SOP FOR APPROVAL OF PROPOSALS OF PROGRAMS/EVENTS/ SEEKING FINANCIAL ASSISTANCE UNDER THE APPROVED COMMEMORATIONS

1. **Scope:**

This Standard Operating Procedure shall govern the receipt, registration, scrutiny, technical examination, approval, sanction, release of grant, implementation, monitoring, evaluation, recovery and closure of all proposals seeking financial assistance for the approved commemorations under the Centenaries and Anniversaries Celebration Scheme administered by the Ministry of Culture. All proposals shall be processed in accordance with this SOP, extant financial rules and orders issued by the Competent Authority from time to time.

2. **Who can Apply:**

Once the commemoration is approved, then Ministry of Culture shall invite applications through open Calls for Proposals from time to time through the website **amritkaal.nic.in**. Proposals for organizing the Events and Programs may be invited from institutions/organizations/autonomous bodies of the Government of India, State and UT Governments as well as NGOs/Trusts in connection with approved commemorations.

3. **Receipt of Applications:**

Submission of Applications	All applications seeking financial assistance for conducting events/activities under approved commemorations may be sent to: Ministry of Culture, Akam Secretariat, 3rd Floor, Hotel Janpath New Delhi-110001
Submission Timelines	1. Complete proposals shall be submitted minimum 45 days prior to commencement of the proposed event date under an approved commemoration. No proposal received within 45 days or less prior to the event date shall ordinarily be considered. 2. However, in the case of institutions/organizations/ autonomous bodies of the Government of India, State and UT Governments, the Proposal may be submitted minimum 30 days prior to commencement of the proposed event date. 3. Proposals from NGOs/Trusts received late, i.e. less than 45 days prior to the proposed event date as well as Proposals from institutions/ organizations/autonomous

	bodies of the Government of India, State and UT Governments received late i.e. less than 45 days prior to the proposed event date, **shall not ordinarily be considered automatically and may be processed only in exceptional circumstances, subject to the following conditions:** a. **Recorded Justification:** A written justification shall be placed on file clearly explaining the reasons for delayed submission and the grounds on which the proposal merits consideration. Such reasons may include recent finalisation of the event schedule, national importance of the commemoration, urgency of the occasion, or unavoidable administrative circumstances. b. **Approval of Competent Authority:** The proposal shall be processed only after formal approval of the Competent Authority, as per DFPR read with GFR.
Reimbursement Category	If any proposal is approved after the event is organized, i.e. the case of ex-post facto approval, the same may be done with approval of Competent Authority as per DFPR read with GFR. All such cases shall be considered under the reimbursement category as per actuals and within the approved amount.

4. **Registration of application:**

Each Proposal received under approved commemoration will be assigned a Unique Registration number. A list showing all the proposals received for financial assistance during the month along with their status will be put on the website **amritkaal.nic.in**. each month. A register/database of proposals received, under scrutiny, approved, rejected or pending shall be maintained by the C&M Division.

5. **Preliminary scrutiny of the application:**

The Commemoration Division shall scrutinize each proposal with reference to eligibility, completeness and compliance.

Institutional Documents	• Registration Certificate / Trust Deed / Society Registration. • Memorandum of Association. • Article of Association. • PAN Card. • GST details, where applicable. • DARPAN Portal registration. • Audited Accounts Statement (Income and Expenditure, Receipt and Payment, Balance Sheet) duly signed by Auditor for the Last three F.Ys or the case may be.

	• Bank details. • Experience of the Organization in organizing the Cultural Events/Programs, if any. • Details of grant-in-aid received in the past under scheme of Ministry of Culture, if any.
Proposal Documents	• Overall/ Broad Concept Note of Program • Detailed Proposed components of the Program: • Activities (Seminar / Lecture / Symposium • Dance / Music / Folk Performance • Drama / Theatre / Poetry • Exhibition / Painting / Installation • Debate / Essay / Speech competitions • Workshops / Youth engagement • Community outreach programmes • Documentation / Publication • Digital engagement / Live streaming • Proposed Date(s) and Venue Details • Program Schedule (Structure and proposed Minute to Minute)
Proposal must clearly establish linkage with the approved commemoration theme/personality/event. **Mandatory Day-wise Programme Structure must be submitted, if the program is scheduled for more than one day.**	

6. **Procedure for Incomplete / Deficient Applications:**

If any proposal is incomplete or deficient, the deficiencies shall be communicated to the applicant organization. The applicant shall ordinarily be given:

- 10 days for events/activity proposals
- 15 days for Proposal having exhibition/documentation

Failure to comply within prescribed time may result in closure of the proposal.

7. **Action in respect of complete proposals:**

The proposal will be sent to the **Expert Technical Committee (ETC) for evaluating the proposals and recommend the proposal to Commemoration Committee under the chairmanship of Additional Secretary/Joint Secretary (Commemoration).**

8. **Expert Technical Committee (ETC):**

Constitution	The ETC shall comprise members possessing relevant domain knowledge and expertise in fields connected with commemorative activities, heritage, culture, events, media, arts, museums, outreach and allied sectors, as considered appropriate by the Ministry. Subject experts may be co-opted, wherever required, depending upon the nature of proposals under consideration.

