

89

Government of India
Ministry of Chemicals and Fertilizers
Department of Pharmaceuticals

✓

**Guidelines for grant -in - aid under Plan scheme "Pharmaceuticals
Promotion and Development Scheme"**

1.0 Objectives of the Scheme:

The objective of Pharmaceutical Promotion Development Scheme (PPDS) is promotion, development and export promotion in Pharmaceutical sector by extending financial support for conduct of seminars, conferences, exhibitions, mounting delegations to and from India for promotion of exports as well as investments, conducting studies/ consultancies, for facilitating growth, exports as well as critical issues affecting Pharma sector. Under PPDS the Department of Pharmaceuticals on its own or through financial support by way of Grant-in-aid to the Institutions, organizations, Voluntary organizations or Non-Government Organizations as mentioned in Rule 206 of GFR 2005,

- i. Conduct Training/knowledge improvement programs/activities on issues/subjects relevant to growth of pharmaceutical industry. An indicative list of subject is as under:-
 - a. Quality Management System/Quality Improvement Program
 - b. How to handle USFDA notice?
 - c. Success Story Presentation-Pharmaceutical Entrepreneur
 - d. Government regulations/guidelines for clinical trials in India versus USA, EU etc.
 - e. Waste Management
- ii. Organize Summits, Convention, Exhibitions, Pharmacy week, meetings etc. in India and abroad and produce promotional materials like films, displays etc.
- iii. Conduct research studies, sector reports etc.
- iv. Purchase books, quality standards, pharmacopoeias, magazines, directories, software for developing information data banks, developing e-learning modules etc.
- v. Give awards to achievers in pharmaceutical industry.
- vi. For any other activity not covered under above categories which may be

decided by the Department of Pharmaceuticals from time to time.

2.0 Training/knowledge improvement programs/activities on issues/subjects relevant to growth of pharmaceutical industry.

2.1 Objectives

- i. Conduct Training/knowledge improvement programs/activities on issues/subjects relevant to growth of pharmaceutical industry. An indicative list of subject is as under:-
 - a. Quality Management System/Quality Improvement Program
 - b. How to handle USFDA notice?
 - c. Success Story Presentation-Pharmaceutical Entrepreneur
 - d. Government regulations/guidelines for clinical trials in India versus USA, EU etc.
 - e. Waste Management
- ii. Organize Summits, Convention, Exhibitions, Pharmacy week, meetings etc. in India and abroad and produce promotional materials like films, displays etc.

2.2 Eligible Organizations

The Department of Pharmaceuticals on its own or through financial support by way of Grant-in-aid to the Institutions, organizations, Voluntary organizations or Non-Government Organizations as mentioned in Rule 206 of GFR 2005, may organize such events. Government/Academic Bodies, National/State level Industries' Associations like FICCI, CII, ASSOCHAM, PHD Chamber of Commerce are also eligible for conducting such events.

2.3 Criteria

The organization should ensure that the target group of participants is from Pharmaceuticals, Medical Devices and its related sectors.

2.4 The broad levels of financial support would be as follows:

Sr. No.	Category of event	Percentage Grants-in-aid support
1.	For programmes being organized by Government Departments /Institutions /Agencies, full funding may be provided	100% (that the grant-in-aid is worked out on the basis of thorough objective and realistic assessment of requirement in each case)
2.	Autonomous bodies, private agencies, industry associations, private institutions, NGOs and others. Activities organized on the initiative of the Department or on subjects suggested by the Department.	Not more than 75%
3.	Activities organized by autonomous bodies, private agencies, industry associations, private institutions, NGOs and others above on their own initiative and having relevance to the mandate of the Department.	Not more than 50%
4.	Mega events viz. India Pharma and India Medical Expo and other International events organized jointly by Department of Pharmaceuticals	The Grant-in-aid will be worked out based on the estimates furnished and the parameters like expenditure incurred in the past by organizers etc with the concurrence of IFD/Department of Expenditure etc.

