nodal Institution to the Fellows to enable them conduct their research. This may include provision of a computer with peripherals and connectivity and working space in the institution's facilities, to provide a congenial atmosphere to carry out research. Other facilities, like appropriate seating arrangements, library facilities, etc., will also be made available. One important advantage of these Fellowships will be the access of Fellows to national institutions for study and research material. In respect of foreign scholars engaged under this scheme, necessary political/security clearances from the concerned Ministries/Departments shall be obtained by Ministry of Culture. Head of the institution will function as the nodal officer for all the Fellows working in an institution. In the Ministry of Culture, the Director/Deputy Secretary in-charge of the Scheme will function as nodal officer to monitor implementation of the Scheme.
2. Encouragement and financial support may also be given to enable the Fellows present papers at conferences hosted by the concerned institution or other related organizations and institutions, which will be met out/ reimbursed, on 'actuals' basis, with a ceiling of Rs. 1.00 lakh per annum, provided adequate academic interaction is arranged for.

O. Accommodation

A Fellow will be entitled to Accommodation Allowance up to 30% of his usual pay, including Grade Pay or the honorarium paid, subject to presentation of rent receipts.

P. Settling in Allowance

A Fellow from outstation will be given a lump sum grant of Rs.1.00 lakh as settling in allowance for packing/transportation etc., of his personal effects from old station to the new station of his stay during the tenure of Fellowship, if he moves station or otherwise transports books and academic effects. Allowance of an equal amount will be given at the conclusion of the Fellowship for moving out of station. On a case to case basis, economy airfare from his/her place/country of residence will be provided/reimbursed on joining and on conclusion of the Fellowship.

Q. Publication

A Fellow shall be required to:-

1. Deliver one public lecture per annum on the subject of his research under the Fellowship.
2. At the conclusion of his term, the Fellow will have to submit a Report on the work carried out under the Fellowship, indicating the expected and the achieved output. He/she will also have to make a presentation on the outcome of his/her research to the NSC.
3. The Nodal Institution is expected to publish the research work of each Fellow at the completion of the project. The rights of the research work resulting from the award of the Fellowship will be owned by the Nodal Institution, unless the NSC permits any other

arrangement, for justifiable reasons to be recorded. Subject to the issues of copyright, the academic output resulting from the work of the Fellow in association with the national cultural institution would be made public also through the internet/web publishing.

4. If the Nodal Institution does not publish or enter into a co-publishing arrangement and provide support for the actual printing of the book, within one year after completion of the Fellowship, it will be open to the Fellow to get the same published through a private publisher duly acknowledging the contribution of the Ministry of Culture and the rights of the Nodal Institution.
5. Co-publishing of the project will also be encouraged and the Fellow may also arrange a private publisher who agrees to co-publish the work with the Nodal Institution and accepts it for such publication within one year of the completion of the project. Collaborations with established names in publication will be welcome.
6. The language of the project will be allowed to be determined by the nature of the project and/or the language skills of the Fellow. Wherever a project is done in a language other than English, the Nodal Institution will also make provision for translation and publication of the translated work.

R. Flexible Engagement of Scholars as Tagore Research Scholars

1. In cases where the ILSSC or the NSC is of the opinion that-

- 1.1. A scholar is not of such a standing as to merit award of the Tagore National Fellowship, but is very good and eminently suited to take up a certain project that the concerned institution finds most useful, be it original research, identification and cataloguing of the resources available with the institution or archiving and creation of new resources that the institution should have; or
- 1.2. The project is of a shorter duration than two years; they may offer to engage him/her at a lower honorarium of upto Rs. 50,000 (total) per month for any period ranging from 3 months to 2 years as may be considered adequate for the project. However, if such scholar is from a University, College, Research Institute or Government set-up in India, he/she would be entitled to the same pay, including grade pay, etc., which he/she would have drawn had he/she continued in his/her parent organization. Essential or mandatory contribution of the employer to Provident Fund, etc. would also be paid by the Nodal Institution as may have been paid by the employer had he/she continued in his/her parent organization. All such scholars will also be paid a contingency grant on 'actuals basis' upto a ceiling of Rs. 10,000 per month and such of the other allowances/ benefits provided in this scheme, and to the extent, as may be specifically decided in each case by the ILSSC/ NSC (within the limits applicable in the case of Tagore National Fellows), depending on the nature and the duration of the project.
2. To distinguish these scholars from Tagore National Fellows, they will be called Tagore Research Scholars, but they will have all the obligations the Scheme casts upon Tagore National Fellows, as applicable.
3. As with Tagore National Fellows, the cases of Tagore Research Scholars (as also the terms of their engagement) may preferably be recommended by the ILSSC (in rare cases, the NSC may select as in para 10.3 and suggest for concurrence of the concerned institution) and finally decided by the NSC. While six-monthly/ final reports in the case of Tagore Research Scholars with projects of more than six-month duration will be reviewed by the NSC, such reports in the case of projects of six or less than six months' duration may be reviewed by the ILSSC at its own level.

4. Apart from the candidates who apply for the Tagore National Fellowship but are offered the Tagore Research Scholarship, other candidates will be free to directly apply for a Tagore Research Scholarship in the same manner as prescribed in para 10.1 for the Tagore National Fellowships.
5. The total number of Tagore Research Scholars to be selected in a year and paid by the Ministry of Culture from the Scheme budget will not exceed 25 for any year.

S. Applying Again

Once awarded a Tagore National Fellowship, a candidate cannot apply again for a Fellowship/Scholarship under this scheme, either at the same or any other institution covered under the Scheme, but this restriction will not apply to Tagore Research Scholars.

Contact details :

- (1) Section Officer, S & F Section, Ministry of Culture, IInd Floor, Puratatva Bhawan, D-Wing, GPO Complex, INA, New Delhi
- (2) The Director, Nehru Memorial Museum and Library, Teen Murti House, New Delhi (Ph. : 011-23015333, 23017599).



Scheme for Financial Assistance for Capacity Building and Training of Museum Professionals

This is a new Central Scheme under Ministry of Culture, which has been developed for the XII Five Year Plan period with the aim to fulfil an urgent need for trained professionals at museums at various levels i.e. national level, state level, regional and local level museums all across the country.

A. Background

As a part of the 14-point museum reforms agenda of the Ministry of Culture, professional development of museum personnel has been given due importance. At present, there is a vital need to upgrade the human resources in Indian museums in order to broaden their vision, upgrade their skills and leadership management qualities to international standards. At present, India has very few in-service skill development and training opportunities for museum professionals. Such capacity building in-service programmes will help bring about key changes in our museums to make them more enjoyable, educative and popular for visitors; accessible for all sections of our society and manage and preserve our priceless art collections with up-to date systems and best practices. The Scheme is also being envisioned to create expertise and specializations in various fields of museum work such as collection management, design, education, marketing which are found lacking in most Indian museums.

It has been understood, that at present, such in-service training needs can only be fulfilled by collaborating with reputed, experienced and well known international museums and institutions. Here it is also emphasized that in order to impact the entire museum sector in the country the scheme should be extended to all types of museums- government museums at national level, state level, regional and local level as well as other museum institutions that are not-for-profit and are open for the public.

It is expected that this scheme for capacity building within the museum sector will enable a wholesome development of the Museum sector in the XII five year plan.

B. Scope of Capacity Building and Training

The scope of this scheme will be to support institutions who wish to depute their professionals for intensive capacity building, training programmes in order to upgrade their expertise/skills in the following and fields, as identified in the 14 point Museum Reform Agenda, 2009 and in collaboration with national and internationally well-known museums and institutions:

1. Collection management: documentation, preventive care and storage
2. Museum/ Exhibition design: display, lighting, interpretation and access
3. Museum management, marketing and Leadership training
4. Museum education and outreach
5. Preservation and conservation of museum collections/ scientific study for better conservation of museum collections

C. Details of the Scheme

Under this Scheme, funds will be provided by the Ministry of Culture in the form of financial grants to museums (Govt museums of national, state, local and regional level and other not for profit bodies) directly, or through Nodal Institutions nominated by the Ministry of Culture, such as National Museum Institute, National Culture Fund or any other institution who have a mandate for undertaking training programmes in the museum sector in order to:

1. Support in-service museum professionals for their participation in well structured training programmes/internships/fellowships/workshops in collaboration with reputed international institutions.
2. Assistance will not be provided for participation in international conferences or seminars under this scheme.

Financial assistance under this scheme (subject to a maximum of Rs. 1 Crore per year) may also be provided to organisations of the Ministry of Culture like the National Museum Institute and Centre for Cultural Training and Resources (CCRT) for organising workshops within the country for the training and development of Museum professionals.

D. Eligibility

All museums under the Central and State Governments, museums registered as societies, voluntary institutions or trusts under the Indian Societies Act of 1860 or a similar legislation would be eligible for getting financial assistance under the Scheme.

Applicant Institution should fulfil the following conditions

1. The applicant institution should have been in existence after registration for at least 5 (five) years prior to application. However, this condition can be relaxed in exceptional and deserving cases at the discretion of the Secretary (Culture), the reasons for which should be recorded in writing.
2. It should have a well defined constitution and laid down rules/bye laws for its functioning.
3. It should be in ownership and possession of substantial collection of objects (minimum 500 objects) of historical/cultural/scientific importance that are on public display at all times. The nature and number of objects possessed and displayed by the museum should be clearly indicated in the proposal while applying for financial assistance under the Scheme.
4. The museum should be for public service and not-for profit
5. The Applicant institutions should send a covering letter, forwarding the application describing their suitability for the training, in the light of the plans that the museum has developed for the upgradation in their museums.

E. Candidates nominated by applicant institutions should fulfil the following conditions

1. The candidate should be an Indian national
2. The candidate should have a basic qualification of Graduation in any subject
3. The candidate/s proposed to be sent on training by the institution should have at least 5 years experience working in/for a museum and should produce relevant documents to support the same even in cases where he/she has not worked with the applicant institution for 5 years.
4. Individuals who do not work with a museum/institution and only undertake freelance work will not be supported through this grant.

5. In case of candidates from non-government museums registered as trusts/ societies as per eligibility criteria at a) above, the Museum should acknowledge the support from the Ministry under this scheme in the following manner:
 - 5.1 The Ministry of Culture logo and name should appear at a prominent place at the Museum's entry and remain there for a period of 3 years from the date of release of grant to acknowledge its support.
 - 5.2 The Ministry's support should be acknowledged in the final report of the training prepared by the Museum/candidate.
 - 5.3 The international institution/museum being collaborated with should provide a letter of acknowledging the contribution of the Ministry of Culture towards supporting the candidate.

F. Conditions of Financial Grant

1. The maximum amount of financial assistance which may be given under this scheme would be 80% of the total estimated cost of training programme subject to a maximum of Rs. 30 lakh per museum in case of Central/State Government Museums. Financial assistance in respect of museums registered as Societies, Voluntary Institutions or Trusts under the Indian Societies Act of 1860 or a similar legislation would be 70% of the total estimated cost of training programme subject to a maximum of Rs. 20 lakhs per museum. The balance cost will have to be managed by the museum concerned themselves.
2. Financial Grant for the purpose of capacity building and training of museum professionals will be given to a museum once in 3 years.
3. The grant will cover expenses towards
 - 3.1 Training fee to host institution
 - 3.2 Foreign and domestic travel for purposes of training
 - 3.3 Subsistence costs (lodging and boarding) for the duration of training,
 - 3.4 Purchase of books or other intellectual material necessary for such training,
 - 3.5 Costs for purchase of stationary and teaching aids,
 - 3.6 Travel insurance for foreign travel (wherever mandated by foreign countries)
 - 3.7 Costs for Visa fee and similar permits.
4. Applicant institutions may nominate their candidate/s for capacity building and training programme in the prescribed format at Form I.
5. The proposed international institution/museum with which partnership for training is proposed should have agreed in writing to host the museum candidate or provided invitation letter expressing interest in hosting the participant prior to making application for this grant.
6. The sanction and release of grant shall be subject to submission of original confirmation letter of admission received from the foreign institution/museum and a valid passport (not expiring within 6 months of making this application) for undertaking foreign travel, if necessary for such training.
7. The applications received for financial assistance under the scheme will be scrutinized in Ministry of Culture and grants will be sanctioned after approval of the competent authority.

G. Procedure for Release of Grant

1. The Financial Grant under this scheme will be released by the Ministry of Culture in two instalments. The first instalment will be 75% of the Ministry's share. This amount will be sanctioned and released after obtaining approval of competent authority
2. The second instalment of the remaining 25% of the Ministry's share will be released after
 - i. The grantee has utilized 100% of the grant given under the first instalment by the Ministry of Culture along with its own contribution (20% in case of Central/State Government Museums and 30% in case of other museums). The release of the second instalment would also be incumbent upon the receipt of a utilization certificate and statement of accounts audited by a firm or chartered accountants in respect of the previous instalment of grant given by the Central Government as well as matching share of the museum; and
 - ii. The candidate has submitted a full report on his/her training.
3. The Ministry of Culture may undertake a review at the end of one year to assess the success and impact of such training initiatives at the Grantee institutions and the institutions may cooperate with Ministry officials for such review.

H. Duration of Training

The duration of any capacity building or training programme may range between a minimum of 2 weeks to a maximum of 2 years.

I. Monitoring of the Scheme

A three member committee comprising of Joint Secretary (Museums) as Chairman and Director/Deputy Secretary (Museums) & Director/Deputy Secretary (Finance) as Members will monitor the grant-in-aid to be released by the Ministry to the institutions under the scheme.

J. Procedure for making application under the scheme

The scheme is open throughout the year and there will be no fixed last date for submission of proposals. Applications will be processed and appraised on first-come-first-serve basis under the scheme in the Ministry of Culture. In addition to the prescribed application form, Form-I with Annexures mentioned therein, the applicant should submit the proposal in the form of detailed project report containing detailed estimates regarding the training programme to be attended.



Museum Grant Scheme

A. Background

Museums are a repository of a nation's culture as they contain explicit examples of the proof of the development of a country's culture and heritage over a period of time. The strengthening of the country's museums is thereby an important activity covered under the ambit of the Ministry of Culture. Prior to the 12th Plan, the Ministry was operating 2 schemes for providing financial assistance for the development of Museums, namely;

1. Scheme for financial assistance for promotion and strengthening of Regional and local museums; and
2. Scheme for financial assistance to Museums in Metro Cities.

These schemes catered to the funding of a large number of museums in the XI Plan period, however a need was felt that the Ministry should also evolve a mechanism for funding of large scale museums on public private partnership (PPP) framework. It was noted that there is a significant scope for the involvement of the private / corporate sector in the development of museums, an activity which had hitherto been single handedly dealt with by the Government. It was observed that the development of large scale museums at par with international standards required significant amount of funding which the Government was not able to provide under the existing 2 schemes and hence it was decided to initiate a new scheme with a possibility of larger funding and with the involvement of the private sector. Also, in order to avoid a plethora of schemes in this sector, it was decided to merge the 3 schemes within a single umbrella scheme with different components, for funding museums of different magnitudes.

B. Objectives

The objective of the scheme is to provide financial assistance for setting up of new Museums by State Governments and Societies, Autonomous bodies, Local Bodies and Trusts registered under the Societies Act and to promote the strengthening and modernization of existing museums at the regional, state and District level including capacity building of Museum professionals to further strengthen the museum movement in the country. Apart from this it is also planned in the XII Plan period to undertake and develop at least 1 Central / State Government Museum located in a State Capital each year under the Component of the scheme dealing with the Development of Museums in State Capitals.

C. Scope

Financial assistance will be given for the establishment of new museums and for the development of existing museums, managed by State Governments, organizations, institutions, societies, trusts, local bodies, academic institutions, etc. registered under relevant statutes or under any other law for the time being in force. The broad range will include museums having collections of:

1. Antiquities
2. Numismatics
3. Paintings
4. Ethnological collections

5. Folk art
6. Others including Art & Crafts, Textiles, Stamps, etc.
7. Online Virtual Museums displaying objects in any or all of the above disciplines.

The Scheme will have 3 components as given below:

1. Establishment and Development of District and Regional Museums.
2. Development of Museums in State Capitals
3. Establishment and Development of Large Scale Museums in Public Private Partnership (PPP) Mode.

The eligibility criteria, quantum of admissible grant and other details of each component is as described below:

a. Establishment and Development of District and Regional Museums

i. Eligibility

All State Governments, voluntary Institutions, Societies and Trusts registered as a society under the Indian Societies Act of 1860 (XXI) or a similar legislation of the state governments, or as a Public Trust under any law at the time being in force are eligible for being considered for grants. The applicant institution should fulfil the following conditions:

ii. Conditions

- a) It should have been in existence for at least three years prior to the application. However, this condition can be relaxed in exceptional cases at the discretion of the Expert Committee, the reasons for which should be recorded in writing;
- b) It should have a well-defined constitution and laid down rules/bye laws for its functioning;
- c) It should be in ownership and possession of a substantial collection of objects of historical and / or cultural importance for display in the museum, the nature and number of objects should be clearly indicated in the project report;
- d) It should be able to maintain the Museum and bear all recurring costs;
- e) It should have the necessary infrastructural facilities, resources and personnel to execute the work for which the grant is required;
- f) It should produce a certificate from the State Government (Department of Culture or equivalent) attesting to its satisfactory performance;
- g) It should not be run for personal profit.
- h) It should be the owner of the land on which the museum is situated or proposed to be constructed, which should be easily accessible to visitors.
- j) The detailed project report, Plan & Estimates submitted with the application should be verified and certified by the Public Works Department (or equivalent organization)

iii. Other conditions:

1. The applicant organization should prepare a project proposal consisting of three components as mentioned below:

- a. A report on the state of the museum along with a diagnostic study;
 - b. A strategy paper spelling out how the museum is proposed to be modernized and developed, including a sustainability plan to demonstrate the approach planned to ensure long term management of the museum;
 - c. An Action Plan containing detailed costing, sequencing and a timeframe for each of the measures proposed to be taken to modernize the museums;
2. The project proposal should address the various aspects of Renovation/Repairs, Extension and Modernization of galleries, Modernization of Reserve Collection, Publication, Conservation, Laboratory/ Conservation Projects, Museum Library, Equipment and Documentation etc. Furthermore, the project report should spell out clearly how the matching resources will be raised and indicate a specific timeframe.

ii. Categories of Museums

For the purpose of support under component scheme, museums have been classified into two categories:

- a) Category I: Government owned State level museums and renowned museums with exquisite collections;
- b) Category II: All other museums

iii. Quantum of Financial Assistance

Sl.	Purpose	Category	Maximum Amount of financial assistance (In Rs. crores)
1	Setting up of New Museums	Category - I	10
2	Setting up of New Museums	Category - II	5
3	Development of Existing Museums	Category – I	8
4	Development of Existing Museums	Category - II	4

Conditions of Financial Grant

- a) The Grant will be given only once. Any further requirement will be met by the applicant institution.
- b) An institution which has been given a grant under this scheme will not be eligible for a subsequent grant before the lapse of 10 years from the payment of the last installment of the previous grant.
- c) Government of India's financial commitment will be limited to funding the development of infrastructural facilities and not for running the museum.
- d) The grant will not be used to cover recurring expenses like rent, salaries, electricity bills etc.
- e) Not more than 60% of the sanctioned grant can be utilized for civil works.
- f) The Grant will not be used for procurement of land or artifacts for the museum.
- g) The Central Government will provide up to 80% of the total project cost, for the admissible components. The applicant has to meet at least 20% of the project cost.
- h) In the case of Museums in North East region, including Sikkim, the Central Government will

provide upto 90% of the total project cost for admissible components, with the applicant having to meet at least 10% of the project cost.

