

**F. No. 13(1)/2020-21/NCW/PMR  
National Commission for Women  
North east Cell**

**Date: 10.07.2020**

**CIRCULAR**

**Subject: Re-advertisement of Webinar Proposals for the year 2020-21**

The National Commission for Women is re-advertising the online proposals for webinar for the year 2020-21.

The portal for inviting proposals will be open for one month from the day of uploading from **10.07.2020** to **10.08.2020** at **ncw.nic.in** for states **Arunachal Pradesh, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura**. NCW has formulated guidelines (attached as **Annexure-A**) for use by the applicant/implementing agencies, as guiding factor for conducting webinars. The applicant/implementing agencies are required to thoroughly familiarize with the Guidelines before applying for the scheme.

For any query or clarification, you may please contact at 011- 26944805

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**(Loma Vasisht)**  
**Senior Research Officer**

**Guidelines for grant of Financial Assistance for Webinars**

**1. Introduction:**

The National Commission for Women has been providing financial support for conducting Seminars by Colleges, Universities, State Commissions for Women, Non- governmental organisations, etc., with the objective of getting an insight into the relevant subject and also throwing up recommendations for better implementation or even modification of the existing policies/ programmes / schemes/projects relating to welfare and empowerment of women. Such Seminars also provide a forum for sharing knowledge, information and experience of participants and resource persons on the subject of the Seminars. Such experience sharing could be helpful in better dissemination of the required information and also lead to better execution of schemes, etc. at the ground level.

The Commission has, with a view to simplify the procedure to be followed in such cases, and to ensure improved outcomes of such Seminars, revised the guidelines for conducting/organizing Seminars for which financial assistance is provided by the Commission. The revised procedure is detailed in subsequent paragraphs.

These guidelines will be applicable to the Webinar proposals for the Financial Year 2020-21 and beyond.

**2. Time Schedule:**

In the ordinary course, the subjects, for conducting Webinars will be identified by the Commission every year and these will be disseminated through the Website of the Commission to all concerned. The Commission may, in its discretion, also issue abbreviated advertisements in appropriate journals/newspapers, etc. for wide dissemination of information in this regard.

A proposal seeking financial assistance for conducting a Webinar from the National Commission for Women is to be submitted only through online portal at [ncw.nic.in](http://ncw.nic.in) and <http://newapps.nic.in/eproposalv2>. The proposals received through on-line portal before the stipulated last date only will be entertained.

The Commission will process and finalize the list of proposals to be funded by the Commission.

In cases, where such proposals are approved by the Commission, the first installment of the approved amount shall be released before organizing the webinar. The Webinar will also need to be conducted within the same period as mentioned in the public notice. The second installment, may, however be released in the subsequently, provided all required documents have been submitted within one month of the date of organizing the Webinar.

### **3. Eligibility for financial assistance for Webinars and release of such assistance:**

Institutions namely, the State Women Commissions, Universities including Deemed to be Universities Colleges, Non-governmental organisations (NGOs) having valid registration with NITI AYOOG shall be eligible for grant of financial assistance in accordance with the procedures stipulated in these guidelines. In case of NGOs, conducting/organizing Webinars on women related issues should be included as one of its mandate in accordance with its by-laws/Memorandum/Articles of Association, etc. No organisation blacklisted as per details specified in the guidelines relating to research studies or Webinars will be eligible to apply. Similarly, organisations blacklisted by State or Central Government, or any of their statutory / autonomous bodies shall also not be eligible to apply for grant of assistance for conducting Webinars. NGO's must certify that they have not violated the Rules of FCRA Regulations and that they have not been blacklisted by any Department of the Government of India.

**The maximum financial assistance for organizing a Webinar shall be Rs. 65,000/- (Rupees Sixty Five thousand only)**

Component-wise permissibility of funds has been programmed in the format required to be filled up on the online portal.

- **One organization will be provided financial assistance for one Webinar only.**
- **The number of participants should not be less than 30.**
- **The duration of webinar must be at least 03 hours.**

All non-governmental organizations (NGOs) will be required to indicate their registration number with the NITI Ayog. As stated earlier, no organization without valid registration with NITI Ayog will be eligible to submit a proposal to the National Commission for Women for conducting a Webinar.

