

# **SEMINAR / WORKSHOP /CONFERENCE ON ENERGY CONSERVATION & MANAGEMENT**

**GUIDELINES FOR  
FINANCIAL ASSISTANCE**



**ENERGY MANAGEMENT CENTRE – KERALA**

An autonomous Centre under the Department of Power, Govt of Kerala

SREEKRISHNA NAGAR, SREEKARYAM P.O THIRUVANANTHAPURAM 695 017

Document No. EMC-ET-16-SWC-1

Printed and Published by

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Second edition  
June 2016

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1. **Objective**

The basic objective of the scheme is to promote and propagate energy efficiency and energy conservation in all sectors of the State. Priority areas for support will be on energy efficiency, energy conservation, energy management, promotion and sharing of best practices in energy conservation and energy studies.

2. **Eligibility**

Financial assistance under this scheme is granted to registered institutions and educational institutions for holding Seminar, Symposia, Workshop, Conference and Training programs for promoting energy efficiency and energy conservation technologies and energy studies & related research

3. **Nature of assistance available under the scheme**

The financial support from EMC would be a maximum of Rs. 75,000 for two day and Rs. 50,000/- for one day programme to conduct a state level programme. National level programmes are eligible for a maximum assistance of Rs 1,00,000 for two day programme and Rs 75,000 for one day programme. For national level programmes, 50% of the speakers and 20% of the participants should be of outside Kerala. The financial assistance to an institution will be provided only once in a plan period. The institution is expected to bear part of the expenses including the institutional services.

4. **Procedure of applying for the scheme**

Institutions who wish to avail financial assistance under this scheme should submit their proposal in the prescribed proforma at least two months before the proposed date of the programme to the EMC office. The proposal should highlight the theme and objectives of the programme, number and type of participants expected, list of resources persons/speakers, programme agenda, outcome, the estimates of the expenditure and financial support expected from other organisations. The proposal shall be addressed to: **The Director, Energy Management Centre, Department of Power, Govt of Kerala, Sreekariyam, Thiruvananthapuram-695017**

5. **Procedure for Approval**

An expert committee is constituted for considering the proposals for workshop/seminar/conference and the final decision will be taken by the EMC keeping in mind the recommendations made by the Expert Committee and the availability of funds for the same, during the specified period.

6. **Procedure for Release of Grants**

After EMC's approval of the proposal, the approval letter of the workshop/seminar/conference will be sent to the institution along with the first installment of 20% of the total grant sanctioned. All communication /consultation should be directed to the Director, EMC after the approval of the same. The second installment of the sanctioned grant (80%) will be released on the receipt of

- 6.1. The details of participants/paper presentations
- 6.2. Audited statement of expenditure and Utilization certificate which must be signed by the convener, head of the institution and finance officer / Accounts officer / Bursar
- 6.3. Two copies of the proceedings /brief report on this seminar /conference/workshop, focusing on the different themes presented, participants, resource persons and the outcome of the workshop as per the objectives of the workshop and recommendations.
- 6.4. The EMC reserves the right to verify the accounts by any Officer authorized to do it.
- 6.5. The EMC reserves the right to further restrict / deny payment for any programme, if the conditions laid down are not adhered to.
- 6.6. The recipient organization shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.



## Financial Assistance for organising Seminar/ Workshop/Conference

### PROFORMA OF APPLICATION

Name of the Institution:				
Type of the Institution:	Educational Institution / Govt. Institution / NGO/ Other			
Activity	Workshop	Seminar	Conference	
Geographical Coverage	District	State	National	
Theme of the Conference				
Proposed dates & Venue				
Name of the Organizing Institution				
Name of the Head of the Institution:				
Office Address with Phone No. Fax No, E-mail & Website				
Name and contact details of Program convener				
Brief write up about the Programme highlighting its importance in the National / Local Context (Separate papers to be attached)	a. Theme b. Objectives c. Discussion Themes d. Expected outcome e. Participants (nature/categories) f. Expected outcome g. Estimates of expenditure as given below			
Nature of Workshop/Seminar/Conference and number of participants expected:		Local	Outstation	Total
	District			
	State			
	National			
Broad details of the total estimated expenditure: (In Rupees)	TA/DA for participants			
	TA/DA for Resource Persons			
	Pre -conference printing			
	Publication of Proceedings			
	Stationery			
	Local Hospitality			
	Others			
Grand Total				
Specify Income Sources Attach separate sheets if necessary				
Financial assistance required from EMC for this activity	Specific items of expenditure		Amount (Rs)	
	Total			



**Financial Assistance for organising Seminar/ Workshop/Conference**  
**FORMAT FOR STATEMENT OF EXPENDITURE**

EMC Approval No : \_\_\_\_\_

Title of the Programme : \_\_\_\_\_

Name of the Convener : \_\_\_\_\_

Approval No & date	Grant sanctioned	Details of expenditure incurred item wise	Number of Participants	Duration of the program (with dates)

Name and Signature of  
Organizing Secretary / Convener

Signature (with Seal) of the Finance Officer/  
Auditor/Accounts Officer/Bursar

Name and Signature of  
Head of Institution with Seal



## PROGRAMMES OF EMC

Technical/Financial support provided; for details visit our website

1. Research & Studies on Energy Management
2. Seminar/Workshop/Conference on Energy Conservation & Management
3. Students Project on Energy Conservation & Management
4. Uurja kiran 2015-2016- Public Awareness Programme
5. Energy Clinic for Housewives
6. Energy Efficiency Capacity Building Programme  
[training@keralaenergy.gov.in](mailto:training@keralaenergy.gov.in)
7. Smart Energy Programme for Schools  
[sep@keralaenergy.gov.in](mailto:sep@keralaenergy.gov.in)
8. Kerala State Energy Conservation Awards  
[ecaward@keralaenergy.gov.in](mailto:ecaward@keralaenergy.gov.in)
9. Energy Audit Subsidy Schemes
10. Mandatory Energy Audit
11. Energy Efficient Panchayaths
12. Energy Efficient Street Lighting  
[johnson@keralaenergy.gov.in](mailto:johnson@keralaenergy.gov.in)
13. Energy Conservation Building Codes  
[sandeep@keralaenergy.gov.in](mailto:sandeep@keralaenergy.gov.in)
14. Pico Hydel Projects  
[dinesh@keralaenergy.gov.in](mailto:dinesh@keralaenergy.gov.in)
15. Report framing for Small Hydro Projects  
[anilg@keralaenergy.gov.in](mailto:anilg@keralaenergy.gov.in)

*For more queries, please contact:*

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