- i) Wherever the work has been assigned to agencies other than Government agencies, the implementing agency should be selected through a transparent competitive method, inviting open tender/ quotations. A report should be submitted to this Ministry to this effect.

iv. Procedure for the Release of the Financial Grant

- a) For all purposes, the share of the Central Government will be released in 3 installments in the ratio of 2:1:1. The first installment, being 50% of the Central Government's share, will be sanctioned and released immediately on approval of the project by the Expert Committee.
- b) The second installment, being 25% of the Central Government's share, will be released after the grantee has utilized 80% of the first installment released by the Central Government, as well as the proportionate matching contribution from the funds of the grantee.
- c) The third & final installment, being the balance 25% of the Central Government's share, will be released after the grantee has fully utilized the first and second installments released by the Central Government, as well as the matching share.
- d) The 2nd and 3rd installments will be released after receipt of a utilization certificate and statement of accounts audited by a firm of Chartered Accountants in respect of the previous installment and the corresponding proportionate matching share of the organization. This statement should also certify that the previous installments, as well as the matching share of the institution, have been utilized for the purpose for which the grant was sanctioned. The release of the second and third installments will also be subject to furnishing other documents, if any, required/asked for by the Government.

v. Admissible Components

The following activities are eligible to be taken up with the grant provided under the Scheme:

1. Renovation/Repairs, Extension and Modernization of Galleries, Modernization of Reserve Collection:
 - a) Plan & Estimates for this purpose should be from PWD for Government Museums and from PWD/Registered Architect in the case of other Museums.
 - b) A completion-cum-valuation certificate from the PWD for Government Museums and from PWD/Registered Architect in the case other Museums should be supplied within three months of the completion.
2. Publications
 - a. Catalogues
 - b. Museum Guides
 - c. Gallery-sheets
 - d. Photo-Index cards
 - e. Picture Post cards
 - f. Folios containing prints of museum objects

- g. Monographs
- h. Hand Lists, etc.

Ten copies of the published document should be sent to the Central Government before release of the final installment. The following line should be added on the cover page of the document thus published "Published with the financial assistance received from the Ministry of Culture, Government of India."

3. Conservation Laboratories/Conservation Projects

Assistance under this scheme will be for setting up of, expansion and up-gradation of conservation laboratories and for conservation of objects in a prescribed proforma. The grant will be subject to the condition that the laboratory has suitably trained staff. Where trained staff is not available, the persons entrusted with this work shall be required to undergo training at any of the following institutions or the conservation work is done through any of the following:

- a. National Museum Institute of History of Art, Conservation & Museology, Janpath, New Delhi.
- b. Indian National Trust for Art & Cultural Heritage.
- c. National Research Laboratory for Conservation of Cultural Property, Lucknow, Uttar Pradesh
- d. Egmore Museum, Chennai.
- e. Indian Museum, Kolkata.

Before release of the final installment, conservation report will be submitted by the organization.

4. Development of Museum Library

Grant will be made available for upgrading existing Museum Libraries and for increasing the collection.

5. Purchase of Equipment

Financial assistance will be given for purchase of the following equipment:

I. Equipment (General)

- a) Display items such as podiums and panels.
- b) Special lighting for display of museum objects.
- c) Computers for documentation.
- d) Cameras, Slide Projectors and Screen.
- e) CCTV.

II. Equipment for Security System (for Category I Museums only)

Door Frame Metal Detector, Hand held Metal Detector, Vehicle Inspection Mirrors, Radio sets, Hand Baggage X-Ray Machine, CCTV and Recording systems, Magnetic Latch for the door, Glass Break Detectors, Magnetic Switches, Vibration Detectors, Alarm System, Video Motion Detectors, Passive Infra Red Devices, Infra Red Beam Barriers etc.

III. Any other equipment that may be considered to be essential, by the Expert Committee.

A list of equipment purchased out of the grant will be submitted by the organization.

6. Documentation:

All museums should endeavour to have a complete and comprehensive documentation of their collection making optimal use of proven and emerging technologies such as photo-documentation and digitalization. The Institutions should furnish details of cost estimates of bringing out pamphlets, brochures etc. or any other documentation. The details of the documentation would be submitted by the organization.

7. Project Duration

The project should be completed within three years from the release of 1st installment. If there is any delay in the execution of the project permission for extension may be sought from the Ministry giving full justification for the delay failing which subsequent installment will not be released. The Ministry of Culture may depute its Officers including representative from Integrated Finance Division to visit the Museum to carry out a physical inspection of the work being done from the financial assistance being extended by the Ministry.

8. Procedure for making an application and for consideration of proposals received under the scheme

The scheme is open throughout the year. There will be no fixed last date for receiving project proposals. Applications should be made in Form A for financial assistance under this component. Applications will be processed and appraised on the first come first served basis. In respect of museums other than State museums, the application for financial assistance under the scheme should be sponsored by the Deputy Commissioner/Collector of the district (in which the museum is located) to the respective State Government before it is finally recommended to the Ministry. District administration should make a comment on the activities of the applicant and status of the land in which the museum has been established.

In additions to the prescribed applications forms (Form-A) with annexures mentioned therein), the applicants should submit the proposals in the form of a Detailed project Report containing detailed estimates on each and every item. A sample DPR is placed on the site of Ministry of Culture at <http://indiaculture.nic.in> The detailed project report, Plan & Estimates submitted with the application should be verified and certified by the Public Works Department (or equivalent organization.)

The project proposal should also contain the existing visitor's profile of the concerned museum and projected changes in such profiles after implementation of the project. The quantum of assistance under the scheme is commensurate with the number and value of the artifacts proposed to be exhibited in the Museum.

The applications will be scrutinized by an Expert Committee under the Chairmanship of the Joint Secretary set up by the Ministry of Culture and grants will be sanctioned on the basis of recommendations of this Committee. Once the recommendation of the expert committee has been accepted by the Competent Authority, the Joint Secretary concerned shall be competent to release funds from time to time, in installments, in consultation with Integrated Finance Division of the Ministry. The expert committee may also inspect the museums receiving grants under the scheme to ensure proper utilization.

Note: Mis-utilisation of funds or non-submission of Utilization Certificates in time will be viewed seriously. The defaulter organization will be blacklisted and debarred from receiving future grants from Govt. of India, and will be proceeded against under the law.

b. Development of Museums in State Capitals

i. Objectives

The objective of this component of the Museum Grant Scheme is to develop and modernize at least 1 museum under the Central or State Government in each state Capital to international standards.

Another objective is to meet the training and capacity building needs of the professionals in these museums (and funding up to a maximum of Rs.1 Crore per year may also be made from this component towards their training)

ii. Eligibility

Existing renowned Museums of the Central or State Governments located in the capital cities are eligible for financial assistance under this component of the Museum Grant Scheme.

Conditions:

- a) The museum must be located in the capital of the state/union territory.
- b) It must be of high repute, having a significant collection of objects/artifacts.
- c) It must have had an annual footfall of 1 lakh visitors per annum in the preceding 2 years.

iii. Quantum of Financial Grant

The quantum of Financial Grant will be limited to Rupees Fifteen Crores per museum and it shall be endeavored to develop at least 1 museum in each state by funding from this component. The applicant museum will be required to get a Detailed Project Report prepared and submitted along with the proposal showing in details all aspects of the works proposed to be undertaken with the funding. The cost of preparation of the DPR will be adjusted in the amount of the grant disbursed to the Museum.

Conditions:

- a) The Grant will be given only once. Any further requirement will be met by the applicant institution.
- b) Government of India's financial commitment will be limited to funding the development of infrastructural facilities and not for running the museum.
- c) The grant will not be used to cover recurring expenses like rent, salaries, electricity bills etc.
- d) Not more than 60% of the sanctioned grant can be utilized for Civil works
- e) Grant will not be used for procurement of land or artifacts for the museum.
- f) An institution which has been given a grant under this scheme will not be eligible for a subsequent grant before the lapse of 10 years from the payment of the last installment of the previous grant.

iv. Procedure for the Release of the Financial Grant

- i) For all purposes, the share of the Central Government will be released in 3 installments in the ratio of 2:1:1. The first installment, being 50% of the Central Government's share, will be sanctioned and released immediately on approval of the project by the Expert Committee.
- ii) The second installment, being 25% of the Central Government's share, will be released after the grantee has utilized 80% of first installment released by the Central Government.
- iii) The third & final installment, being the balance 25% of the Central Government's share, will be released only after the grantee has fully utilized the first and second installments released by the Central Government.
- iv) The 2nd and 3rd installments will be released after receipt of a utilization certificate and statement of accounts audited by a firm of Chartered Accountants in respect of the previous installment. This statement should also certify that the previous installments have been utilized for the purpose for which the grant was sanctioned. The release of the second and third installments will also be

subject to furnishing other documents, if any, required/asked for by the Government.

v. Admissible Components

The activities as given in Para A 5 of the Scheme (under Component A) are eligible to be taken up with the grant provided under the Scheme.

vi. Project Duration

The project should be completed within five years from the release of 1st installment. If there is any delay in the execution of the project permission for extension may be sought from the Ministry giving full justification for the delay, failing which subsequent installment will not be released. The Ministry of Culture may depute its Officers including representative from Integrated Finance Division to visit the Museum to carry out a physical inspection of the work being done from the financial assistance being extended by the Ministry.

vii. Procedure for making an application and for consideration of proposals received under the scheme

The scheme is open throughout the year. There will be no fixed last date for receiving project proposals. Application for financial assistance under this component may be made in Form B enclosed with this Scheme. Applications will be processed and appraised on first come first served basis. Not more than one museum will be sanctioned grants under this component in a financial year.

In addition to the prescribed applications forms (Form-B) with annexures mentioned therein, the applicants should submit the proposals in the form of a Detailed project Report containing detailed estimates on each and every item. A sample DPR is placed on the site of Ministry of Culture at <http://indiaculture.nic.in> The detailed project report, Plan & Estimates submitted with the application should be verified and certified by the Public Works Department (or equivalent organization.)

The project proposal should also contain the existing visitor's profile of the concerned museum and projected changes in such profiles after implementation of the project. The applications will be scrutinized by an Expert Committee under the Chairmanship of the Joint Secretary set up by the Ministry of Culture and grants will be sanctioned on the basis of recommendations of this Committee. Once the recommendation of the expert committee has been accepted by the Competent Authority, the Joint Secretary concerned shall be competent to release funds from time to time, in installments, in consultation with Integrated Finance Division of the Ministry. The expert committee may also inspect the museums receiving grants under the scheme to ensure proper utilization.

c. Establishment and Development of Large Scale Museums in Public Private Partnership Mode.

i. Objective

In order to address the existing gaps in availability of museums in various parts of the country, a new Plan scheme is proposed for establishment of larger scale museums (Rs. 50 crore plus) in identified cities, as joint venture with State Governments and the civil society in a Public-Private-Partnership (PPP) mode. The facilities at this museum would be of high standard, comparable with the international norms, and the operational cost must be met through revenue generation from various visitor facilities and entry fee etc. The day-to-day administration of the museum would be in the hands of an operator from the civil society/ voluntary sector with Governments (both Central and State) involved only in policy level decision-making through representation on the apex body such as the Governing Body.

ii. Eligibility

State Governments / All voluntary Institutions, Societies, Local Bodies and Trusts registered as a society under the Indian Societies Act of 1860 (XXI) or as a Public Trust under any law at the time being in force are eligible for grants. They should have a minimum collection of 1500 exquisite historical and cultural artifacts. They should fulfill the following conditions:

- a) It should have been in existence for at least three years prior to the application. However, this condition can be relaxed in exceptional cases at the discretion of the Expert Committee, the reasons for which should be recorded in writing;
- b) It should have a well-defined constitution and laid down rules/bye laws for its functioning;
- c) It should be in ownership and possession of a substantial collection of objects of historical and / or cultural importance (minimum 1500 artifacts) for display in the museum, the nature and number of objects should be clearly indicated in the project report;
- d) It should be able to maintain the Museum and bear all recurring costs;
- e) It should have the necessary infrastructural facilities, resources and personnel to execute the work for which the grant is required;
- f) It should produce a certificate from the State Government (Department of Culture or equivalent) attesting to its satisfactory performance;
- g) It should not be run for personal profit.
- h) It should be the owner of the land on which the museum is situated or proposed to be constructed, which should be easily accessible to visitors.
- i) The detailed project report, Plan & Estimates submitted with the application should be verified and certified by the Public Works Department (or equivalent organization.)

Other conditions:

- a) The applicant organization should prepare a project proposal consisting of three components as mentioned below:
 - i) A report on the state of the museum along with a diagnostic study;
 - ii) A strategy paper spelling out how the museum is proposed to be modernized and developed, including a sustainability plan to demonstrate the approach planned to ensure long term management of the museum;
 - iii) An Action Plan containing detailed costing, sequencing and a timeframe for each of the measures proposed to be taken to modernize the museums;
- b) The project proposal should address the various aspects of Renovation/Repairs, Extension and Modernization of galleries, Modernization of Reserve Collection, Publication, Conservation, Laboratory/ Conservation Projects, Museum Library, Equipment and Documentation etc. Furthermore, the project report should spell out clearly how the matching resources will be raised and indicate a specific timeframe.

iii. Quantum of Grant

Maximum financial assistance to the tune of 40% of the project cost subject to a maximum of Rs 20 Crores will be provided under the scheme by Central Government, whether it involves the setting up of a

new Museum or the modernization of an existing museum. The remaining part of the project cost may be funded by the institution itself or in joint venture with State Govt / Corporates and private sector.

Conditions:

- a) The Grant will be given only once. Any further requirement will be met by the applicant institution.
- b) An institution which has been given a grant under this scheme will not be eligible for a subsequent grant before the lapse of 10 years from the payment of the last installment of the previous grant.
- c) Government of India's financial commitment will be limited to funding the development of infrastructural facilities and not for running the museum.
- d) The grant will not be used to cover recurring expenses like rent, salaries, electricity bills etc.
- e) Not more than 60% of the sanctioned grant can be utilized for civil works.
- f) The Grant will not be used for procurement of land or artifacts for the museum.
- g) Wherever the work has been assigned to agencies other than Government agencies, the implementing agency should be selected through a transparent competitive method, inviting open tender/ quotations. A report should be submitted to this Ministry to this effect.
- h) At the time of application, the applicant institution must have atleast 50% of the project cost ready with itself.
- i) It must also present a realistic sustainability plan for meeting its recurring expenditure in future.
- j) For all purposes grant would be in the ratio of 40:60. A maximum of and up to 40% of the estimated cost would be provided by the Central Government (Subject to a maximum of Rs. 20 Crores) and the remaining 60% and balance, if any, will be met by the State Government/Institution/ Corporate bodies, as the case may be.
- k) Only 1 project proposal under this component will be sanctioned in the Plan Period.

iv. Procedure for the release of the financial grant

- a) For all purposes, the share of the Central Government will be released in 4 installments of 25% each of the sanctioned grant. The first installment, being 25% of the Central Government's share, will be sanctioned and released immediately on approval of the project by the Expert Committee.
- b) The second installment, being 25% of the Central Government's share, will be released after the grantee has utilized 80% of the first installment released by the Central Government, as well as the proportionate matching contribution from the funds of the grantee.
- c) The third installment, being 25% of the Central Government's share, will be released after the grantee has fully utilized 80% of the second installment released by the Central Government, as well as the matching share. The 4th installment of balance 25% of the sanctioned grant will be paid after the grantee has fully utilized the grant disbursed in the first 3 installments alongwith their matching share.
- d) The 2nd, 3rd & 4th installments will be released after receipt of a utilization certificate and statement of accounts audited by a firm of Chartered Accountants in respect of the previous installment and the corresponding proportionate matching share of the organization. This statement should also certify that the previous installments, as well as the matching share of the institution, have been utilized for the purpose for which the grant was sanctioned. The release of

the second, third and fourth installments will also be subject to furnishing other documents, if any, required/asked for by the Government.

v. Development of Infrastructure

The activities as given in para A 5 of the Scheme (under Component A) are eligible to be taken up with the grant provided under the Scheme.

vi. Project Duration

The project should be completed within five years from the release of 1st installment. If there is any delay in the execution of the project permission for extension may be sought from the Ministry giving full justification for the delay failing which subsequent installment will not be released. The Ministry of Culture may depute its Officers including representative from Integrated Finance Division to visit the Museum to carry out a physical inspection of the work being done from the financial assistance being extended by the Ministry.

vii. Procedure for making an application and for consideration of proposals received under the scheme

The scheme is open throughout the year. There will be no fixed last date for receiving project proposals. Applications for financial assistance under this component may be made in Form C enclosed with the scheme. Applications will be received throughout the year and processed and appraised on first come first served basis. Not more than 1 museum will be sanctioned grants under this component in the Plan Period.