All proposals should have the details of resource persons proposed to be engaged for the Webinar and it will be ensured that at least 60% of the resource persons attend the Webinar and the replacement, if any, are brought to the notice of the Commission and such replacements are equally competent in the relevant area.

Every proposal submitted should be accompanied by an undertaking that the organisation has not been blacklisted by any organisation of the Government of India or State Government or any Constitutional/ Statutory body/other authority under such Governments as in format mentioned in [Annexure II](#).

The organisation conducting the Webinar shall also comply with all terms & conditions specified in the sanction letter/order.

#### **4. Assessment of proposals:**

The proposals received through the online portal shall be evaluated either by the Commission on its own or through expert panel(s)/committee(s) selected by the Commission for the purpose. The expert panel/committee shall, where so constituted, make suitable recommendations to the Commission for acceptance or revision or rejection of proposals examined by it.

The expert panel/committee, *referred* to above and the National Commission for Women shall while making recommendations, *inter alia* take into account i) the relevance of the topic of the Webinar to the area identified by the Commission; ii) capability of the organisation as evidenced by the qualification, experience and quality of resource persons to be associated with the Webinar; iii) past record of the organisation in organizing Webinars particularly in cases where these are undertaken in collaboration with the National Commission for Women; and iv) quality of the proposal especially from the perspective of women's welfare and empowerment.

In cases, where in the opinion of the Commission, the outcome of Webinar can be improved, the Commission may suggest changes in the scope or any other parameter. In such cases, the organization which had applied for approval of the proposal shall be given the opportunity to modify the proposal in such time-frame as may be specified by the Commission in individual cases. The proposals where suggested changes are not made shall not be considered for approval by the Commission.

The Commission shall, keeping in view all relevant facts, upload details of Webinars approved by it on its website.

The Commission may, where considered appropriate, advise improvement in the report rendered after completion of the Webinar.

#### **5. Release of Funds and submission of Webinar report:**

The funds for organising a Webinar approved by the Commission shall be released in two instalments, each equivalent to 50% of the sanctioned amount.

The institution concerned shall, in case of approval of its proposal, be required to submit a 'Bank Guarantee' equivalent to the amount of the first instalment to be released. The first instalment of the sanctioned amount will be released only after receipt of a valid bank guarantee in the prescribed format ([Annexure I](#)). The bank guarantee so submitted should be valid for a period of **ONE YEAR** after the scheduled date for organising the Webinar. It will be the responsibility of the organisation conducting the Webinar that, where applicable, the validity of the required documents such as '**Bank Guarantee**, etc, is extended suitably well in advance of the expiry of the validity of the bank guarantee.

The bank guarantee shall, however, not be required if the proposal is from a recognized University, Government organization, ICSSR institution, autonomous body/ research organization authorized to award academic degrees, UGC approved academic Institutions or a State Women Commission provided the organization concerned undertakes to ensure that the Webinar will be conducted / organised within the time permitted by the Commission and also agrees to refund. The entire amount released by the Commission with interest, if the Webinar is not conducted within the permitted time, or in the opinion of the Commission, the outcome of the Webinar in terms of its recommendations, number of participants and quality of resource persons, etc. is not of the desired standard/quality.

The Commission shall, in selected cases, depute its representative as observers to the Webinar.

The organisation shall submit a report within one month of the Webinar having been organised. The report should include details of the topic(s) discussed, summary of views expressed by resource persons, their details and the recommendations that emerged from the deliberations of the Webinar to be implemented at Central, State and local levels. Plagiarism in any form will lead to summary rejection of the report/proposal and other legal consequences.

In cases, where the Webinar is not organized within the prescribed time or such further time, as may be permitted by the Commission, keeping in view the special reasons or where the report rendered is not assessed to be of the required standard/quality, the Commission shall have the bank guarantee revoked / encashed to recover the amount released. The Commission may also initiate proceedings for recovering of the amount released along with interest @ 12% per annum in any other manner. Procedure stipulated in the guidelines relating to research studies shall be followed in regard to recovery of the outstanding amount.