	Following shall be composition of ETC: Director/Deputy Secretary (Commemoration) — Chairman Under Secretary (IFD) — Member External Members as Subject Matter/Domain Experts — Presence of Minimum 4 Members Under Secretary (Commemoration) — Member Secretary
Subject/ Domain Experts	The ETC comprises members having the domain knowledge in Architecture, Museum, Event Management, Fine Arts. The List of expert members will be prepared in consultation with IGNCA, CCRT, SNA, NSD, LKA, Sahitya Akademi and **it will be submitted for kind approval of HCM**.
Meetings	The ETC shall meet once in a fortnight or on need basis depending upon urgency and volume of proposals.
Role of ETC	The ETC shall examine the proposal based on following parameters: a. Relevance of proposal b. Technical feasibility c. Quality of programme design d. Public participation potential e. Budget reasonableness f. Capacity of implementing organization g. Experience or details of previous assignments
Consideration and Recommendation	1. The ETC shall evaluate the proposal along with estimated cost and submit recommendations to the Commemoration Committee. 2. The ETC may recommend or not recommend the Proposal under consideration. ETC may recommend with modifications or recommend with reduction in budgets. ETC may seek further clarification. 3. While recommending, it may be ensured that the proposal may be considered Commemoration wise and while recommending, it may also be ensured that program/events must be organized with the presence in large number of States/UTs.

9. **<u>Commemoration Committee</u>**:

All such proposals which are complete in all respects and recommended by the ETC will be placed before the Commemoration Committee.

Constitution	Following shall be composition of Commemoration Committee:

	Addl./Joint Secretary (Commemoration)	Chairman
	Addl./Joint Secretary (Akademi)	Member
	Director (IFD)	Member
	Director/Deput Secretary (Commemoration)	Member Secretary

Meetings	The Commemoration Committee (CC) shall meet once in a fortnight or on need basis depending upon urgency and volume of proposals.
Role of CC	The CC shall examine and approve the proposal and its budget based upon the experience and scale of the proposal following parameters: a. Availability of Budget b. Quality of programme with respect to Commemoration c. Public participation potential d. Budget reasonableness e. Capacity of implementing organization f. Venue with respect to presence in the States/UTs Thus, Commemoration Committee (CC) would recommend the proposal for approval, or it may suggest some modifications.

10. Subsequent Approval after Commemoration Committee meeting:

Administrative Approval	After the approval of proposal by Commemoration Committee, the proposal would be placed for administrative approval of the competent authority (HCM/Secretary as per DFPR) within 5 days after the meeting of Commemoration Committee.
Concurrence of IFD	After the administrative approval within 5 days, the file will be sent to IFD for their concurrence.
Release of Sanction	After the concurrence of IFD, sanction letter in each case will be issued within five working days.

11. Execution of Proposals:

For effective and wider public outreach, Followings will be ensured:

Eligible Program/ Events for Consideration	1. In the case of NGOs/Trust, the implementing organization shall contribute minimum 30% of the approved Program/Event cost. However, in the case of organizations/autonomous bodies of Government of State/UTs and Government of

	Bharat, this will not apply. 2. The documentary Proof of Co-Contribution must be evidenced through: • Bank records • Sponsorship commitments • Audited statements • Paid invoices 3. Non-Fulfilment of Co-Contribution Requirement: Failure to establish the required co-contribution may result in rejection of the proposal or withholding of grant assistance. 4. Artist Honorarium and Payments shall be made directly through DBT / bank transfer. Cash payments shall not ordinarily be permitted. 5. Standard templates/frameworks for commemorative events and programmes, as prescribed by the Ministry from time to time, shall ordinarily be followed with suitable customization wherever necessary. 6. The Ministry/Division may issue periodic Calls for Proposals under approved commemorations through use of website **amritkaal.nic.in** to encourage wider participation and structured programme planning.
Public Participation	In the case of NGOs/Trust, the proposals shall be considered with the participation of minimum 500 public in Program/Event.
Media and Publicity	1. A structured month wise calendar showing Programs/Events of approved commemorations will be prepared in advance, to facilitate better planning, inter-agency coordination and phased execution of programmes. The same may be published on website **amritkaal.nic.in** as well as on the **website of Ministry of Culture.** 2. A comprehensive digital footprint of approved commemorative activities shall be preserved through photographs, videos, publications, media coverage, social media records, event reports and other relevant digital documentation on website **amritkaal.nic.in** as well as on the **website of Ministry of Culture.**
Reports	Number of Programs/Events organized/held under any commemoration along with some of the highlights of important Program, will be intimated to NIC for information in the subsequent meetings.

12. Proect Timeline and Procedure to be followed for Release of 2nd Instalments.

Timelines	In the case of NGOs/Trusts, Proposals shall be received 45 days prior to the date of Program/Events. Accordingly, the

	timelines are as under: **Stage** — **Timeline** Preliminary scrutiny — 7 working days ETC review — 15 days Committee consideration — 5 days/ As scheduled (after the ETC meeting) Sanction after approval — As per extant norms
Documents required for Release of 2nd Instalments	Utilization Certificate, audited statement of accounts, progress report, photographs etc. are to be submitted by the concerned organization for release of subsequent instalments.

13. **Misutilisation / Recovery / Penal Action:**

In case of diversion, fraud, forged documents, false claims or non-performance:

a. Further release shall be stopped immediately.
b. Amount released may be recovered as per rules.
c. Organization may be blacklisted/debarred.
d. Legal action may be initiated where warranted.

14. **Residual Matters:**

Any matter not specifically covered herein shall be governed by:

a. General Financial Rules (GFR)
b. Delegation of Financial Powers Rules (DFPR)
c. Ministry of Finance instructions as well as Instructions issued by Ministry of Culture from time to time.

15. Proposals involving infrastructure works, permanent construction, civil works or other capital projects shall not ordinarily be considered under the Centenaries and Anniversaries Celebration Scheme as it has been subsumed under the Ministry of Culture's "DESH" Scheme.