In addition to the prescribed applications form (Form-C) with annexures mentioned therein), the applicants should submit the proposals in the form of a Detailed project Report containing detailed estimates on each and every item. A sample DPR is placed on the site of Ministry of Culture at <http://indiaculture.nic.in> The detailed project report, Plan & Estimates submitted with the application should be verified and certified by the Public Works Department (or equivalent organization.)

The project proposal should also contain the existing visitor's profile of the concerned museum and projected changes in such profiles after implementation of the project.

The applications will be scrutinized by an Expert Committee under the Chairmanship of the Joint Secretary set up by the Ministry of Culture and grants will be sanctioned on the basis of recommendations of this Committee. Once the recommendation of the expert committee has been accepted by the Competent Authority, the Joint Secretary concerned shall be competent to release funds from time to time, in installments, in consultation with Integrated Finance Division of the Ministry. The expert committee may also inspect the museums receiving grants under the scheme to ensure proper utilization.



Scheme for Financial Assistance for Digitization of Museum Collections

This is a new Central Scheme which has been developed for being undertaken during the XII Five-Year Plan period with the aim of developing a national database of all art objects and antiquities available with the Museums at various levels i.e. national level, state level and regional and local museums all across the country in order to provide enhanced accessibility to scholars, researchers and informed visitors.

A. Background:

As a part of the 14-point museum reform agenda undertaken by the Ministry of Culture special focus has to be given to the area of digitized documentation of the antiquities in the museums in various parts of the country. Presently, in most of the museums status of documentation is not up to the mark and details of antiquities available in the museums are only available in physical form in the Accession Registers being maintained by the museums. It has also been observed that in some cases information which is available in the Accession Registers is not authentic and has become obsolete. Therefore, with a view to modernizing the collections management system of these museums it is imperative that they resort to digital collection management system. Further, taking recourse to digitization of the documentation of antiquities would also help in the availability of information about the status of various antiquities at one place. This could then be utilized for the development of website of the concerned museum where all this data could be made available online in order to provide accessibility to scholars, researchers as well as interested individuals.

B. Details of the Scheme:

Under the scheme funds will be provided by the Ministry of Culture in the form of grants to various museums for digitization of art objects in the museums across the country and for making their images / catalogues available over the website. The scheme will have two components, one relating to the establishment of infrastructure (central server linked to museum level server /computers through dedicated channels) and the other relating to digitization of all collections, cross-indexed with fuller details on a template basis. The ultimate aim of the museum would be to have an online database of its collections readily available over its website for online viewing by general public. A part of the funds from this scheme (subject to a maximum of Rs. 2 crores per year) may also be utilized by the Ministry of Culture for undertaking projects with technical institutions for creating a combined website showing the collections of Museums under the Ministry and other State Government and Private museums registered under the Indian Societies Act of 1860 or a similar legislation.

C. Eligibility:

All museums under the State Governments, Registered Societies, voluntary institutions, trusts and NGO's, which are registered under the Indian Societies Act of 1860 or a similar legislation would be eligible for getting financial assistance under the scheme. The applicant institution should fulfill the following conditions:

D. Eligibility Conditions:

1. The applicant institution should have been in existence after registration for at least three years prior to the application. However, this condition can be relaxed in exceptional and deserving cases

by the Secretary Culture upon the recommendation of the Expert Committee, the reasons for which should be recorded in writing.

2. It should have a well-defined constitution and laid down rules / bye-laws for its functioning.
3. It should be in ownership and possession of a substantial collection of objects (minimum 500 objects) of historical and / or cultural importance being displayed in the museum. The nature and number of objects possessed and displayed by the museum should be clearly indicated in the proposal while applying for financial assistance under the scheme.
4. It should produce a certificate from the State Government (Department of Culture or equivalent) attesting to its satisfactory performance.
5. It should not be run for any profit.
6. The plan and estimates of the digitization work proposed to be undertaken should be submitted in detail duly authenticated by the District Information Officer of the National Informatics Centre (NIC).
7. The applicant institutions must be willing to share their collections for online viewing over a website for public information.

E. Categories of Museums:

For the purpose of financial support under the scheme museums have been classified into two categories: Category-I would be Government-owned State level museums and renowned museums with exclusive collections. Category-II would be all other museums.

For Category-I museums the maximum amount of financial assistance which may be given under the scheme would be 80% of the project cost of digitalization subject to a maximum of Rs. 50 lakhs per museum. For Category-II museums the maximum amount would be 80% of the project cost of digitalization subject to a maximum of Rs. 25 lakhs per museum. The balance of 20% of the project cost would have to be arranged by the museum concerned by itself. In case of museums in North-Eastern region including Sikkim the Central Government would provide up to 90% of the total project cost for Category-I and Category-II museums subject to the maximum financial ceiling as given above.

F. Conditions of Financial Grant:

- (a) Financial grant for the purpose of digitization of museums collections and development of website under the scheme would be given only once in ten years. Any further requirement for upgradation of hardware, software, etc., in subsequent years would have to be met by the applicant museum out of its own funds.
- (b) The grant will be given for works of capital nature like procurement of computer hardware and software and other equipments like scanners, cameras etc. and development of website and it shall not be used for recurring items of expenditure such as website hosting and management charges, salaries to IT staff employed for the purpose etc.
- (c) Wherever the work has been assigned to agencies other than Government agencies, the project implementation agency should be selected by the applicant institution through a transparent and competitive method by inviting open tenders /quotations to ensure fairness and transparency in the enlistment of implementation agency. A report should be submitted to this Ministry by the applicant institution in this regard.

G. Scope of works for which grants will be given:

1. Digitization of collections management system of the museum by procuring and using an appropriate standard software being used by renowned Museums in the country.
2. Photography of art works of museum for digitization purposes.

3. Creation or upgradation of website of a museum.\
4. Creation of a digital catalogue of works available in the museum for public dissemination through the museum website.
5. Procurement of hardware like servers, clients, LAN, scanners, cameras etc., for digitization works for the museum.
6. Development of an online museum library.
7. Development of interactive information kiosks for the museum.

H. Procedure for the release of financial grant:

- (a) The financial grant under the scheme would be released by the Ministry of Culture in two equal installments. The first installment, being 50% of the Central Government's share, will be sanctioned and released after obtaining approval of the competent authority on the recommendations of the project proposal by the Expert Committee of the Ministry of Culture constituted for the purpose.
- (b) The second installment of the remaining 50% of the financial grant will be released after the grantee institution has utilized 100% of the grant given under the first installment by the Ministry of Culture along with 10% of its own contribution. The release of the second installment would also be incumbent upon the receipt of a utilization certificate and statement of accounts audited by a firm of chartered accountants in respect of the previous installment of grant given by the Central Government as well as the 10% matching share of the museum.

I. Project duration:

The digitization project undertaken by the applicant institution should be completed within 2 years from the date of release of first installment of grant by the Ministry of Culture. If there is any delay in the completion of the project, permission for extension of time may be sought from the Ministry giving full justification for the delay, failing which subsequent installment will not be released. In case there is a delay in the completion of the project and permission has not been taken by the Museum from the Ministry for the delay the Museum concerned will have to refund the entire amount of the grant given to it by the Ministry along with penal interest as may be decided by the Ministry. The Ministry of Culture may depute its representative to visit the museum to carry out a physical inspection of the work being done from the financial assistance extended by the Ministry.

J. Procedure for making an application under the scheme:

The scheme is open throughout the year and there will be fixed last date for submission of proposals. Applicants will be processed and appraised on first-come-first-serve basis under the scheme. In addition to the prescribed application form, Form-I with Annexures mentioned therein, the applicant should submit the proposal in the form of Detailed Project Report containing detailed estimates regarding items of work to be undertaken and procurements to be made from the financial grant being requested from the Ministry. These estimates must be certified / countersigned by the District Information Officer of the National Informatics Centre (NIC) in each case. The project proposal must also specifically mention dedicated timelines for completion of each stage of the project.

The applications received for financial assistance under the scheme will be scrutinized by an Expert Committee under the Chairmanship of a Joint Secretary set up by the Ministry of Culture for recommending grants under the Museum Grant Scheme and grants will be sanctioned on the basis of the recommendations of this Expert Committee after approval of the same by the competent authority.



Guidelines for setting up of Science Cities

A. Concept

A Science City shall be conceptually similar to a Science Centre. However, it will be larger in dimension with a focus in frontier areas of Science and Technology and edutainment shall be financially self sustainable. It shall be conceptualized in such a manner that it is attractive and useful to students, families, tourist and general public. It will use state-of-the-art communication tools and technology in its presentation.

B. Main Objectives

1. To portray the growth of science and technology and their applications in industry and human welfare, with a view to develop scientific attitude and temper and to create, inculcate and sustain a general awareness amongst the people.
2. To popularize science and technology in cities, urban and rural areas for the benefit of students and for the common man by organizing exhibitions, seminars, popular lectures, science camps and various other programs.
3. To promote and enhance public understanding of the culture of science and technology.
4. To supplement science education given in schools and colleges and to organize various out-of-school educational activities to foster a spirit of scientific enquiry and creativity among the students.
5. To design, develop and fabricate science museum exhibits, demonstration equipment and scientific teaching aids for science education and popularization of science.
6. To organize training programmes for science teachers /students /young entrepreneurs/technicians/physically challenged/housewives and others on specific subjects of science, technology and industry.

C. Contents

The exhibits and activities of a Science City shall have the right mix of scientific values and novelty in presentation so as to be able to attract the common people from every walk of life. Edutainment shall be the key concept in designing the exhibit and activities of the Science City. It will provide wide opportunities for visitors' participation in activities related to science and technology. The following major areas may be considered:-

1. Face to face with science and technology

- 1.1 A science exposition hall to provide an exposure on cutting edge areas of science and technology and their impact on the society through interesting and enjoyable thematic presentation, experience based and immersive exhibits like large format films, 3D presentations, virtual reality experiences, simulators and many more hi-tech systems; the thematic presentation shall highlight Indian endeavour.
- 1.2 The exhibits shall be multidisciplinary in theme and of hands-on minds-on in nature to the extent possible showcasing frontier areas of S & T. The topics change over a period of time with emergence of new areas in S&T. However, in the present context, subjects like Nano-

technology, Space technology, Bio-technology, Robotics and Optical fibres, Computers, Earth Science, Human Body, Information technology, Bio-informatics, Heavy industries, Agriculture, Environment and recent understanding of scientific concepts etc. may be considered.

- 1.3 A dedicated infrastructure shall be provided for corporate bodies, R & D institutions, scientific departments etc. to showcase current status of science and technology and R & D initiatives in respective areas of their activity.
- 1.4 A 600–1000 seated auditorium for multipurpose use viz. science education programmes and science film shows, organising educational, cultural, industrial/ corporate programmes; (the capacity of the auditorium has been fixed keeping in view that one million visitors would visit the Science City).

Other institutions shall be encouraged to organise their conferences, lectures, meetings, exhibitions and cultural events in the Science City on payment of rental charge to cover all expenses for regular running and operation of the auditorium including electricity charges, municipal taxes etc. Although the State Governments shall be approached to provide electricity at concessional rates and ensure municipal tax at non-commercial rate, all taxes and royalties for conducting such programmes shall be borne by the organisers.

2. Experimentation and curriculum supplement

- 2.1 Interactive exhibits supplementing science education in schools and to explain basic principles of science and technology in an interesting and entertaining manner will be developed and set up here.
- 2.2 Hands on activity based laboratories for the visitors and students with the intention to foster public awareness, engagement and understanding of cutting edge science and engineering like Biotechnology, Nanotechnology, Photonicsetc shall be set up. Such labs shall aim to link science centres and educational institutions with research institutions engaged in active cutting edge science and technology experimentation and research.

3. Learning science outside the four walls

Science park aims to facilitate “edutainment”, i.e., education through entertainment. It would be designed to make science relevant to everyday lives through a non-formal, “hands on, mind on” approach. Characterized by its two-pronged channel of communication – exhibits and activities, the exhibits will be mostly interactive and help children and the adults alike to learn the basics of science through fun and enjoyment in natural and non coercive situations. It would have something of interest to everyone regardless of social strata, education or age group and create a culture of learning. Science Park will provide a bridge to unite business, industry and community.

4. Visitors’ recreational facilities/amenities

This area will include water bodies, a nature trail, road train, fountains, food plaza, gift and souvenir shops, restaurants, rest rooms and such other facilities which shall not only satisfy the needs of the visitors but increase the holding time.

5. Infrastructure

The Science City will have following main facilities for the public:

- a. Science Exploration hall consisting of 5-7 large interactive science exhibitions
- b. Space Odyssey consisting of digital dome theatre, 3D show, simulator and space science exhibitions

- c. Demonstration areas to explain science through activities & experiments Outdoor Science Park
- d. Evolution Park Auditorium
- e. Workshop
- f. Public utilities consisting of cafeteria, gift store, visitor interpretation area etc.
- g. Car parking

D. Eligibility criteria and infrastructure

The location of the Science City should be either a State capital or a city of the State having a sizeable population of not less than 50 Lakhs. While deciding location for a Science City the primary concern shall be to ensure that it can draw at least 10 lakh visitors per year for self-sustainability.

- 1. The new Science Cities shall be set up preferably only in those places where no major Science Centre exists. However, in locations where footfall to the science centre is substantial i.e., it qualifies for a science city, the science centre could be upgraded to a Regional Science City or a separate Science City could be set up depending upon the importance of the place.
- 2. The State Government will provide the following infrastructure facility free of cost:
 - (i) At least 25 acres of centrally located and easily accessible fully developed land without any encumbrances; (Although to do justice to exhibits, facilities especially those requiring open spaces and future expansion 30 acres would be preferable);
 - (ii) Road connectivity,
 - (iii) Telecommunication facilities,
 - (iv) Power supply, water supply etc.
 - (v) Sewerage and storm water drainage system,
 - (vi) Adequate public/private transport facilities.
- 3. The State Governments and Societies / Authorities promoted by them for the purpose shall be eligible for financial assistance from the Central Government as per the norms.
- 4. The State Government shall also make suitable provision for providing water, electricity, local taxes etc. at concessional rates as available to the educational institutions

NB: The above criteria may be relaxed and /or modified in very special cases by the Govt. of India for NE region.

E. Exhibition area

1. Floor area for indoor exhibitions

(a) Science Exposition Hall	-	10000 sq.mt.
(b) Open laboratory and interactive exhibits hall	-	2500 sq.mt.
(c) Entrance Plaza and visitor's facilities	-	1500 sq.mt.
		Total: 14,000 sq.mt.

2. Outdoor expositions

(a) Science Park		4,000 sq.mt.
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While developing the permanent infrastructure care must be taken to maintain a ratio of 25:75 for covered and open areas so that the visitors are not confined in a particular place and there is enough space to accommodate a large gathering on special days of the year.

Provision for future extension shall also be kept. A portion of the land area may be developed as commercial zone which may be rented out to other agencies to support in raising funds to meet the operation costs of the Science City to make it self-sustaining.

F. Time Schedule

Time required for implementation of Science City shall be about 54 months from the start of the construction work of the main building. In the first phase a portion of Science Exploration hall comprising of full dome movie projection unit, a motion simulator and a 3D theatre will be set up along with the entrance Plaza. This will help in revenue generation.

G. Budget (Average based on DPAR from 2011-2013)

Total estimated cost for implementation of a new Science City project is approx. 110.00 crore. However detailed estimate for an individual project needs to be prepared depending upon site condition, building design and local cost of construction.

Cost overrun or cost escalation of any Science Centre Project during the Plan period shall be determined by RBI Index and shall be borne by the State Govt from their own resources.

A suggestive break up of different items of expenditure is as follows:

Sl. No	Items	Cost in Crore .
i.	Expenditure on buildings and other works	
	a. Cost of land *Notional. State Govt. shall provide it free of cost as part of its Share for the project.	00.00
	b. Science City building 14,000 sq. mts. with indoor exhibition halls (@ Rs.26,004/- per sq. mt.)	36.41
	c. Stronger structural member to take heavy load 14000 x 1675.00	2.35
	d. Larger Module over 35 Sq.m. 14,000 x 1950	2.73
	e. Resisting earth make force 14,000 x 1241.00	1.74
	f. Internal Electrification @ external service connection 17.5%	7.57
	g. Car/bus parking areas/internal roads/landscaping/ water body/ boundary wall	2.72
	h. Air-conditioning/insulation/acoustics	03.27
	i. Transformer (2 MW)/UPS/D.G. set/Fire fighting	03.00
	j. Chairs/Carpet	01.00
	h. Planning, supervision and consultation fees 6%	03.12
	Sub total :	63.91 (say 64.00)

ii.	Expenditure on exhibits, equipment and stores	
	a. Large format film projection unit with accessories	14.00
	b. Simulator and 3D Film Theatre	03.00
	c. Exhibits and artifacts	
	i) Thematic exhibits for Face to Face with S&T	08.00
	ii) Interactive exhibits for experimentation & curriculum supplement	02.00
	d. Projection equipment, audio-visuals, electrical installations etc.	
	i) For Auditorium	01.00
	ii. For Digital Panorama	12.00
	e. Misc. equipment	
	i) Workshop tools and machineries	01.00
	f. Development of Science Park exhibits including cost of exhibits	01.50
	g. Salary of Project staff	02.50
	h. TA/DA for project staff	0.40
	i. Other Adm. Expenses	0.40
	j. Advt. & Publicity	0.20
		Sub total : 46.00
		Total :109.91
		(Say110.00)
iii	Foreign Exchange component included in Item (ii) above	
	a. Large format film projection unit with accessories	14.00
	b. Space Capsule (Simulator) & 3D Theatre	03.00
	c. Projection equipment for Digital Panorama	08.00
	d. Misc. other equipments	01.00
		Sub total : 26.00
iv.	No foreign exchange is involved in bringing foreign experts or for buying foreign expertise.	