Note:

- (i) The organization should agree to the participation of at least one or two Technical/Administrative officer(s) from Department of Pharmaceuticals including one from concerned division free of charge as full delegates

- 56
- (ii) Under no circumstances, funds would be released to an Event Manager.
 - (iii) Funds released shall not be for any activity of recurring nature
 - (iv) The Department's fund will not be used for providing boarding/lodging, travel of speakers and delegates

2.5 Release of Grant

The Grant in aid will be released on submission of the following information/documents in the proscribed proforma (Annexure-I)

- (i) Request at least two months prior to the date of event.
- (ii) Confirmed date of the event / programme.
- (iii) Disclosure of sources of funding.
- (iv) Confirmation from the organizers that no Utilization Certificate is pending submission by them in respect of previous grant(s), if any, availed from this Ministry.

2.6 Documents /information required to be furnished by the agencies after successful organization of the events

The following documents should be furnished after organization of events:

- i. Proceedings of the event.
- ii. Copies/cutting of advertisements/publicity done.
- iii. List of participants.
- iv. List of resource persons with topics/presentations by them.
- v. Suggestions/Queries of participants, if any.
- vi. Outcome of the event / recommendations for various stakeholders.
- vii. Performance -cum- Achievement Report
- viii. Follow up action taken / to be taken.
- ix. Utilization Certificate (UC) in the proforma signed by the Head of the Organization.

3.0 Use of Logo support and Key note address by Minister/MOS/Secretary etc

Request for Logo Support of the DOP, inauguration /delivery of keynote Address by the Minister/MOS/Secretary /other senior Officers of DOP, Co-sponsorship by DOP without financial commitment, participation by officers of

the Department as delegates should be specifically mentioned in the proposal clearly indicating profile of the organizations, performance of the past event, salient features of the current event, participants details, list of speakers and other relevant information. Specific prior permission of the Department should be obtained by the event organizers for the use of Logo of the Department in the pamphlets, brochures, banners, in the dais etc.

4.0 PARTICIPATION OF THE DEPARTMENT ON ITS OWN IN THE FAIRS / EXHIBITIONS / SEMINARS ETC

Organization of seminars /workshops / participation in the fairs /exhibitions etc by the Department on its own, shall be made either through its own officers or through PSUs / NIPERs, Event Management Agency selected, short listed and empanelled after following due procedure through a transparent process.

5.0 STUDIES / SURVEYS / ONLINE SURVEYS / MAGAZINES ETC

5.1 Objectives

DOP may provide financial assistance for conducting research studies, sector reports purchase of books, quality standards, pharmacopoeias, magazines, directories, software for developing information data banks, developing e-learning modules etc. to promote Pharmaceuticals and Medical Device sectors.

5.2 Eligible Organizations:

The Department of Pharmaceuticals on its own or through financial support by way of Grant-in-aid to the Institutions, organizations, Voluntary organizations or Non-Government Organizations as mentioned in Rule 206 of GFR 2005 organize such events. Government/Academic Bodies, National/State level Industries' Associations, like FICCI, CII, ASSOCHAM, PHD Chamber of Commerce, NGOs etc., are also eligible to seek assistance for organizing seminars/workshops etc.

5.3 Criteria

Study/Survey must be useful in monitoring/reviewing/assessing and revising

54

various schemes/plans/vision for the DOP as well as allied sectors.

5.4 Pattern of Assistance:

Sr. No.	Category of Study/Survey etc.	Percentage Grants-in-aid support
1.	For studies commissioned or purchases of sector reports from reputed organizations/institutions made by Government Departments /Institutions /Agencies,	100%
2.	For purchases of sector reports from reputed organizations/institutions made by autonomous bodies, private agencies, industry associations, private institutions, NGOs and others on the initiative of the Department or on subjects suggested by the Department.	Not more than 75%
3.	For purchases of sector reports from reputed organizations/institutions made by autonomous bodies, private agencies, industry associations, private institutions, NGOs and others above on their own initiative and having relevance to the mandate of the Department.	Not more than 50%

5.5 Release of Grant

The grant for studies commissioned and purchases of sector reports from reputed organizations/institutions will be released in three installments as per the following terms of payment: -

- 30 % will be released as advance after signing of the MOU by both the parties concerned and after executing a surety bond in the prescribed format on a Rs. 100/- stamp paper duly signed by the obligers, 2 sureties and 2 witnesses.
- 30 % will be released on submission of the draft report along with executive summary.
- 40 % will be released on submission and acceptance of the final report

(10 hard copies and CDs) by DOP.