In case of educational/other institutions who are not required to submit 'Bank Guarantee', the institution concerned shall also be responsible for ensuring the quality of the resource persons and the report rendered after conducting the Webinar and its timely completion. Any recoverable amount shall be paid by such institution to the National Commission for Women. In such cases, the designated/authorized authority in such an Institution shall be required to make an undertaking as per format prescribed in case of guidelines relating to research studies.

In case of organizations other than those mentioned above, the organization or the members of the organisation, shall jointly and severally be responsible for paying the recoverable amount and interest thereon, in the event, the amount cannot be recovered by revoking /encashing the bank guarantee. Such action can be taken in all cases where the terms and conditions specified in these guidelines or in the approval/sanction letter/order are not fulfilled.

On completion of the Webinar, the organisation conducting it shall submit the Report of webinar to the Commission along with original bills and vouchers and a **Utilization Certificate in GFR-12A** under **General Financial Rules, 2017** from the **Chartered Accountant/Competent Authority**. After receipt of the report, if it is found to be satisfactory by the Commission and the required utilization certificate and original bills & vouchers or bank payment Slip are submitted, the bank guarantees, if any, submitted in relation to that Webinar and the balance amount of 50% shall be released. In case of Government institutions/organisations, certified photocopies of the bills and vouchers or Bank payment Slip and the utilisation certificate by the authorised Finance/Accounts Officers will be acceptable. In cases, where either the utilisation certificate or bills and vouchers are for a lesser amount, only such lesser amount equivalent to the amount of bills & vouchers shall be released and the case closed.

The organization receiving financial assistance for Webinar should not publish the recommendation without prior intimation to the NCW.

The grantee organization will maintain separate accounts in respect of this grant. The accounts will remain open to inspection to the representatives of the National Commission for Women including the CAG of India.

Any unspent balance out of this grant will be refunded by the organization within 60 days from the date of completion of the project failing which such unspent balance will attract penal interest @ 12% per annum for the period from date of completion of the project to the date of refund of unspent balance.

The decision of the Commission in all cases relating to the standard of study shall be final. All disputes relating to any study / grant will be subject to the jurisdiction of courts located in Delhi. All financial assistance will be released through PFMS only.

## Category-Wise Budget Allocation- Webinar

S. No	Criteria	Description	Maximum Allowed Value	Maximum financial Limit
1	Honorarium to the Resource Persons	Rs. 5,000/- per resource person (maximum of 5 resource persons per programme)	5	Rs. 25,000
2	Miscellaneous expenditure (including Coordination, Technical, Logistics arrangements and Rapporteur etc.)	Not more than Rs. 40,000/-	Lump Sum	Rs. 40,000
<b>Total</b>		<b>Rs. 65,000</b> <b>Rupees Sixty Five Thousand only</b>		



**BANK GUARANTEE FORMAT**

Bank Guarantee (BG) No. :

Date of Bank Guarantee :

Date till which BG is valid:

Bank Guarantee amount :

Pay and Accounts Officer, National Commission for Women

Plot No.21, Jasola Institutional Area, New Delhi-110025.

This bank guarantee is being issued in consideration of the National Commission for Women, which expression shall unless repugnant to the context or the meaning thereof include its successor, administrator and assign having awarded a financial assistance vide letter No..... dated ..... to .....with its registered head office at .....hereinafter referred to as the Grantee Institution/Organization or to Dr./Professor/Ms./Mrs./Mr. .... address ..... hereinafter referred to as guarantee, which expressions shall unless repugnant to the context or the meaning thereof include their successors, administrators, and assigns and the same having been unequivocally accepted by the Grantee Institution/Organization/individual resulting in a contract bearing No..... valued at Rs..... (Rupees.....only) for ..... (scope of contract) and the Grantee Institution/Organization having agreed to provide a Contract Guarantee for faithful performance of the Webinar equivalent to the approved amount of the grant viz. Rs..... (Rupees.....only) to the National Commission for Women on demand.