(The above estimate is for budgetary purpose only. Detailed cost estimates for individual projects are to be worked out based on the master plan prepared for the project.)

Cost Index of Delhi as on 1/4/2011	49%
Cost Index of Delhi as on 1/4/2012	61%
Cost Index of Delhi as on 1/4/2015 will be on prorated basis	97%
Piling cost will be extra if bearing capacity of soil is poor. (14000 x 12746.00) = 17.84 crore Say 18.00 crore.	

H. (A) Funding Pattern

1. The financial participation of the Central Government for new Science Cities will be limited to 6600.00 lakhs only (60% out of a total of 11000.00 lakhs).
2. The State Government shall arrange for the balance fund of 44.00 Crore (40% out of a total of 110.00crore)plus a 25 acre of land made available free of cost for the purpose of setting up the Science City. State contribution of 44.00 crore may be raised either by themselves or by a private/ corporate agencies or a combination of both.
3. At the beginning of each year, the State Government shall provide their share for the year (part of 44.00 crore) up front and the Central Government shall also release proportionate amount out of their share at one go (on a pro-rata basis for 60:40 sharing of 110.00 crore).

Year wise phasing of capital expenditure (Rs. in lakhs)

Source	1st Year	2nd Year	3rd Year	4th Year	5thYear	Total
Govt. of India	600	2000	2000	2000	0	6600
State Govt.	500	1300	1300	1300	0	4400
Total	1100	3300	3300	3300	0	11000

4. However for NE region and island territories the sharing of the capital cost shall be at 90:10 respectively between the Govt. of India and the respective State Governments.

Year wise phasing of capital expenditure for NE (Rs. in lakhs)

Source	1st Year	2nd Year	3rd Year	4th Year	5thYear	Total
Govt. of India	1000	4000	4000	900	0	9900
State Govt.	200	400	400	100	0	1100
Total	1200	4400	4400	1000	0	11100

I. Management and operation

1. The new Science Cities shall be made independent autonomous bodies run and managed by societies formed by the respective State Governments. NCSM may be paid normal consultancy fees for technical guidance and consultancy in exhibit development and manpower training. These Societies are to be formed before start of execution of the projects so that they are able to receive monetary grants from both Central and State Govts. and the private/ corporate/industry sources as well as raise loans from financial institutions. Gap funding for management & operation shall be provided by the separate State/UT Govts.
2. All Science Cities shall be maintained at the best possible way by generating enough funds by themselves to sustain all the operations. However capital grant for future developments may be raised from different sources. Corporate investments may be considered in two forms - either capital grant or Private Public Partnership if it is not forthcoming then through revenue support over the years against use of facilities and infrastructure.

J. Pre-requisites for approval of Ministry

Feasibility Report: Detailed studies are to be conducted to ascertain the feasibility of any Science City project. The study shall carefully determine whether the proposed Science City shall have the ability to draw 10 lakh visitors annually and thereby have the prospect of being financially self supportive. The study

shall be conducted by engaging professional consultancy service providers with active involvement of NCSM. Appropriate consultancy fees are to be paid to NCSM.

The Science City should have the provision for modular expansion at a later date, should the need arise.

K. Project implementation

The new Science City project shall be implemented by the concerned Societies formed by the respective State Governments. In case consultancy is sought from NCSM, the same will be limited to technical guidance and consultancy for design, development and installation of exhibits and also help in procurement and commissioning of equipment. Manpower training will also be a part of consultancy from NCSM.

L. Monitoring

Monitoring of Science Cities set up as individual Autonomous Societies shall be done by high level committees set up by the respective State Governments with due representation from the Government of India, the concerned State Government, their private/corporate partners (if any), NCSM and at least five eminent personalities in the fields of education, culture, S&T, industry and museology.

M. Staff Requirement for Science City

Sl. No.	Designation and Scale of Pay on the basis of 6th Pay Commission	Grade Pay & Pay Band	No. of Posts	Total Yearly Remuneration (Rs. In Lakhs)
1.	Director (Rs.37,400-67,000)	8700, PB-4	1	12.00
2.	Curator (Rs. 15600 – 39100)	5400, PB-3	5	27.75
3.	Executive Engineer (Rs. 15600 – 39100)	6600, PB-3	1	7.00
4.	Education Assistant (Rs. 5200 – 20200)	2800, PB-1	4	12.00
5.	Technical Assistant (Rs. 5200 – 20200)	2800, PB-1	4	12.00
6.	Technician (Rs. 5200 – 20200)	1900, PB-1	8	15.50
7.	Administrative Officer, (Rs. 15600 – 39100)	6600 PB-3	1	7.00
8.	Finance & Accounts Officer (Rs. 15600 – 39100)	5400 PB-3	1	7.00
9.	Assistant (Gen) (Rs. 9300 – 34800)	4200, PB-2	8	30.00
10.	SPA (Rs. 9300 – 34800)	4600, PB-2	1	3.50

11. Upper Division Clerk (Rs. 5200 – 20200)	2400, PB-1	1	3.00
12. Lower Division Clerk (Rs. 5200 – 20200)	1900, PB-1	8	16.00
13. Driver (Rs. 5200 – 20200)	1900, PB-1	1	3.00
Total		44*	155.75 ~ 156.00

*Security, housekeeping, gardening work shall be outsourced; hence staff recruitment for this category has not been projected.

EXPECTED ANNUAL EXPENDITURE AFTER INAUGURATION(Rs. in Lakhs)

Item of expenditure	1st year	2nd year	3rd year
1. Salary of regular staff	156.00	172.00	190.00
2. Security/Conservancy contract	30.00	35.00	40.00
3. Electricity (at concessional rate)	120.00	140.00	180.00
4. Exhibit maintenance	25.00	40.00	50.00
5. Equipment maintenance	15.00	15.00	20.00
6. Building maintenance	10.00	10.00	15.00
7. Paid publicity	10.00	15.00	20.00
8. Space Odyssey film lease etc.	50.00	50.00	50.00
9. Misc. office expenses	10.00	12.00	15.00
10. Contingencies	10.00	12.00	15.00
11. New Developments & Activities	15.00	30.00	90.00
12. TA/DA	20.00	25.00	30.00
13. Medical	5.00	6.00	10.00
14. Books, Films etc	00.50	00.75	1.00
Total:	476.50	562.75	726*

* The Recurring expenditure of the Science City and the gap funding will be borne by the respective State Govt./UT's after its inauguration.



Revised Norms for setting up of Science Centres

A. Preamble

A task force constituted by the Planning Commission in the early 1970's assessed the activities of the Science Museums and gave several recommendations on the course of action to be taken for the growth, sustenance and effective utilisation of these institutions. It brought to light the immense potentiality of the science museums for creating science awareness and scientific temper among the people.

The most important recommendations were to develop science museums/centres in 3 levels – National, Regional and District and to set up science museums/ centres in different parts of the country particularly to serve the rural populace.

Based on this the National Council of Science Museums initiated process to set up national level science museums/centres, Regional Science Centres and District Science Centres located in metropolis, state capitals and district headquarters respectively.

During early 90's while NCSM was setting up science centres in the north-eastern region, it was felt that although the north-eastern states were small in dimension, they had a distinct identity as a State. Therefore, naming the science centres in the northeast, as District Science Centres appeared to be out of place. Consequently these centres were designated as Sub-Regional Science Centres.

Currently there are several nomenclatures existing that categorise the science museums/centres. Such diverse nomenclature may confuse the State Governments or other agencies that are interested in setting up science centres. Therefore, it is proposed that in place of having diverse nomenclatures for the science centres, a single title namely "SCIENCE CENTRE" may be considered and the norms for setting up of the science centres may be derived based on the population of the place where the science centre is proposed to be set up.

Ministry of Culture lays down the following revised norms for Science Centre Projects and their funding:

B. Objectives

The Science Centre will have primarily the following objectives:

- To portray the growth of science and technology and their application in industry and human welfare, with a view to develop scientific attitude and temper and to create, inculcate and sustain a general awareness amongst the people.
- To popularise science and technology for the benefit of students and for the common man of the region by organising exhibitions, seminars, popular lectures, science camps and various other programmes.
- To supplement science education given in schools and colleges and to organise various out-of-school educational activities to foster a spirit of scientific inquiry and creativity among the students.
- To design, develop and fabricate science museum exhibits, demonstration equipment and scientific teaching aids for science education and popularisation of science.
- To organise training programmes for science teachers / students/young entrepreneurs/ technicians/physically challenged/housewives and others on specific subjects of science, technology and industry.

C. Concept

A science centre provides an experiment based learning ambience to inculcate a spirit of inquiry,

foster creative talent and create scientific temper in the community as a whole. It is characterised by its two-pronged channel of communication - exhibits and activities. While the exhibits, both indoor and outdoor, are mostly interactive, the demonstrations and training programmes are also fully participatory and help children and the adults alike to learn the basics of science through fun and enjoyment.

Science is best understood through experience and experimentation. Science Education, therefore, should essentially involve hands-on, experimentation based learning and should not remain within the domain of textbook reading. This is more important in India in view of widespread science illiteracy in the country. A Science Centre on the other hand provides scope of 'doing science' adopting a hands-on approach which offers to the visitor a number of experimental options through which they can discover the scientific concept themselves. Such mode of education has so far proved to be very effective in supplementing formal science education in our country.

D. Physical and Financial Requirements

Category I (Regional Science Centre)

(A): Science Centre located in a city / town with a population of 15 lakhs or more

1. Land: Minimum 7 acres developed land (preferably without any low-lying area and of fairly regular shape) to be provided by the State Government, free of cost.

2. Capital Expenditure:

The capital fund needed for setting up science centres of Category I is Rs. 14.50 crore. *

3. Detailed break-up of the cost

Sl. No.	Item of work/expenditure	Amount (in Rs. Lakhs)
01.	RSC main building with a covered area of approx. 4000 sq.mtrs., Civil construction including plumbing and sanitary	855.36
	Electrical work & air-conditioning	106.92
	Lift and fire fighting	25.00
	Chairs for auditorium	5.00
	Architect fee	36.08
		1028.36
02.	Three thematic galleries of app. 600 sq. mtrs with 50 exhibits each	220.00
03.	Science Park of approx. 4 acres area with pathway and required exhibits (50 nos.)	70.00
04.	Inflatable dome planetarium system (Taramandal)	5.00
05.	Fully functional exhibit development lab	9.00
06.	Other facilities like Computer training area, Library, Conference Room, Stores, and Office etc. with all required infrastructures.	35.00
07.	Training of the recruited staff members and other miscellaneous expenses	5.00
08.	3 D theatre facility with equipment, furniture etc.	30.00
09.	Misc. (Building/Auditorium furnishing, signage, murals etc.	8.00
10.	Salary & TA/DA of Project Staff	40.00
		1450.36
	Grand Total	~
		1450.00

4. Fund Requirement:

Science Centre (Scheme 'A') – The estimated cost of this Category of Science Centre shall be Rs.14.50 crore. It can be set up in locations /regions where the Science Centre activities have not yet started or in priority areas. Ministry of Culture, Government of India may consider providing full funding for such Centres through NCSM. Science Centre(Scheme 'B') – The capital cost of the Science Centre project (Category I) will be Rs. 14.50 crore which will be shared on 50:50 basis between the State Government and the Govt. of India.

Science Centre(Scheme 'C') – The Capital cost of the Science Centre will be Rs.14.50 crore. The State Govt./U.T. shall fully fund this science centre project and set up the Science Centre with technical support from NCSM within this budget.

5. YEAR WISE PHASING OF CAPITAL EXPENDITURE (Rs. In Crore)

Source	1st Year	2nd Year	3rd Year	Total
Govt. of India	2.50	3.25	1.50	7.25
	4.00**	6.50**	4.50**	14.50**
State Govt.	7.25 to be released upfront prior to starting of the project			

** In case of Govt. of India fully funded project.

Cost overrun or cost escalation of any Science Centre Project during the Plan period shall be determined by RBI Index and shall be borne by the State Govt from their own resources.

6. Recurring Expenditure:

The recurring expenditure will be completely borne by the State Government except in cases where Govt. of India decides to fully fund the project and manage it through its professional agency like NCSM. At present, the average annual recurring expenditure for a science centre is between Rs. 60.00 to Rs. 75.00 lakhs. Every year provision for the annual recurring expenditure for maintenance of the centre and organising year round activities shall be made by the State Government.

7. Operation:

The Science Centres may be operated in any one of the following operational mode:

Scheme – 'A'

The Science Centre will be set up with full funding from the Govt. of India and operated & maintained by the Ministry of Culture through NCSM. Such science centres shall be set up in priority areas or States where science centre activity has still not been initiated. In no case, more than one Science Centre will be set up in any State/U.T. in future, under the scheme. In places where NCSM centres are already existing, such provision shall not be applicable. However, Centres set up by NCSM but handed over to respective states or U.T.s, if required, could be looked after by NCSM with funds from States/U.T.s or Central Govt. as the case may be to meet their objectives and for better co-ordination of science popularization activities.

Scheme – 'B'

State Governments /U.T. administration desirous of having more than one science centre or wanting accelerated development of Science Centres shall be given priority provided they agree to fund the project(s) on 50:50 cost sharing basis with free land as well as agree to bear the entire operating cost of the centre after it is developed and handed over to the States/U.T.'s.

Scheme – ‘C’

Under this scheme, State Governments agreeing to fully fund the science centre project and provide land and other required facilities for the science centre shall be accorded priority. NCSM shall provide technical support including exhibits at cost to the State Govt. in setting up of the Science Centre.

In case of projects handed over to the States, such Science Centre will be operated and maintained by a Registered Society formed by the State Government. However, under both ‘B’ & ‘C’ schemes the Society should be formed immediately after the release of the fund by the State Government towards its share of the capital cost of the project. A representative of the National Council of Science Museums shall be an ex-officio member of the Society or the Governing Council to maintain an organic link with NCSM. The Society shall ensure that the Science Centre functions as per the requirement of its objectives without any deviations.

8. Implementation Strategy:

• Construction

Science Centre being set up under Scheme ‘A’ – NCSM shall construct the Science Centre building, design, develop, fabricate and install both indoor and outdoor exhibits. The centre will be operated under the administrative control of NCSM.

Science Centre being set up under Scheme ‘B’ – NCSM will complete the Science Centre on a turn-key basis (including construction and commissioning of the Science Centre) and handover the project after completion to the State Government/U.T. NCSM shall start the construction work only after the share or funding is received from the State Govt.

Science Centre being set up under Scheme ‘C’ – The State Government/U.T. shall do the construction of the building of the Science Centre as per inputs from NCSM, develop the Science Park etc. as per advice of NCSM. NCSM shall provide technical support for the project.

• Recruitment of Staff

Science Centre under Scheme ‘A’– NCSM shall recruit and train required manpower for operating the science centre. The required core staff strength for the science centre shall be sanctioned by the Ministry and requisite fund shall be allocated annually to NCSM.

Science Centre under Scheme ‘B’– Such Science Centre will be operated and maintained by a Registered Society formed by the State Government. The Registered Society so formed by the State Government will complete the recruitment of the required core staff members within 3 months of the release of funds. NCSM shall give technical support to the State Govt. for recruitment of staff to ensure candidates with right aptitude are selected. If no recruitment is made within 3 months, NCSM shall recruit the core staff in consultation with respective State Govt./local body coordinating the project. On handing over the project the State/U.T. Govt. will take the liability of the recruited staff by NCSM ensuring payment of the same salaries drawn by the incumbents at the time of handing over of the project.

Science Centre under Scheme ‘C’- Such Science Centre will be operated and maintained by a Registered Society formed by the State Government. The Society should be formed immediately on commencement of the project. The Registered Society so formed by the State Government will complete the recruitment of the required core staff members within 3 months after start of the construction work. NCSM shall give technical support for recruitment of staff to the State Govt. to ensure candidates with right aptitude are selected.

- **Training**

Science Centre set up under Scheme 'A' – NCSM shall recruit required core staff for running such science centres and provide them adequate training for operation and maintenance of the science centre.

Science Centre set up under Scheme 'B' & 'C' – The Officers and staff recruited by the Registered Society or by the State Govt. will be trained by NCSM in any of its unit. The State Govt. shall depute them for necessary training on development, operation and maintenance of Science Centre at least one year prior to completing the project. The cost of such training shall be borne by the State/U.T.

9. Schedule of Recruitment

Sl. No.	To be recruited and posted within 3 months from the release of the fund by the State Govt.		To be recruited and posted within one year from the release of the fund by the State Govt.	
01	Curator	02	Assistant (General)	01
02	Education Assistant	02	Upper Division Clerk	01
03	Technical Assistant	01	Junior Steno	01
04	Technicians	08	Lower Division Clerk	02
	Total	13	Total	05
Grand Total - 18				

10. Time Schedule:

For a Science Centre, required time for setting up the centre is 33 months.

11. Content:

The building will have a covered area of 4000 Sq. Mtrs. (approx.) of which 1800 Sq. Mtrs will be used as exhibit display halls, 1200 Sq. Mtrs. As visitors' activity area and remaining 1000 Sq. Mtrs as exhibit development laboratory, office etc. Scope will be provided for future extension of floor area.

Generally the following galleries and facilities will be set up in a Science Centre:

D. Permanent Galleries:

- **Thematic Galleries:** The Centre will have two thematic galleries. The galleries of the centre will be multidisciplinary in nature on themes of scientific importance as well as social relevance. The exhibits will be mostly interactive. These will be supplemented with visuals, illustrations and artefacts. The galleries will reflect all aspects of the chosen themes in a way easily comprehensible by students as well as common people.
- **Fun Science:** A group of interactive exhibits on Physical Science, Mathematics, Geography, Geology, Electronics, Life Science, Chemistry, Computer Science and Information Technology will form this gallery. The exhibits will be providing curriculum support to the students as well as make science learning a fun to the visitors

E. Temporary Exhibition Hall:

In this hall various temporary exhibitions on important themes will be organised periodically and on different occasions.