- iv. The exact terms and conditions of release of grant may not be specified, as the same may vary from case to case.

6.0 DOP may institute awards to achievers in pharmaceutical industry

7.0 For any other activity not covered under above categories which may be decided by the Department of Pharmaceuticals from time to time.

8.0 The Secretary, Department of Pharmaceuticals may, in certain cases, permit or condone the departure from these guidelines to the extent he deems necessary in consultation with the Financial Adviser.

9.0 To whom application has to be addressed

The DOP will invite proposals in the last quarter for the next financial year and a calendar of events to be supported during the year will be drawn and the concerned organization will be intimated for submitting their proposals as per the procedure. DoP will consider further applications, not listed in the above calendar subject to availability of funds.

All requests should be made to the Joint Secretary (Pharma), Department of Pharmaceuticals, Shastri Bhavan, New Delhi. Website <http://pharmaceuticals.gov.in>

52

Annexure-I

Application form for seeking financial support by Industry Associations/other organization under Pharmaceutical Promotion Development Scheme (PPDS) for conducting of Seminar/Symposium/Workshop/Conference etc.

I. DETAILS OF APPLICANT ORGANIZATION

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

II. DETAILS OF EVENT

4. Name/ Title of the Event:	
5. Level of the seminar/symposium/workshop i.e. whether Regional/National/International. Please furnish details of collaborating institutions, experts and participants	
6. Proposed dates of the Seminar/Symposium/Workshop. (Please enclose copy of detailed program)	
7. Full Address of the Venue for the Conference	
8. Brief objectives of the event including the topics to be discussed and the relevance of importance of the event in the national or international context.	

III. FINANCIAL DETAILS

9. Details of the budget estimate of the expenses for the Seminar along with income expected to be generated from registration fee from delegates, advertisements etc.	
10. Total estimates of Expenses (Details in separate sheet) (i) Total estimates of income (ii) Details of financial support from other organizations.	
11. Amount of financial assistance required from DOP	
12. Name & Address of the person (Head of the organization) responsible for furnishing Utilization Certificate (UC) certified by Chartered Accountant within 15 days of the completion of the event (phone number & email address should	

also provided).	
-----------------	--

IV DETAILS OF FINANCIAL ASSISTANCE RECEIVED EARLIER

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

V DETAILS OF PARTICIPANTS

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

VI UNDERTAKING BY THE HEAD OF THE INSTITUTION

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

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

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

Place:

Date:

Seal of the Institution



GFR 12 – A
[[See Rule 238 (1)]]

**FORM OF UTILIZATION CERTIFICATE
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

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

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

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

Component wise utilization of grants:

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

Details of grants position at the end of the year

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



GENERAL FINANCIAL RULES 2017
Ministry of Finance
Department of Expenditure

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

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

Date:

Place:

Signature

Signature

Name.....

Name.....

Chief Finance Officer

Head of the Organisation

(Head of the Finance)

(Strike out inapplicable terms)

Application Form For Financial Assistance for Conduct of Studies/Surveys/purchase of books etc.

(1) Name of the Organization

Address

Telephone/fax/E-mail nos.

(please attach copies of Registration certificate.

Memorandum and Articles of Association

And audited annual accounts for the last three years)

(2) Main activities of the organization

(3) Purpose and subject of the study/report etc.

(4) Methodology to be adopted

(5) Detailed terms of reference

(6) Benefits from the proposed study/report etc.

(7) Time for completion of the study & Implementation schedule

(8) Cost of the study along with detailed break-up.

(9) Amount of assistance sought from DOP

(10) Payment Schedule

(11) Whether Utilization Certificate for earlier Grants-in-aid received from DoP has been furnished.

(12) Enclose technical bio-data of Consultants Proposed to be engaged for the project.

Date: _____

**Signature
(Stamp)**