2. We,..... (Name of the Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the National

Commission for Women stating that the amount claimed is required to be recovered on account of amount due or likely to be due from the said contractor. Any such demand on the Bank shall be conclusive as regards the amount due and payable by the bank under this Bank Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs..... (Rupees... ..only).

3. We undertake to pay to the National Commission for Women any money so demanded notwithstanding any dispute or disputes raised by the Grantee Institution/Organization/person in any proceeding(s) pending before any court or Tribunal relating thereto. Our liability under this document, shall be absolute and unequivocal. The payment to be made by us under this BG shall be valid discharge of our liability for payment thereunder and the contractor/grantee shall have no claim against us for making such payment.

4. We, .....(Name of the Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said award letter and that it shall continue to be enforceable till all the dues of the National Commission for Women by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Joint Secretary, National Commission for Women or any other officer so authorized, on behalf of the National Commission for Women certifies that the terms and conditions of the said work have been fully and properly carried out by the said grantee and accordingly the Guarantee is discharged.

5. We, .....(Name of the Bank) further agree that the National Commission for Women shall have the full liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said contract or to extend the time for the performance by the said grantee from time to time or to postpone for any time or from time to time any of the powers exercisable by the National Commission for Women against the said grantee and to forbear or enforce any of the terms and conditions relating to the said Webinar and we shall not be relieved from our liability by reason of any variation, or extension being granted to the said grantee or for any forbearance act, or omission on the part of the National Commission for Women or any indulgence by the National Commission for Women to the said Grantee Institution/Organization/individual or by any such matter or thing whatsoever.

6. The Grantee will not be discharged due to the change in the constitution of the bank or grantee.

7. Lastly, we, (Name of the Bank) undertake not to revoke this guarantee except with the previous consent of the National Commission for Women in writing.

8. This guarantee shall be valid upto.....unless extended on demand by the National Commission for Women. Notwithstanding anything mentioned above, our liability against the Guarantee is restricted to Rs.....(Rupees... ..only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this Guarantee, all our liabilities under this Guarantee shall stand discharged.

Dated:

Signature .....

Name .....

Designation .....

(Name of the Bank and its branch)

(Seal of the Bank)

**(On Stamp paper for Rupees One Hundred only)  
DECLARATION CUM UNDERTAKING**

1. I,..... (Name), Son of ..... Aged ..... years working as.....  
..(Designation) hereby solemnly declare that I am competent and authorized to sign and execute  
this declaration cum undertaking on behalf of ..... (Name of the organization and the address  
of the organization/institution) .....

2. I, Ms./Mr./Dr./Prof..... hereby declare on solemn affirmation that  
the organisation has neither been blacklisted by the Government or any public body/semi-  
government/autonomous organization nor any action has been initiated by any such body to  
blacklist it.

3. I, on behalf of the organization, undertake to:

(i) ensure proper administration and management of funds exclusively for the work for  
which financial assistance has been granted by the National Commission for Women;

(ii) refund full amount with interest thereon in case of misuse or unauthorized use of funds  
for purposes other than those indicated in the Sanction Order of the National Commission for  
Women or for withholding or suppressing any information regarding the funds/grants from other  
official sources in respect of this project for which sanction has been accorded by the National  
Commission for Women;

(iii) the organization is not receiving any funds from any other source for undertaking this  
project/research study “or” partial funding is being received from... .. to the extent of Rs  
..... and a ‘No Objection Certificate’ from the said organization for  
seeking financial assistance from the National Commission for Women is enclosed

Signature

Name

On behalf of

(Name of the organization and seal)

With full address, telephone & PAN No.

Signature of Witnesses:

1. Name  
Address  
Contact Number of Witness  
Signature of the Witness

2. Name  
Address  
Contact Number of Witness  
Signature of the Witness

# HELPLINE

For any query or clarification,  
You may please contact us on the following numbers:



**011- 26944805 Extn: 238**

## NOTE

The whole process of inviting proposals is online. Therefore, you are requested **NOT TO** send hard copy of the proposal or any other related documents to the Commission.