1. Outdoor Science Park:

Science brought outside the boundary of four walls. Interactive exhibits placed aesthetically in the lush greenery of the park. Children play with them while learns the fundamentals of science. Water body, Aviary, Animalorium, Herbal and Medicinal plant corner, Picnic area for visitors etc are added attractions.

2. Taramandal:

The inflatable dome planetarium can provide an excellent way of interactive learning of astronomy. The programme will be held regularly at the centre.

3. Exhibit Development Lab:

This will be used for regular maintenance of exhibits and development of exhibits and kits in future. The Lab will be equipped with tools and machinery for fitting, carpentry, sheet metal, welding, electrical, electronics and painting works.

4. Mobile Science Exhibition (Optional):

The Mobile Science Exhibition (MSE) bus of the Centre will travel to schools situated in remote areas and will conduct exhibitions on relevant science and environmental topics throughout the year.

F. Other facilities:

Computer Training Room, Science Library, Conference Room, Office, Store etc.

1. Educational and Training Programmes:

The centre will hold regular educational programmes like Science Demonstration Lecture, Popular lecture, Creative Ability Programme, Sky observation through telescopes, Computer awareness programmes, Science Quiz, Science Seminars and Science Fairs, Teachers' Training Programme, Community Awareness Programme, Anti-superstition Programme, Science Film Show etc. for students, teachers and common people. A training hall and a 150-seater auditorium will be used for these purposes.

There will be a Model School Science Centre where students will learn the basic principles of science through experimentation in science and fabrication of science models, which can be used as teaching aids. This will supplement the formal science education imparted in the schools. There will also be a children's activity corner.

Programme Schedule		From the date of placing of order
a	Construction of Building	24 months
b	Development of Science Park	12 months
c	Fabrication of exhibits.	30 months
d	Installation of exhibits	03 months (after completion of other facilities)
e	Opening of the centre	33 months (approx.)

2. Clearance from the Government:

For setting up the Science Centre by NCSM approval is required from Government of India. All other statutory clearances and approvals required by the local authorities of the State Government/other bodies etc. shall be obtained by the State Government.

Category II (Sub Regional Science Centre)

(B) Science Centre located in a city/ town with a population between 5 and 15 lakhs and for those located in hilly terrains and island territories

1. Land:

Minimum 5.0 acres (preferably without any low-lying area and of fairly regular shape) of developed land shall be provided by the State Government free of cost. For hilly areas, island territories etc. 2.5 acres will be acceptable provided the land is having good vicinity.

2. Capital Expenditure:

The Capital fund needed for setting up Science Centre of Category II is Rs.5.00 crore. However, for hilly terrains, island territories and remote areas with difficult access, the capital cost of science centre will be Rs. 6.00 crore. The number of such centres may be restricted to one per State/UT. The required land for the science centre shall be made available free of cost by the State Govt. or the local body.

3. Detailed break-up of the cost

Sl. No.	Item of work/expenditure	Amount (in Rs. Lakhs)
01.	SRSC main building with a covered area of approx. 1500 sq.mtrs., Civil construction including plumbing and sanitary	320.76
	Electrical work & air-conditioning	40.09
	Chairs for auditorium	2.00
	Architect fee	13.53
		376.38
02.	Two thematic galleries of 250 Sq.m. (25 exhibits)	70.00
03.	Science Park of approx. 3 acres area with pathway and exhibits required	20.00
04.	Inflatable dome planetarium (Taramandal)	5.00
05.	Fully functional exhibit development lab	5.00
06.	Other facilities like Computer training area, Library, Conference Room, Stores, and Office etc. with all required infrastructures.	10.00
	Salary & TA/DA of Project Staff	15.00
	Grand Total	501.38
	Say	500.00 lakhs
	For N.E. and other hilly area	600.00 lakhs

4. Fund Requirement:

Science Centre (Scheme 'A') – The estimated cost of this Category of Science Centre will be Rs.5.00 crore. It can be set up in locations /regions where the Science Centre activities have not yet started or in priority area. However, for hilly terrains, island territories and remote areas with difficult access, the capital cost of science centre will be Rs.6.00 crore. Ministry of Culture, Government of India may consider providing full funding for such Centres through NCSM.

Science Centre (Scheme 'B') - The capital cost of the Science Centre project (Category II) will be Rs. 5.00/6.00 crore which will be normally shared on 50:50 basis between the State Government and the Govt. of India.

Science Centre (Scheme 'C') – The Capital cost of the Science Centre project will be Rs.5.00/6.00 crore. The State Govt./U.T. shall fully fund this science centre project and set up the science centre with technical support from NCSM within this budget.

5. YEAR WISE PHASING OF CAPITAL EXPENDITURE (Rs. in Crore)

Source	1st Year	2nd Year	3rd Year	Total
Govt. of India	0.50	1.25	0.75	2.50
	1.00**	2.50**	1.50**	5.00**
State Govt.	2.50 to be released upfront prior to starting of the project			

** In case of Govt. of India fully funded project.

Cost overrun or cost escalation of any Science Centre Project during the Plan period shall be determined by RBI Index and shall be borne by the State Govt from their own resources.

6. Recurring Expenditure:

The recurring expenditure will be completely borne by the State Government except in cases where Govt. of India decides to fully fund the project and manage it through its professional agency like NCSM. At present, the average annual recurring expenditure for a science centre is between Rs.30.00 to Rs.40.00 lakhs. Every year provision for the annual recurring expenditure for maintenance of the centre and organising year round activities shall be made by the State Government.

7. Operation:

The Science Centres may be operated in any one of the following operational mode:

Scheme – 'A'

The Science Centre will be set up with full funding from the Govt. of India and operated & maintained by the Ministry of Culture through NCSM. Such science centres shall be set up in priority areas or States where science centre activity has still not been initiated. In no case, more than one Science Centre will be set up in any State/U.T., in future, under this scheme. In places where NCSM centres are already existing, such provision shall not be applicable. However, Centres set up by NCSM but handed over to respective states or U.T.s, if required, could be looked after by NCSM with funds from States/U.T.s or Central Govt. as the case may be to meet their objectives and for better co-ordination of science popularization activities.

Scheme – 'B'

State Governments /UT administration desirous of having more than one science centre or wanting accelerated development of Science Centres shall be given priority provided they agree to fund the project(s) on 50:50 cost sharing basis with free land as well as agree to bear the entire operating cost of the centre after it is developed and handed over to the States/U.T.'s.

Scheme – 'C'

Under this scheme, State Governments agreeing to fully fund the science centre project and provide land and other required facilities for the science centre shall be accorded priority. NCSM shall provide technical support including exhibits at cost to the State Govt. in setting up of the Science Centre.

In case of projects handed over to the States, such Science Centre will be operated and maintained by a Registered Society formed by the State Government.

However, under both 'B' & 'C' schemes the Society should be formed immediately after the release of the fund by the State Government towards its share of the capital cost of the project. A representative of

the National Council of Science Museums shall be an ex-officio member of the Society or the Governing Council to maintain an organic link with NCSM. The Society shall ensure that the Science Centre functions as per the requirement of its objectives without any deviations.

8. Implementation Strategy:

i. Construction

Science Centre being set up under Scheme 'A' - NCSM shall construct the Science Centre building, design, develop, fabricate and install both indoor and outdoor exhibits. The centre will be operated under the administrative control of NCSM.

Science Centre being set up under Scheme 'B' – NCSM will complete the Science Centre on a turn-key basis (including construction and commissioning of the Science Centre) and handover the project after completion to the State Government/U.T.

NCSM shall start the construction work only after the share or funding is received from the State Govt.

Science Centre being set up under Scheme 'C' – The State Government/U.T. shall do the construction of the building of the Science Centre as per inputs from NCSM; develop the Science Park etc. as per the advice of NCSM. NCSM shall provide technical support for the project.

ii. Recruitment of Staff

Science Centre under Scheme 'A'– NCSM shall recruit and train required manpower for operating the science centre. The required core staff strength for the science centre shall be sanctioned by the Ministry and requisite fund shall be allocated annually to NCSM.

Science Centre under Scheme 'B'– Such Science Centre will be operated and maintained by a Registered Society formed by the State Government. The Registered Society so formed by the State Government will complete the recruitment of the required core staff members within 3 months of the release of funds. NCSM shall give technical support to the State Govt. for recruitment of staff to ensure candidates with right aptitude are selected. If no recruitment is made within 3 months, NCSM shall recruit the core staff in consultation with respective State Govt./local body coordinating the project. On handing over the project the State/U.T. Govt. will take the liability of the recruited staff by NCSM ensuring payment of the same salaries drawn by the incumbents at the time of handing over of the project.

Science Centre under Scheme 'C'- Such Science Centre will be operated and maintained by a Registered Society formed by the State Government. The Society should be formed immediately on commencement of the project. The Registered Society so formed by the State Government will complete the recruitment of the required core staff members within 3 months after start of the construction work. NCSM shall give technical support for recruitment of staff to the State Govt. to ensure candidates with right aptitude are selected.

iii. Training

Science Centre set up under Scheme 'A' – NCSM shall recruit required core staff for running such science centres and provide them adequate training for operation and maintenance of the science centre.

Science Centre set up under Scheme 'B' & 'C' – The officers and staff recruited by the Registered Society or by the State Govt. will be trained by NCSM in any of its unit. The State Govt. shall depute them for necessary training on development, operation and maintenance of Science Centre at least one year prior to completing the project. The cost of such training shall be borne by the State/U.T.

8. Schedule of Recruitment:

Sl. No.	To be recruited and posted within 3 months from the release of the fund by the State Govt.		To be recruited and posted within one year from the release of the fund by the State Govt.	
01	Curator	01	Lower Division Clerk	02
02	Education Assistant	01		
03	Technicians	04	-	-
	Total	06		02
GRAND TOTAL - 08				

9. Time Schedule:

For a Science Centre the required time for setting up the centre is 27 months (approx.)

10. Content:

The building will have a covered area of 1500 Sq. Mtrs. (approx.) of which 800 Sq. Mtrs will be used as exhibit display halls, 200 Sq. mtrs for Temporary Exhibition area, 500 Sq. Mtrs. as visitors' activity area, exhibit development laboratory, office,. Auditorium, Taramandal (Inflatable dome planetarium), Children Activity Area, stores, conference room/library and adult activity area etc..

Generally the following galleries and facilities will be installed in a Science Centre:

10.1 Permanent Galleries:

- **Thematic Gallery:** The main gallery of the centre will be on a theme of scientific importance as well as of social relevance such as Environment, Forest, Mountain, Natural Resources, Indigenous Technology highlighting the local resources and their apt utilisation. The exhibits will be mostly interactive and supplemented with visuals, illustrations and artefacts.

Fun Science: A group of interactive exhibits on Physical Science, Mathematics, Geography, Geology, Electronics, Life Science, Chemistry, Computer Science and Information Technology will form this gallery. The exhibits will be providing curriculum support to the students as well as make science learning a fun to the visitors.

10.2 Outdoor Science Park:

Science brought outside the boundary of four walls. Interactive exhibits placed aesthetically in the lush greenery of the park. Children play with them while they learn the fundamentals of science. Water body, Aviary, Animalorium, Herbal and Medicinal plant corner, Picnic area for visitors etc. are added attractions.

10.3 Taramandal:

The inflatable dome planetarium can provide an excellent way of interactive learning of astronomy. The programme will be held regularly at the centre.

10.4. Exhibit Development Laboratory:

This will be used for regular maintenance of exhibits and development of exhibits and kits in future.

10.5 Other facilities:

Temporary exhibition hall, Science Library, Conference Room, Office, Store etc.

10.5.1 Educational and Training Programmes:

The centre will hold regular Educational Programmes like Science Demonstration Lecture, Popular lecture, Creative Ability Programme, Sky observation through telescopes, Computer awareness programmes, Science Quiz, Science Seminars and Science Fairs, Teachers' Training Programme, Community Awareness Programme, Anti-superstition Programme, Science Film Show etc. for students, teachers and common people. A Training Hall and a 150-seat Auditorium will be used for these purposes.

There will be a Model School Science Centre where students will learn the basic principles of science through experimentation in science and fabrication of science models, which can be used as teaching aids. This will supplement the formal science education imparted in the schools. There will also be a Children's Activity Corner.

10.5.2 Project time Line:

	Programme Schedule	From the date of placing of order
a	Construction of Building	18 months
b	Development of Science Park	12 months
c	Fabrication of exhibits.	24 months
d	Installation of exhibits	03 months (after completion of other facilities)
e	Opening of the centre	27 months (approx)

10.5.3 Clearance from the Government:

For setting up the Science Centre by NCSM all statutory clearances and approvals required by the local authorities of the State Government/other bodies etc. shall be obtained by the State Government.

Special Note:

1. The land of the science centre shall be chosen in consultation and approval of NCSM
2. The land earmarked for the science centre should be free from all encumbrances and encroachment. It should be fully developed land with electricity, water, sewerage connection and telecommunication facility available in the nearby vicinity. The land should have good road connectivity for easy access and transport.
3. Apart from the core staff as indicated in the above proposal, other essential services may be outsourced.
4. The science centre building will be developed in modular form to provide scope for future expansion, if need be, based on the growth of local population and visitor figures to the centre.
5. For Science Centres located in hilly terrains, island territories, remote areas etc., the sharing of the capital cost may be considered on the basis of 90:10 between the Govt. of India and the respective State Government.



Grant-in-Aid to voluntary Organizations/Societies for Development and Maintenance of National Memorials

A. Title

The scheme shall be known as 'Scheme for providing Grant-in-aid to Voluntary Organizations / Societies for Development and Maintenance of National Memorials'.

B. Objective

1. To commemorate the role of eminent national personalities who have contributed to and played a historic role in the history of our country;
2. to highlight their lives and activities as well as the relevance of their ideas to the Indian heritage;
3. to interpret and convey the cultural and spiritual values they stood for;
4. to create an awareness of the contribution of such personalities to nation, particularly by keeping the younger generation informed.

C. Scope

1. The scheme shall cover financial assistance for memorials under three categories :-
 - a) Memorials set up on the initiative of the Central Government;
 - b) Memorials set up on the initiative of the State Government and/or civic bodies; and
 - c) Memorials set up by voluntary organisations.
2. As far as category (a) is concerned, ordinarily the Ministry of Culture, Government of India shall take the decisions and provide funds from its own budget.
3. As regards requests received from State Government to set up memorials, the quantum of assistance shall normally be decided on the merits of individual cases.
4. In the case of Voluntary Organisations / civic bodies, the Central Government grant shall be given only as a supplement to such grant as may be received from the State Government.
5. The Scheme shall not be applicable to such organisations which are functioning as religious institutions.

D. Quantum of Assistance

1. The maximum limit of financial assistance for one memorial shall be Rs. 5 lakhs.
2. The quantum of financial assistance shall be decided by an Expert Committee on the merits of the case.
3. In the case of 3 (i) (b) and 3 (i) (c), assistance shall be provided in suitable instalments and on the furnishing of Utilization Certificates of the earlier instalments sanctioned by the Central Government / State Government as the case may be.
4. The last instalment shall be released after the audited statement of accounts, utilization

certificates and the completion certificate from the PWD / Civil Engineer (in case of grant for renovation of the building) are received in the Ministry.

E. Criteria for eligibility in the case of Voluntary Organizations/ Civic Bodies

1. The applicant Agency should be registered under the Registration of Societies Act of 1860 or as a Public Trust under any law for the time being in force.
2. It should have been in existence for at least 5 years before applying for the grant provided that such period may be relaxed by Government of India in exceptional cases.
3. The applicant agency should be of All-India character.
4. It should be financially sound and should have facilities, resources and personnel to maintain the memorial for which the grant is required.
5. Keeping in view the Government's policy, preference shall be given to those institutions / organisations who propose to take up developmental activities instead of merely erecting new memorials.
6. Some assistance would be considered for the renovation and repairs of existing memorials within the prescribed ceiling.
7. Grants shall not be given for the construction of new buildings.
8. Applications must be accompanied by the recommendation of the State Government.
9. Only one Society / Trust from the State shall be considered for grant for the purpose of the specified memorial.

F. Procedure

The application should be sent to the Ministry of Culture, Government of India, accompanied by the following documents :-

1. Constitution of the Organisation;
2. Constitution of the Board of Management and particulars of each member;
3. Copy of the latest available Annual Report including a statement of income and expenditure of the institution / organisation for the previous three years, and copy of the balance sheet for the previous year certified by a Chartered Accountant or a Government Auditor.
4. Recommendation of the State Government ;
5. A detailed description of the project for which assistance is sought along with its scheduled period of implementation;
6. Qualifications and experience of the staff to be employed for the project;
7. Financial statement of the project giving item-wise details of recurring and non-recurring expenditure separately, and the source from which counterpart funds would be obtained;
8. A copy of the Registration Certificate of the Society/ Trust.

G. Special provision

Ministry of Culture in the Government of India may undertake any project on the subject through any of the agencies of its choice or directly, and may finance the project from this scheme at an amount it deems fit keeping in mind the importance of the project.



Grant in-aid to Voluntary Organisations for organizing Centenaries/ Anniversaries

A. Title

The Scheme shall be known as the scheme for providing Grant-in-aid to Voluntary Organisations for organising Centenaries/Anniversaries.

B. Objectives

To highlight salient aspects of the life and times of important personalities in order to infuse in the public, particularly the young, the spirit of these great leaders.

C. Scope

To provide financial assistance to Registered Voluntary Organisations and State and National Bodies for achieving the objectives of the scheme.

D. Nature of Assistance

1. Grants not exceeding Rupees one lakh to any Voluntary Organisation for appropriate programmes under the scheme.
2. Grant not exceeding Rs.40,000/- (Rupees forty thousand only) in case of Anniversary Celebrations of Jubilee year i.e. 125th, 150th, 175th and so on.
3. Grant will not exceed 75% of the total expenditure of (i) or (ii) above. The balance of 25% of the expenditure to be borne by the organisation.
4. Ministry of Culture in the Government of India may undertake any project on the subject through any of the agencies of its choice or directly and may finance the project from the scheme at an amount it deems fit keeping in mind the importance of the project.

E. Criteria for Eligibility

1. Grant will be given to Voluntary Organisations registered under the Registration of Societies Act / Trust.
2. Grant for programme for the propagation and presentation of Cultural values, national integration and communal harmony.
3. Celebration of Centenary/Anniversary of eminent personalities who have served the Nation and contributed to the Cultural heritage as well as in the field of social reforms, spiritual values, culture and education, including Arts and Fine Arts, architects of Modern India, etc. can be considered for such grants.
4. Each and every request shall be examined on merit.
5. The Ministry shall, where necessary, seek the advice of the State Government regarding the financial and other aspects of Organisation seeking assistance under the scheme.
6. Not more than 5 Voluntary Organisations will be given grants for celebrating a Centenary/ Anniversary of a particular personality. Not more than one Organisation should normally be funded at one place (Town/City).

7. Grant will not be given for construction of Memorial as a part of the celebration.
8. The terms and conditions as laid down in the GFRs and other financial instructions issued by the Ministry of Finance, from time to time, shall be observed scrupulously.
9. The grant will be sanctioned with the approval of Joint Secretary (Culture).
10. There will normally be no financial assistance to voluntary organizations where a centenary is celebrated by the Union Government unless such an organisation is selected by the National Committee for this purpose.

F. Procedure for submission of application

Application for grants should be sent to the Ministry of Culture, Government of India with the following documents:-

1. A detailed description of the proposed Centenary/Anniversary celebration for which financial assistance is requested along with its duration.
2. A financial statement giving item-wise details of expenditure.
3. An audited statement of income and expenditure and annual reports of the organization for the previous three years.
4. Copy of Registration Certificate of the Organisation.
5. Constitution/Memorandum of Association/Aims and Objectives of the organization.
6. Details about the resource persons with their names and addresses.
7. Published Bio-data of the personality whose Birth Centenary/Anniversary is to be celebrated together with the name of the book from where this has been taken. The Bio-data should contain the date of birth and the contribution made by him/her (in English or Hindi).

17

Scheme of Financial Assistance for the Development of Buddhist/Tibetan Culture and Art

A. Objective :

To give financial assistance to the voluntary Buddhist/Tibetan organizations including Monasteries engaged in the propagation and scientific development of Buddhist/Tibetan culture, tradition and research in related fields.

B. Criteria for Grants :

1. The voluntary Institutions/Organizations and Societies should be registered as a Society under the Societies Registration Act (XXI of 1860) or similar Acts.
2. Only those Organizations which are mainly devoted to Buddhist/ Tibetan studies and have been functioning at least for the last three years will qualify for applying for a grant.
3. The Organization should be of regional or all-India character;
4. The grants will be ad-hoc and of a non-recurring nature;
5. Grants from this scheme will be given only to those organizations which are not in receipt of grants from any other source for similar purposes.
6. Financial assistance may also be given for construction of hostel building, class rooms, school buildings and training centres ; and
7. Organizations which are doing good work in the field and having resources for meeting matching funds will be given preference.

C. Purpose and quantum of Assistance :

1. Financial assistance is given for all or any of the items listed below upto a maximum of Rs.30.00 lakhs per year for any single organization. In case of the organizations of all-India character and running a school for imparting monastic education, the financial assistance may be given beyond the ceiling, on the recommendation of the Expert Advisory Committee and approved by the Minister (Culture) in consultation with the FA, Ministry of Culture.

S.No	Items	Maximum Amount per annum
i	Maintenance (Salary of staff, Off. Exp/Misc. exp)	Rs.5,00,000/-
ii	Research Project on promotion of Buddhist/Tibetan Art and Culture	Rs.2,00,000/-
iii	Purchase of books, documentation and cataloguing relating to Buddhism	Rs.5,00,000/-
iv	Award of scholarships to monk/nunnery students	Rs.5,00,000/-
v	Holding of special courses on promotion of Buddhist /Tibetan Art and Culture	Rs.2,00,000/-
vi	Audio- Visual Recording/Documentation/ Archiving of the traditional materials for preservation and dissemination of Buddhist Art & Culture	Rs.5,00,000/-

vii	IT upgradation and IT-enabled Teaching/ Training aids for monastic/nunnery schools	Rs.5,00,000/-
viii	Transport facilities for monastic/nunnery schools and monasteries located in remote areas	Rs.5,00,000/-
ix	Salary of teachers where organization is running a school imparting monastic/ nunnery education	Rs.5,00,000/-
x	Repairs, restoration, renovation of ancient monasteries and Heritage Buildings associated with Buddhism	Rs.30,00,000/-
xi	Construction/Repairs/Extension with toilet and drinking water for Class Rooms, School Buildings, Hostels and Training Centres which are focused on Buddhist/ Tibetan Art and Culture as well as skill development of traditional craft for monastic/ nunnery school	Rs.30,00,000/-

2. The maximum grant admissible to an organization would be 75% of the total expenditure to be incurred on any item subject to maximum ceiling fixed. The remaining 25% expenditure or more should be met by the State Govt./U.T. Administration failing which the grantee organization could contribute the amount from their own resources. However, in the case of North-Eastern States and Sikkim, funding will be shared between the Government of India and the State Government in the ratio of 90:10 respectively failing which the grantee organization could contribute from their own resources.

D. Procedure for application:

1. The organization shall submit complete application alongwith the following documents/information to judge the eligibility of the organization through the concerned State Government/UTs. The organisation, however, located in North Eastern States, Sikkim, Leh and Kargil districts of Jammu & Kashmir are exempted to submit their applications direct to Ministry of Culture only with the recommendation of concerned District Collector/Dy. Commissioner.

S.No.	Documents/information
i.	Copy of the valid Registration Certificate clearly showing the validity of the Registration. The copy of the Registration Certificate will be duly certified by a Gazetted Officer.
ii.	Copy of Memorandum of Association
iii.	Copies of Audited Accounts for last three years.
iv.	Copies of Annual Report for last three years.
v.	Item-wise write-up on each activity to be undertaken incorporating detailed break-up of funds sought, no. of target beneficiary, time schedule of the Project, etc.
vi.	List of books to be purchased and their cost, if applicable.
vii.	Copy of registration certificate & other documents in proof of ownership of the land/building in case of civil construction, if applicable.

viii.	Detailed Project Report for civil works incorporating information, inter-alia, total land availability, estimated cost item wise, phasing of expenditure, completion schedule, approved estimates from State PWD for each item, details of Architect, details of class rooms – whether primary or secondary, Number of class rooms, Number of students per class rooms, what are the courses to be offered and upto which class, etc., if applicable.
ix.	Details of teachers - name, age, qualifications and salary paid. Proposal relating to Salary of Teachers will be subject to the following:
	<ul style="list-style-type: none"> i. If the society is running a Monastic/Nunnery School in its building or it is running a school in its monastery. ii. Number of monk/nun students taking training in such school. iii. Number of teachers, their age and qualifications and salary paid to the teachers. iv. Is the Monastic/Nunnery School affiliated with some local Education Board in the State or any other Educational Board? v. Are the student's day scholars or resident in the school?
x.	Proposal relating to Award of Scholarship to students will be subject to the following conditions:- <ul style="list-style-type: none"> i. Criterion for selection of persons for payment of scholarship. ii. Does the organization notify in the beginning of the financial or academic year about the release of scholarship to the candidates to apply for scholarship? If yes mode of such notification and proof be given.

2 **Recommendation:** The State Governments/UTs, District Collector/Dy. Commissioner while recommending the proposal will verify the following:

- 2.1. Registration status of the organization.
- 2.2. Whether as per Memorandum of Association the objectives and activities of organisation are related to promotion of Buddhist/Tibetan Art and Culture.
- 2.3. In case funds are sought for IT upgradation, transport facilities, civil construction/ salary of teachers whether a Monastery, Monastic/Nunnery School exists/owned by the organisation.
- 2.4. Whether the organisation is capable of undertaking such projects.
- 2.5. Recommend the activity/activities and the amount thereto.
- 2.6. The Central Institute of Buddhist Studies, Leh will act as 'Help Window', for the organisations located in Leh and Kargil districts of J & K.

E. Mode of and Conditions for Release of Grants:

- a. Grant shall be given based on the appraisal of applications and recommendation by the Expert Advisory Committee and thereafter administrative approval and financial concurrence of competent authorities in the Ministry of Culture. The Joint Secretary In-Charge would be the competent authority for the release of funds upto 30.00 lakhs based on the recommendation of the Expert Advisory Committee and in consultation with IFD in each Case.

- b. Grants will be paid in two equal instalments, the first being normally released with the approval of the project. The second instalment will be released on receipt of duly audited statement of accounts showing the utilization of the entire amount of grant plus the share of the grantee/concerned State/U.T. Government and other documents on behalf of Chartered Accountant. The release of the balance of grant will be decided on the basis of the actual expenditure incurred on the project subject to the maximum limit.
- c. An organization in receipt of financial assistance under the scheme shall be open to inspection by an officer of the Ministry of Culture, Government of India or the State Government concerned.
- d. The accounts of the project shall be maintained properly and separately and submitted to the Government of India as and when required and will be subject to check by an officer of the Central Government or the State Government or by the Comptroller and Auditor General of India at his discretion.
- e. The organisation shall submit detailed break-up of expenditure under the head "Maintenance" in a separate annexure forming part of accounts.
- f. The grantee shall maintain :
 - i. Subsidiary accounts of the grants-in-aid received from the Government.
 - ii. Cash book Register in hand written bound books duly machine numbered.
 - iii. Grant-in-aid Register for the grant received from the Government and other agencies.
 - iv. Separate ledgers for each item of expenditure like construction of hostel building, etc.
- g. The organization shall maintain a record of all assets acquired wholly or substantially out of the Central Government grant and shall not dispose of or encumber or utilize for purposes other than those for which the grant was given without prior approval of the Government of India.
- h. If at any time, the Government of India has reason to believe that the sanctioned money is not being utilized for approved purposes, the payment of grant may be stopped and the earlier grants recovered.
- i. The organization must exercise reasonable economy in the working of the approved project.
- j. The grantee organization shall furnish to the Ministry of Culture a quarterly progress report of the project indicating in detail both the physical achievements and the expenditure incurred on each of the approved items separately.
- k. The organisations availing grant for civil works will not be eligible for the grant for similar purpose for the next ten years.
- l. The grantee shall furnish PWD completion certificate and photographic evidence for Civil Works.
- m. The grantee shall submit five copies of the Research Project.
- n. The grant for Repairs, restoration, renovation of Heritage Buildings associated with Buddhism is subject to certificate from Archaeological survey of India. An officer of appropriate level from ASI office/Circle concerned will be associated by the organisation for this activity.
- o. Applications against which previous grant/Utilisation certificate is pending will not be considered.

F. Mode of Payment :

All payments will be made through electronic transfers.

G. Outcome of the Scheme:

A Performance-cum-achievement Report on the activity undertaken will be submitted in triplicate, duly bound, at the time of seeking second and final instalment to the Ministry as per the following format:

Scheme of Financial Assistance for the Development of Buddhist/Tibetan Culture and Art**Performance-cum-achievement Report**

i.	Name, address, Tel/Fax of the organisation			
ii.	Sanction No. and date			
iii.	Total grant sanctioned/ expenditure	Item	Grant sanctioned	Expenditure incurred
iv.	Location of the Project			
v.	No. of beneficiaries			
vi.	Performance-cum-Achievements item-wise with photographs.			
vii.	How it helped/will help for preservation and development of Buddhist Culture and Art			
viii.	Any other point			

Signature _____

President/Secretary of organisation

H. Incomplete applications:

Incomplete applications not supported by the required documents and applications received without recommendation of the prescribed authority will not be considered and summarily rejected.

I. Special Provision:

The Expert Advisory Committee on the scheme is empowered to recommend or reject any proposal received without or with the recommendation of State Government/U.T. administration/ Local Administration and also to recommend the amount beyond the maximum limit but not exceeding Rs. 1.00 crore from this scheme. In respect of any proposal which is of outstanding merit for which the EAC feels that the maximum limit would not be sufficient for undertaking the said project, with the approval of Minister (Culture) and concurrence of AS&FA, Ministry of Culture. However, in each such case, detailed justification would be given by EAC for exceeding the limit of Rs. 30.00 lakhs.

J. Inspection and Monitoring:

Inspection would be carried out by Ministry officials every year at least in 5% of the cases and also the services of autonomous institutions like Central University of Tibetan Studies, Sarnath, Nava Nalanda Mahavihara, Nalanda, Central Institute of Buddhist Studies, Leh, ZCCs would be utilized. The concerned state Govt./UTs Administration, District Collector/Dy. Commissioner will also monitor. The concerned State Govt./UTs Administration, District Collector/Dy Commissioner will also monitor.

K. Penalties in case of misutilisation of Grants:

The members of the executive body of the organisation would be liable for recovery of misused grants. The organisation will also be blacklisted for misuse of funds, fake registration certificate, etc. All immovable assets created from the Government grants would be taken over by local administration prescribed by the Ministry.



Scheme of Financial Assistance for the Preservation and Development of Cultural Heritage of the Himalayas

A. Objective :

The objective of the scheme is to promote, protect and preserve the cultural heritage of the Himalayan region spreading in Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Sikkim and Arunachal Pradesh through research, documentation, dissemination, etc.

B. Criteria for Grants :

1. The voluntary organization should be registered as a society under the societies Registration Act 1860 or as a public trust under Indian Trust Act, 1882 and shall have been functioning for a period of three years.
2. The Colleges and Universities are also eligible to apply.
3. The organisation should have the capacity to undertake and promote research projects. It should have facilities, resources and personnel to implement the scheme for which the grant is required.
4. The Colleges and Universities should introduce in their curricula or research course aspects of studies relating to preservation of Himalayan art and culture, in case not already done.
5. A college applying for the grant should be affiliated to the University.
6. The grants will be ad-hoc and of non-recurring nature.
7. Grants from this scheme will be given only to those organizations which are not in receipt of grants from any other source for similar purposes.
8. Organizations which are doing good work in the field and having resources for meeting matching funds will be given preference.

C. Purpose & quantum of assistance: The financial assistance is given for any of the items listed below up to a maximum of Rs.10.00 lakhs to any single organisation :

S.No.	Items	Maximum amount per annum
i.	Study and research on cultural heritage	Rs.10.00 lakhs
ii.	Preservation of old manuscripts, literature, art & crafts and documentation of cultural activities/ events like music, dance, etc.	Rs.10.00 lakhs
iii.	Dissemination through audio-visual programmes of art and culture	Rs.10.00 lakhs
iv.	Training in Traditional and Folk Art	Rs.10.00 lakhs

- 1 The maximum grant admissible to an organization would be 75% of the total expenditure to be incurred on any item subject to maximum ceiling fixed. The remaining 25% expenditure or more should be met by the State Govt./U.T. Administration failing which the grantee organization could

contribute the amount from their own resources. However, in the case of Arunachal Pradesh and Sikkim, funding will be shared between the Government of India and the organization in the ratio of 90:10 respectively.

D. Procedure for application :

1. The organization/individual shall submit complete application alongwith the following documents/information to judge the eligibility of the organization through the State Government, where the project is proposed to be implemented, to the Ministry of Culture. The organisations, however, located in Sikkim, Arunachal Pradesh & Leh and Kargil districts of Jammu & Kashmir are exempted to submit their applications direct to Ministry of Culture only with the recommendation of concerned District Collector/Dy Commissioner. The Universities and Colleges shall forward their applications through the U.G.C to Ministry of Culture.

S.No.	Documents/information
i	Copy of the valid Registration Certificate clearly showing the validity of the Registration. The copy of the Registration Certificate will be duly certified by a Gazetted Officer.
ii	Copy of Memorandum of Association
iii	Copies of Audited Accounts for last three years
iv	Copies of Annual Report for last three years supported by documentary evidence of Achievements.
v	Write-up on the activity to be undertaken alongwith detailed break-up of the cost estimate, funds requirement from the Govt., other sources of funding, completion schedule of the project, etc.
vi	Brief profile in case of research personnel.

E. Recommendation:

The State Governments/District Collector/ Deputy Commissioner/UGC while recommending the proposal will:

1. Verify the Registration status of the organisation.
2. Certify that the voluntary organisation is capable of undertaking such projects.
3. Certify that project on the title/area proposed to be undertaken has not been undertaken in the past and it is a new project.
4. Recommend the activity/activities and the amount thereto.

F. Mode of and Conditions for Release of Grants:

- a. The grant shall be given based on the appraisal of applications and recommendation by the Expert Advisory Committee and thereafter administrative approval and financial concurrence of competent authorities in the Ministry of Culture.
- b. The Grants will be paid in two equal instalments, the first being normally released with the approval of the project. The second instalment will be released on completion of project and on receipt of duly audited statement of accounts showing the utilization of the entire amount of grant plus the share of the grantee/concerned State/U.T. Government and other documents. The release of the balance of grant will be decided on the basis of the actual expenditure incurred on the project subject to the maximum limit.
- c. An organization in receipt of financial assistance under the scheme shall be open to inspection by an officer of the Ministry of Culture, Government of India or the State Government concerned.

- d. The accounts of the project shall be maintained properly and separately and submitted to the Government of India as and when required and will be subject to check by an officer of the Central Government or the State Government or by the Comptroller and Auditor General of India at his discretion.
- e. The grantee shall maintain : -
 1. Subsidiary accounts of the grants-in-aid received from the Government.
 2. Cash book Register in hand written bound books duly machine numbered.
 3. Grant-in-aid Register for the grant received from the Government and other agencies.
 4. Separate ledgers for each item of expenditure like construction of civil work, etc.
- f. The organization shall maintain a record of all assets acquired wholly or substantially out of the Central Government grant and shall not dispose of or encumber or utilize for purposes other than those for which the grant was given without prior approval of the Government of India.
- g. If at any time, the Government of India has reason to believe that the sanctioned money is not being utilized for approved purposes, the payment of grant may be stopped and the earlier grants recovered.
- h. The organization must exercise reasonable economy in the working of the approved project.
- i. The grantee organization shall furnish to the Ministry of Culture a quarterly progress report of the project indicating in detail both the physical achievements and the expenditure incurred on each of the approved items separately.
- j. The grantee shall submit three copies of the Project Report duly bound/Audio-Video CDs/Photographs to the Ministry of Culture and one copy to the State Government where the project has been undertaken.
- k. Applications of the organisations against which previous grant/ Utilisation certificate is pending will not be considered.

G. Mode of Payment :

All payments will be made through electronic transfers.

H. Outcome of the Scheme :

A Performance-cum-achievement Report on the activity undertaken will be submitted in triplicate, duly bound, at the time of seeking final instalment to the Ministry. It should include, inter alia, an Executive Summary of the Project Report, no. of beneficiary, location of project, etc as per the following format:

Scheme of Financial Assistance for the Preservation and Development of Cultural Heritage of the Himalayas

Performance-cum-achievement Report

Project Title

i.	Name, address, Tel/Fax of the organisation	
ii.	Sanction No. and date	
iii.	Total grant sanctioned/ total expenditure incurred	
iv.	Location of the Project	
v.	No. of beneficiaries	
vi.	Performance-cum-Achievements	

vii.	How it will help to promote, protect and preserve the cultural heritage of the Himalayan region	
viii.	Any other point	

Signature.....

President / Secretary of the Organization

I. Incomplete applications:

Incomplete applications not supported by the required documents and applications received without recommendation of the prescribed authority will not be considered and summarily rejected.

J. Special Provision:

The Expert Advisory Committee on the scheme is empowered to recommend or reject any proposal received without or with the recommendation of State Government/ Local Administration and also to recommend the amount beyond the maximum limit but not exceeding Rs.30.00 lakhs from this scheme, in respect of any proposal which is of outstanding merit for which the EAC feels that the maximum limit would not be sufficient for undertaking the said project with the approval of Minister (Culture) and concurrence of AS & FA, Ministry of Culture.

K. Inspection and Monitoring:

Inspection would be carried out by Ministry officials every year at least in 5% of the cases. The concerned State Govt., District Collector/Dy. Commissioner will also monitor.

L. Penalties in case of misutilisation of Grants:

The members of the executive body of the organisation would be liable for recovery of misused grants. The organisation will also be blacklisted for misuse of funds, fake registration certificate, etc. All immovable assets created from the Government grants would be taken over by local administration prescribed by the Ministry of Culture.



Scheme for Promoting International Cultural Relations

Ministry of Culture aims to disseminate Indian Culture in its diverse forms and develop cultural relations between India and various countries of the world through Cultural Agreements and Cultural Exchange Programmes. The Scheme of International Cultural Relations has the objective of disseminating and creating awareness about various forms of Indian culture abroad. For this purpose, the Scheme proposes to provide financial assistance to Artists and Cultural Professionals for seminars, festivals, exhibitions etc., on cultural subjects, in order to create awareness and promote foreigners to learn about Indian culture. It also has a component of providing financial assistance to foreign artists and students desiring to study Indian culture or art form or learn any form of music, dance, painting, etc. The Scheme also proposes to provide financial assistance for participation in International and domestic fairs and International events through various organizations.

A. Financial Assistance for Artists and Cultural Professionals Going Abroad for Seminars, Festivals and Exhibitions on Cultural Subject

The scheme component is for supporting the travel expenditure of artists to go abroad for seminars, research, workshops, festivals and exhibitions, etc. organized on different aspects of Indian Culture for performance/participation in countries abroad to showcase its rich and diverse culture that would help in further promotion of Indian culture abroad.

B. Target/Benefit

Financial Assistance for travel is proposed for supporting artistes to go abroad for cultural activities, seminars, research, workshops, festivals, exhibitions, etc. organized on different aspects of Indian Culture for performance/participation in countries abroad. The scheme is however, not meant for such organisations or institutions that are functioning as religious institutions.

C. Eligibility

1. Individuals and groups including 'not-for-profit' organizations like Societies, Trusts, NGOs and Universities.
2. Individuals pursuing the activities in the field of culture for at least five years before date of application. They should have the UID number/Aadhar Card.
3. Societies, Trusts, NGOs and Universities should be registered and have a properly constituted governing body and clearly laid down functional responsibilities/Memorandum of Association.
4. Maximum 5 artists shall be covered in a group.
5. Individuals/NGOs/institutions/trusts seeking grant will be eligible to obtain one grant in a financial year. In case, grant is received from any other Govt. Organisation/private institution during the current financial year, for the same activity, the request will not be considered.

D. Quantum of assistance.

1. Reimbursement shall be made only on economy class air ticket subject to a ceiling of Rs. 75,000/- or actual air fare whichever is less subject to all other criteria being fulfilled.
2. Only air fare shall be paid and no other expenditure like visa fees and registration fees shall be paid under this grant. Certificate from applicant of receipt/non receipt of financial assistance for the same purpose from any other government organization or private institution(s) is required. If receiving grant then the applicant shall furnish: (a) details thereof and (b) amount sanctioned, if any.
3. Approval/Sanction letter for financial assistance will be issued before the onward journey. The actual payment will be made on re-imburement basis after completion of journey and his/her return to India after participation in the event and on production of ticket, vouchers and boarding passes in original. Documents to be submitted after the trip shall be forwarded with the approval letter.

E. Application process.

1. Application will be decided on a case to case basis and on first- come-first serve as per budget availability.
2. Application should be received three months in advance of the travel/event.
3. The individual/Organisation desirous to apply for financial assistance under the Scheme will send the application in the prescribed format of the Ministry at Annexure-I and II as applicable.
4. An advertisement will be placed annually both on the website of the Ministry of Culture as well as in the print media, applications may be made at any time during the financial year.
5. The applications complete in all respects will be considered on a fixed date every quarter by a Committee which will be constituted under the Chairmanship of the Joint Secretary concerned to decide the applications/proposals received.

Ministry shall process only complete applications & inform the selected applicant of the final outcome before date of scheduled event, and thereafter the grant would be released on fulfilling the required formalities.

F. Documents to be attached with application.

1. In case of Individuals their curriculum vitae and a character certificate duly attested by Gazetted Officer.
2. In case of applications by Institution/Organization/NGO the Constitution of the Organization and registration details, Organization prospects, Memorandum of Associations, Rules and Regulations of the Organization, Constitution of the Board/Management with particulars of each member. If applicant is a registered NGO, a copy of registration certificate with Govt. of India.

(Please note that in case any of these documents are in a vernacular language, the English or Hindi Version attested by a Gazetted Officer be attached with each document.)

3. Report of activities in the field of culture undertaken in the past three years.
4. Aadhar/UID No of individual to be sponsored shall have to be submitted.
5. Statement of income and expenditure of the applicant or the organization and a copy of the balance-sheet for the previous three years certified by a Chartered Accountant or a Government

Auditor. In case of applications from NGOs/Trusts, three years audit and annual reports along with three years activities in the field of culture should be submitted.

6. Details of bank account to enable electronic transfer of sanctioned funds.
7. Letter of invitation from host Organization to be routed through the Indian Missions abroad or letter of recommendation from the Indian Missions for participation in the event.

In case applicant is an Organisation in the Ministry of Culture or the event is being organised by the Ministry of Culture the letter of invitation would not be required, however, this should be specifically mentioned in the application form.

8. A brief description of the event for which the assistance is requested along with the duration, venue, probable or exact dates of travel. Approximate cost of the ticket may be mentioned if available. Applicants seeking assistance for seminar or conference should submit the paper they propose to present or a synopsis thereof.

G. Installments.

The entire expenditure as sanctioned shall be reimbursed in one installment on completion of journey and production of ticket, vouchers and boarding pass in original.

H. Mode of payment.

All payments will be made only through electronic transfers.

I. Time for processing the case.

Applicants are advised to apply at least three months in advance from the date of travel.



Financial Assistance to Foreign Artists & Cultural Professionals to Study and/or Learn Indian Culture (Intangible Cultural Heritage) in Any form

The scheme component is for Financial Assistance to Foreign Artists and Cultural Professionals desiring to study and/or learn Indian Culture in any form like dance, music, drama, traditional painting, any other art forms, etc.

It will support foreign artists to learn under independent gurus or schools/ institutions of repute, Indian dance, drama, music, etc. For this purpose the foreign artists will be entitled to a lump sum grant-in-aid amount for expenditure towards **course fee, and/or stipend** as decided from time to time to cover **local expenses and return air-fare on successful completion of the training**. The Guru/school/ institution will also be paid an amount as decided from time to time. The duration of the study will be flexible and different modules will be available – both short term and long term. This would help in disseminating Indian Culture to far away places and have a global spread of India's rich culture.

A. Target/ Benefit:

Financial assistance is proposed to support the foreign artists to take up study in India in the field of music, dance, drama, etc. of their choice from individual gurus or recognized institutions teaching the same. The individuals/the foreign artists/ students should be interested in learning the art form of their choice and should have identified the guru/institution in India who would be ready to teach him/her. These artists will be supported **for maximum of two years** and they could then act like vehicles of transmitting our culture to different territories of the world.

B. Eligibility

1. Only individuals /citizens of foreign countries interested in learning any form of Indian art would be eligible to apply for the financial assistance under the scheme.
2. The applicant should have identified the Guru/Institution from where he/she wishes to learn and should have an acceptance from the said Guru/Institution to teach him/her. The individuals should have a **letter of offer/recommendation/ approval** inviting the applicant to the course from the Guru/Institution/Host Organization.
3. The applicant should have the facilities/resources to incur expenditure over and above the amount of financial assistance.

C. Quantum of Assistance.

1. The grant would cover expenditure towards the travel cost on actual basis subject to maximum amount of Rs 75,000/- (international airfare from the applicants country to India), course fee and/or stipend to cover local expenses for a maximum of two years.
2. The financial assistance shall be a lump sum amount (for meeting the expenditure of the course fee and/or stipend) as ascertained from the concerned Guru/Institution, upto a maximum ceiling of Rs 20,000/- per month to be decided and approved by the Committee.

In case, where the artist/individual is staying with the Guru/Institution, payment of accommodation charges / stipend will be given as per the recommendations of the

Guru/institution, subject to the maximum ceiling prescribed above in four instalments of six months each for a maximum of 2 years.

In case, the artist/individual is not living with the Guru/Institution, the payment will be made on the basis of rates prevalent in the area concerned subject to a maximum of Rs. 6000/- for Metropolitan cities and Rs. 4000/- for others, as approved by the Committee.

3. On successful completion of the course/ training and issue of a certificate to this effect by the guru/institute, the applicant would also be entitled for return airfare (economy class as per actuals subject to a maximum of Rs 75000/-, it includes both side air fare.).
4. The individual shall have to bear any expenditure over and above, the amount sanctioned by the Committee and shall submit a bond to this effect before the grant is released.

D. Method of Payment

1. The payment will be made in maximum of four instalments. The first installment (for six months) will be released to the Guru/applicant on receipt of acceptance by the applicant and his/her joining the institution. The subsequent installments will be given after completion of six months on the basis of performance report given by Guru/institution and inspection report, by independent institution, if required.
2. Payments would be made to Guru/Institution and/or individual as approved by Committee, in six monthly instalments for a maximum of two years.
3. The air travel cost will be reimbursed as per actuals subject to maximum amount of Rs 75,000/- on submission of ticket, voucher and boarding pass (in original) to the artist/individual.
4. Return fare will be paid on receipt of successful completion certificate of the course from the concerned Guru/institution on submission of ticket, voucher.
5. All payment will be made only through electronic transfer.

E. Application Procedure.

1. Application will be decided on a case to case and on first-come-first serve basis as per budget availability.
2. Applications from individuals receiving grant for the same course from any other Govt. Organisation/ (private institution) during the current financial year will not be considered.
3. Application should be received six months prior to the starting of the course for processing by the Ministry of Culture. Three months time will be required to process the case.
4. The individual desirous to apply for financial assistance under the Scheme will send the application in the prescribed format of the Ministry at Annexure-III.
5. An advertisement will be placed annually both on the Website of the Ministry of Culture as well as in the print media, applications may be made at any time during the financial year.
6. The applications complete in all respects will be considered on a fixed date every quarter by a Committee which will be constituted under the Chairmanship of the Joint Secretary concerned to finalise the applications/proposals received and the amount of financial assistance

[Before considering the application further, the MoC shall obtain the verification of applicant from Guru/Institution.]

7. Ministry shall process only complete applications & inform the selected applicant of the final outcome after which the grant would be released on fulfilling the required formalities.
8. Report of activities in the field of culture undertaken by the applicant in the past three years.
9. The applicant shall be informed the final outcome (acceptance) of his application. The applicant shall have to submit an indemnity bond in the prescribed format after which the grant shall be released as decided by the financial and general provisions.

F. Documents to be attached with the application.

1. Letter of offer/recommendation /approval inviting the applicant to the course from the Guru/training institute/ host organization.
2. Brief details on the course and training applied for, indicating the name of the Guru/Institution, full contact details, duration of the course, approximate expenditure involved (course fee, travel component etc.) along with reasons for opting for the said training and benefits perceived.
3. Certificate from the Indian Diplomatic Mission certifying the individual's credentials and interest in seeking the training and whether he/she deserves/is eligible for the financial assistance.
4. Details of application made by the individual for getting financial assistance for the same purpose from any other government organization or private institution(s). If so, (a) details thereof and (b) amount sanctioned, if any.
5. Details of bank account to enable electronic transfer of sanctioned funds.
6. A brief profile of the individual indicating the cultural pursuits/trainings undergone by the individual along with Report of activities in the field of culture undertaken in the past three years.
7. Statement of income and expenditure of the applicant.
8. Indemnity Bond.



Financial Assistance for Participation in International and Domestic Book Fairs and International Events

Popularisation of Indian culture by promoting quality books is the major objective of this Scheme component. Another purpose is to create a climate in which a vast number of people would buy and read books.

A. Target/Benefits

Financial Assistance is proposed for organizing Regional/ National Book Fairs, Exhibitions of rare publications/ manuscripts/ official documents etc., Seminars, Conferences and other related events for promotion of books and reading habits. Participation in International Book Fairs is also covered in this Scheme. Not-for-Profit organizations, including Societies, Trusts, Universities, Publishers and Book Trade Associations are eligible to apply for grant. Eminent Authors and Publishers who have been invited to attend international events like Literary Festivals/ Book Fairs are also eligible to apply for grant under this Scheme. The Scheme is, however, not meant for such organizations or institutions that are functioning as religious institutions, or as schools/ colleges.

The organizations seeking grant should have been functioning and registered under the Societies Registration Act (XXI of 1860 - an Act for the Registration of Literary, Scientific, and Charitable Societies), Trusts Act, Companies Act or any Central or State Act for at least three years.

B. Eligibility

1. The applicant organization should, in order to qualify for the grant, have a properly constituted Managing Body or Governing Council with its powers, duties and responsibilities clearly defined and laid down in the form of a written constitution.
2. It must have tied up or planned the matching resources at least to the extent of 25 % of the project cost.
3. It should have facilities, resources, personnel and experience to take up the event/ project for which a grant is required.
4. Past experience of holding or participating in such events, as applied for, would be given preference.
5. Eminent authors and publishers who have been invited to participate in Book Fairs, Literary Festivals and other International events to present papers etc. may also apply for grant under the Scheme.

Financial assistance for participation in International events would normally cover economy class air fare, boarding and lodging (i.e. per diem) charges according to the existing government rates. Packing and shipping of books and other exhibits and insurance charges (wherever applicable) are also to be covered.

C. Types of Activities to be assisted and extent of Assistance:

1. Book Fairs/ exhibitions which promote reading are normally held all over the country during the winter season. Major annual book fairs are organized in cities like Delhi, Kolkata, Patna, Chennai and some other state capitals primarily under the aegis of local publishers' associations.

2. Financial assistance may be given for the organisation of book fairs, book exhibitions and related events including exhibition of rare books, manuscripts, rare government documents, etc., in India and abroad.
3. Participation in major International Book Fairs held in cities like Frankfurt, London, Beijing and Moscow by the Publishers/ Authors including representatives of Publishers' Associations.
4. Book Reading/ Discussion Sessions, Literary Festivals, Quiz Programmes, as well as Seminars and Conferences on book publishing, children's literature, trend in publishing in regional languages etc., in India and abroad.

D. Quantum of Assistance:

Grant for specific projects as mentioned in Para 3.2 sub-para (V) above shall be restricted to 75% of the expenditure, subject to a maximum of Rs.10.00 lakh per event. The quantum of assistance will depend on the recommendation of the Expert Committee.

E. Application Procedure

An organisation desirous to apply for financial assistance under this Scheme will send the application in the prescribed Proforma (Annexure IV and V as applicable).

An advertisement will be placed annually, both on the website of the Ministry of Culture as well as in the print media, applications should be made (as per prescribed procedure contained in the advertisement) at any time during the financial year. The application should either be recommended by any of the National Akademies or any other culture-related organization under the Government of India or by concerned State Government/ UT Administration/State Akademies/ Indian Missions abroad.

F. Documents to be attached with the Application

1. Constitution of the Organization
2. Constitution of the Board of Management or Governing Body and particulars of each member
3. Copy of the latest available Annual Report
4. A detailed project report including:
 - a) Brief description of the project for which assistance is requested along with its duration, venue, probable or exact dates and other details with past experience of the organisation in the field;
 - b) Financial statement of the project giving item wise details of recurring and non-recurring expenditure separately, and
 - c) Source(s) from which counterpart funds will be obtained.
5. A statement of income and expenditure of the applicant or the organization and a copy of the balance sheet for the previous three years certified by a Chartered Accountant or a Government Auditor.
6. An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination.
7. Details of the bank account to enable electronic transfer of sanctioned funds.

G. Accounting Procedures

1. Separate accounts are to be maintained in regard to the grants released by the Central Government.

2. The Accounts of the grantee organization shall be open to audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.
3. The grantee organization shall submit to the Government of India, a Statement of Accounts audited by a Chartered Accountant, stating out the expenditure incurred on the approved project and indicating the utilization of the Government grant in the preceding years. If the utilization certificate is not submitted within the prescribed period, the grantee shall arrange to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government.
4. The grantee organization will be open to a review by the Government of India, Ministry of Culture by appointing a Committee or in any other manner decided by the Government as and when deemed necessary by the Government.
5. The grantee organization shall not invite any foreign delegation or person under this Scheme without obtaining permission from the Ministry of External Affairs, application for which shall invariably be routed through Ministry of Culture.
6. It will be subjected to such other conditions as may be imposed by the Government from time to time.

H. Installments

The Grant will be released in two installments of 75% (first instalment) and 25% (second installment) of the total sanctioned amount.

I. Mode of Payment

All payments will be made only through electronic transfers.

J. Output of the Scheme

A Report containing details of the event/ programme organized/ participated in by the Grantee Organization/ individual with the financial assistance from the Ministry of Culture is to be submitted in duplicate within a period of one month.

K. Time consumed in processing the cases

Two months time will be required to process the cases. Applicants are advised to apply at least three months in advance prior to the commencement of the event.

NOTE: Canvassing will disqualify the applicant for the grants.



Scheme of Grant-in-aid to Indo-Foreign Friendship Cultural Societies as approved by the Standing Finance Committee.

1. The scheme will be known as “Scheme for grand-in-aid to Indo-Foreign Friendship/Cultural Societies”.
2. The Grants under this scheme will be sanctioned to Indo-Foreign Friendship/Cultural Societies actively functioning in foreign countries with the object of fostering closer friendship and cultural contacts between India and foreign country concerned. This Grant shall be given from Plan Head.
3. The Grants under this scheme will be issued as authorizations to the Indian Missions through MEA and amount authorized shall be placed with the Mission in their Accounts.
4. The grants should normally be utilized through the society and not for the direct activities of the Missions.
5. Grants under the scheme will be given primarily to cover expenses of the grantees on activities which help projection of India’s cultural image and generation of greater understanding of its cultural heritage, present situation and perspectives in the country concerned and for promoting bilateral cultural contacts etc, for instance, discussions on Indian culture, history, civilization by inviting eminent scholars, artistes, etc. who are interested in Indian affairs can be sponsored. They can furnish their premises with books on India, replicas of Indian art objects, Indian handicrafts etc. The type of other activities which the societies can take up are celebration of national days, Indian festivals and anniversaries of great personalities arranging performances of Indian troupes, exhibition of books classes/courses in Yoga, Hindi and other Indian languages, Indian music/dance, publication of books/journals, running of libraries/reading rooms having literature on India and promoting interaction between distinguished visiting Indian academics, artists etc with their local counterparts, etc. expenditure on the kind component of the grant occurred by this Ministry against the grant sanctioned to the society.

The grant for all these activities can also be given to the eligible societies or centers etc., in cash as well as in kind, or partly in cash and partly in kind. For instance, furnishing the premises of such societies with India art objects, handicrafts or books, could be done in lieu of giving cash grant. Indian art objects, handicrafts, books, etc., may be given after suitably sourcing directly by the Mission. Again, digital reprints or replicas of valuable Indian paintings, artifacts, etc., may be sourced more efficiently by the Mission from National Gallery of Modern Art (NGMA), Lalit Kala Akademi (LKA), the Museum of India, the National and State Emporia’s and reputable private persons or organizations from India or aboard.

Whenever a cultural troupe of an eminent Indian cultural personality from India has pre-arranged programmes in the country and the HOM of the country feels that it will further the objectives of this scheme at a much lesser cost, if the troupe or eminent Indian cultural personality can stage a few additional shows/talks/interactions, the HOM may cover the expenses for the same under the scheme, either by directly covering the cost of the troupe or giving cash grant to the organizers to do so. In case the cost is being incurred directly by the Mission, the society should be informed about the cost estimate of the gift/activity and its consent should be obtained in writing for the cost being incurred directly by the Indian Mission. The cost so incurred will be adjusted against the admissibility of the society under the scheme.

6. The grants sanctioned under this scheme will be subject to usual conditions applicable for non-

recurring grant to voluntary organizations working in India but the condition of submission of the audited statements of accounts in respect of the grants shall be relaxed. The certificate of utilization (as per Annexure-I) signed by the authorized officer of the Mission would be acceptable.

The Mission in this connection should informally check the accounts of the grantee and satisfy itself that the grant has been properly utilized.

7. The quantum of the grant will depend on availability of funds and nature of activities of the grantee to be financed. **However, the grant shall not ordinarily exceed Rs. 500000/- (Rs. five lakhs) per annum per society. There is no limit specified for funds to be authorized to the Mission since this would depend on the funds the mission can utilized for cultural promotion as per available number of societies.** An additional amount over and above, the maximum limit permissible to a society, would be granted as per the discretion of the concerned Joint Secretary of Ministry of Culture where the Ministry of Culture proposes to organize the Festival of India/culture weeks to enable expenditure towards hosting the cultural troupes, etc.

8. Before allocation of grant to the Friendship Societies by the Indian Missions, they will ensure.

1. That the society is actively engaged in the task of fostering friendly relations and projecting India's culture in the country concerned.
2. That the society has a definite and well-planned programme of activities for which financial assistance by the Government of India is considered necessary.
3. That the society has gainfully utilized the earlier grant, if any, sanctioned by the Government of India.

For this purpose, the performance cum-achievement proforma to be submitted to the Ministry along with the UCs (as per Annexure I & II). A certificate that the societies (NGOs) are not involved in corrupt practices should also be submitted by the Missions as per Annexure III.

9. The authorization to the Missions as stated above shall be subject to the conditions mentioned below to be executed by the Embassy:-

1. The grantee will be required to maintain separate account of this grant which will be opened to check by the concerned Mission
2. The utilization certificate from the Embassy should also disclose whether the specified, quantified and qualitative targets that should have been reached against the amount utilized were in fact reached and if not, the reasons thereof.
3. The grantee shall maintain subsidiary accounts of the grants-in-aid received from the Ministry of Culture.
4. A performance cum achievement report (2 copies) for which that grant has been sanctioned should be forwarded to this Ministry by the Embassies of India. The grant-in-aid is further subject to the conditions laid down in GFR as amended from time to time.
5. Unspent balance, if any, with grantee, shall be surrendered to the Govt. without any delay.
6. The grantee be advised not to divert the grants and entrust execution of the scheme of work concerned to another institution or organization and shall abide by the terms and conditions of the grant. If the grantee fails to utilize the grant, for the purpose for which the same has been sanctioned, the grantee will be required to refund the entire amount with interest thereon @10% per annum.
7. The accounts of all grantee institutions or organizations shall be open to inspection by the Ministry and audit, both the Comptroller and Auditor General of India under the provision of CAG (DPC) Act 1971 and Internal Audit by the Principal Accounts Officer of the Ministry, whenever the institution or organization is called upon to do so.
8. The grantee has not been sanctioned grant-in-aid for the same activity/purpose from any other source.
9. No other bill for the same purpose and installment has already been paid earlier to the grantee.



Scheme for “Safeguarding the Intangible Cultural Heritage and Diverse Cultural Traditions of India”

India has a vast basket of living and diverse cultural traditions, traditional expressions, intangible cultural heritage comprising masterpieces which need institutional support and encouragement with a view to addressing areas critical for the survival and propagation of these forms of cultural heritage. Though, such preservation efforts are being carried out in a scattered form, a need is being felt to have an institutionalized and centralized Scheme for concerted efforts in the direction of professionally enhancing awareness and interest in Intangible Cultural Heritage (ICH), safeguarding, promoting and propagating it systematically.

For this purpose, the Ministry of Culture has formulated a Scheme titled “Scheme for Safeguarding the Intangible Heritage and Diverse Cultural Traditions of India”, with the objective of reinvigorating and revitalizing various institutions, groups, individuals, identified non-MOC institutions, non-government organisations, researchers and scholars so that they may engage in activities/ projects for strengthening, protecting, preserving and promoting the rich intangible cultural heritage of India.

The Scheme will cover all recognized domains of ICH such as oral traditions and expressions, including language as a vehicle of the intangible cultural heritage, Performing arts, Social practices, rituals and festive events, Knowledge and practices concerning nature and the universe, traditional craftsmanship etc.

A. Scope

The objective of the Scheme is to support and strengthen the efforts of various stakeholders vis-à-vis wider recognition and acceptance, dissemination, preservation and promotion of the rich, diverse and vast ICH of India including recognition of the same by the UNESCO. The Scheme aims to support

1. Institutions/ Universities/ State Govts/ UT Administrations/ non-MoC Institutions/ Societies/ Non-government organisations, involved in the preservation and propagation of intangible cultural heritage, cultural expressions etc.
2. Individuals, researchers, scholars, professionals who are involved in the research, training, preservation, perpetuation, dissemination, and propagation of intangible cultural heritage, cultural expressions etc.

B. Assistance under the Scheme

Assistance under the scheme will be provided in the form of non-recurring grants, honoraria, infrastructure grants, etc. with a view to address areas critical for the survival and propagation of all forms of ICH by strengthening organisations/ individuals etc., mentioned in para 4 above, involved in keeping these cultural traditions/ expressions alive, also for preserving, disseminating, propagating etc. them by giving training support to students, artists, performers, to practitioners for workshops, performers documentation, database creation, and integration of education & culture etc.

Assistance will also be provided for short research and referencing work of relevance to ICH, its presentation, promotion as well as for projects in the field of heritage education, heritage popularization and publication work etc. focusing on ICH.

C. Activities that can be supported under the Scheme

The Scheme is very comprehensive in nature since it covers all the ICH forms of India. Ministry of Culture is already administering several schemes like Cultural Functions Grant Scheme, Salary/ Production Grant Scheme, Scholarship/ Fellowship Schemes. These Schemes cover only specific areas for preserving and promoting the ICH of India. The scheme accordingly adopts a comprehensive approach and covers complete range of all recognized domains of ICH as well as diverse cultural traditions of India. Financial assistance will accordingly be provided for the following activities relating to intangible cultural heritage/ diverse cultural traditions of India:

1. Documentation/ data creation/ cataloguing, etc. for the purpose of creating a National/ State/ District/ Local Level Register for Inventory of Intangible Cultural Heritage.
2. Preservation, support and safeguarding of intangible cultural expressions/ diverse cultural traditions of India that are masterpieces, including preparations of nomination dossiers of intangible culture heritage for inscriptions by UNESCO, in order to address areas critical for the survival and propagation of these forms, giving training support to students and artists in these areas, support to practitioners for workshops, performances documentation and database-creation through various media, support for dissemination, etc.
3. Activities for integration of education and culture with reference to ICH/ diverse cultural traditions of India.
4. Support to initiative of Ministry of HRD in setting up Sector Skill Councils relating to art under National Vocational Educational Qualifications Framework (NVEQF)

D. Eligibility criteria/ conditions

The detailed eligibility criteria and amount of financial assistance under the scheme are as under:

1. The applicant organisations/ institutions/ Societies/ State or UT administrations should have a properly constituted managing/ governing council/ body, having facilities & resources, past experience(s) etc. They will also have to submit a statement of their audited accounts for the last 3 years.
2. For organisations/ institutions/ registered bodies/ State Govts/ UT administration, Academies/ Universities, Societies, the amount of financial assistance for specific projects will be upto Rs. 10 lakh. For individuals, the amount of assistance would be upto Rs.5 lakhs.
3. The grant will be released in three installments - 50% in advance, 25% as 2nd installment after appraisal and balance 25% after completion of the project/ activity and submission of relevant documents as proof thereof.
4. The fund release will be done by electronic transfer.

E. Publicity/ advertisement of the Scheme

An advertisement will be placed both on the websites of the Sangeet Natak Akademi/ Ministry of Culture as well as in the print media for inviting applications under the Scheme. A period of 60 days from the date of publication of the advertisement will be given for submission of applications for a given financial year.

F. Submission of Applications

The application, in the prescribed format as Annexed, will have to be addressed to the "Secretary, Sangeet Nataka Akademi, 3rd Floor, Rabindra Bhawa (Opp.Madi House Doordarshan Kendra), 35 Firoz

Shah Road, New Delhi -110001", (website: sangeetnatak.gov.in) as per the details mentioned thereon. Incomplete application or application received after the prescribed last date of submission of application will not be considered.

G. Processing of applications

1. After receipt of the applications, the applications will be processed by the Sangeet Natak Akademi.
2. Any proposal/ application that can be covered under the specific schemes under Ministry of Culture will not be considered under this scheme, and the applicant would be intimated accordingly. For this purpose, a Sub Committee/ Sub Group out of the Expert Committee, mentioned under the Scheme, will be formed to scrutinize/ screen the proposals/ applications.
3. The complete applications will be placed before an Expert Committee constituted every two years.
4. The Expert Committee, while recommending the project, may/ shall fix also the time lag for completion of the activity proposed for submission of claims for 2nd/ 3rd instalments.
5. The recommendations of the Expert Committee would be sent to the Ministry of Culture for approval of the competent authority.
6. After approval of the competent authority, the list of approved proposals/ cases would be displayed at the websites of the Sangeet Natak Akademi/ Ministry of Culture. In addition, separate communications may be sent to the concerned proposers/ applicants.
7. After approval of the competent authority, 1st installment of the sanctioned amount will be released through electronic transfer.
8. An appraisal of the project would be undertaken by the members of the Expert Committee, or Sangeet Natak Akademi or by any designated agency/ official including the Ministry of Culture or any of its organisation(s) prior to the release of the 2nd installment of funding. In case time limit is not adhered to, as mentioned in para 11(iv) above, the disqualification/ recovery clause may be imposed.
9. The final installment of funding will be released after completion of the project and submission of documents as proof thereof. The installments will be released in the ratio of 50:25:25.

H. Documents to be furnished along with the application

For organisations/ Institutions/ Groups

1. Copy of the Registration Certificate/ Act/ Government Resolution or Order whereby the Organization became a legal entity.
2. Constitution of the Organization, Memorandum of Association, Rules and Regulations, where applicable.
3. Present composition of the Board of Management and/ or Governing Body.
4. Copy of the latest available Annual Report.
5. A detailed proposal including description of the proposal for which assistance is requested along with its duration and the qualifications and experience of the staff/ person(s), if any, to be engaged for the project ; and
6. Financial statement of the proposal giving item wise details and the source(s) from which funds will be obtained.

7. An undertaking that no proposal of the similar nature has been made under any other Scheme of the Ministry of Culture or its organisations.
8. A Statement of income and expenditure of the applicant Organization/ Institution for the previous three years and a copy of the Balance Sheet for the previous year certified by a Chartered Accountant or Government Auditor.
9. An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination, duly signed by the authorized signatory of the applicant Organization.
10. Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds.

I. For individuals

1. For proposals submitted by individuals, out of the documents specified above, the documents mentioned at (i) to (iv) above will not be required to be submitted. The applicant will instead furnish his/her personal particulars and a brief description of the activities/work done by him/her in the ICH of India in the last five years.
2. One attested copy of degrees, diplomas and certificates, etc. if any, in support of the statement made regarding education qualifications, experience, etc. in the application. In no case should the original documents be attached.
3. One recent passport size photograph;
4. Attested copies of documents/ photographs of the work done and achievements in the ICH of India.

J. Disqualification Clause

The applicant shall be liable for disqualification if any of the clauses/ conditions of the undertaking given by him/ her is subsequently found to be false/ incorrect.

K. The Expert Committee

1. The Expert Committee will be constituted, with the approval of the competent authority in Ministry of Culture, for a period of two calendar years
2. The members including Chairman of the Expert Committee will be nominated from different domains of ICH/ diverse cultural traditions of India as proposed by the Sangeet Natak Akademi and approved by the competent authority.
3. Renowned expert of ICH/ diverse cultural traditions of India would be the Chairman of the Expert Committee.
4. Joint Secretary concerned in the Ministry of Culture and Secretary, Sangeet Natak Akademi would be the ex-officio members of the Committee. Secretary, Sangeet Natak Akademi or In-charge thereof would be the convener of the meetings of the Expert Committee.
5. The number of members of the Expert Committee would be proportionate to the population of various States/ Union Territory (UT). Normally, one member would be selected for every four crore population of the respective State/ UT. This criteria may be relaxed in case of States/ UTs in order to ensure that at least one member is selected from each State/ UT.
6. Sub-Committee(s)/ Group (s) may be formed from amongst the EC members with reference to the objectives of the Scheme. Each Sub Committee/ Group will have at least 7 members.

L. Creation/ development of infrastructure

No fund will be granted for creation of infrastructure and physical assets under the scheme.

M. Monitoring Mechanism

An appraisal/ inspection of the beneficiary may be done by the Expert Committee/ Sub-Committee or any other designated agency/ officials including Ministry of Culture or any of its organisations at any point of time. Ministry of Culture will be kept informed, through periodical reports/ returns, etc. of the progress of the implementation of the scheme. Joint Secretary concerned in the Ministry of Culture may call at any time, any detail/ information including officials concerning the Scheme.

N. Compliance of financial regulations

All financial regulations/ instructions including provisions of GFRs/ DFPRs, including that concerning advance settlement of due UCs etc. from the grantee/ beneficiary, as applicable, will be complied with. Accordingly, accounts of the implementing agency will be open to audit/ inspection by the Comptroller and Auditor General of India including internal audit by the CCA/ Ministry of Culture.

O. Relaxation/ amendment in guidelines

Any relaxation/ amendment to these guidelines may be carried out by the competent authority after following the procedure followed under the scheme i.e. Secretary (Culture), with the concurrence of IFD/ AS&FA.

IMPORTANT

Please note that Ministry of Culture has a very active website

(www.indiaculture.nic.in)

We encourage the applicants to visit the website for any updates on the schemes, application procedure and formats.



Ministry of Culture . Government of India . www.indiaculture.nic.in