

KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY AND ENVIRONMENT

OZONE DAY CELEBRATIONS – 2019

Theme for Ozone day 2019 to be marked on 16 September is: 32 Years and Healing

GUIDELINES

1. September 16 is the International Day for the Preservation of the Ozone Layer. To mark this day as annual observance, Kerala State Council For Science Technology and Environment co-ordinate state wide activities at the state level. As part of this KSCSTE invites proposal for the observance of Ozone Day-2019 from R&D Institutions (State & Central, Institutions under KSCSTE), schools (Govt/Aided), Colleges including professional colleges (Govt/Aided), University Departments, Industrial Training Institutes (ITI) (Govt/Aided), Polytechnic Colleges (Govt/Aided), Registered Non Governmental Organizations (NGOs) solely working in S&T within the State of Kerala. The proposals are to be submitted in prescribed format available in the official website as per the guidelines laid down by KSCSTE based on 2019 theme. Finalized programme schedule of Ozone Day Celebrations 2019 should be furnished along with the proposal.
2. **Theme for Ozone day 2019 to be marked on 16 September is: 32 Years and Healing.**
The theme for this year celebrates over three decades of remarkable international cooperation to protect the ozone layer and the climate under the Montreal Protocol. It reminds us that we must keep up the momentum to ensure healthy people and a healthy planet.
3. The programmes must be planned based on theme to generate a sense of awareness among the students, academia and general public about the topics related to climate change, ozone depletion and significant means to protect it.
4. The proposals for Ozone Day Celebrations 2019 will be scrutinized and selection of Institutions will be made by an Expert Committee purely based on merit and fulfilling of guidelines. The decision of KSCSTE in the selection of Institutions shall be final and the list of selected institutions shall be uploaded in the official website of KSCSTE.
5. Selection of NGOs will be based on the eligibility criteria as per the Council Order No. (M) 129/2007/CSTE, dt: 25.10.2007. NGOs must produce their audited account statements for the preceding three years along with their proposals.
6. For approved proposal provisional sanction letter with budget details will be provided by KSCSTE to the Head of Institution. The extent of financial support from KSCSTE will be as follows:

No	Institutions	Maximum Amount (INR)
1.	Schools, ITIs - Polytechnics (Govt/ Aided)–	10,000/-
2.	Colleges including Professional Colleges (Govt/Aided), University Departments, R&D Institutions (State/Central and institutions under	20,000/-

	KSCSTE)	
3.	Registered NGO's	15,000/-

7. Ozone Day 2019 Celebrations is to be organized on 16 September 2019. If the institutions find it difficult to arrange the programme on the proposed date, they may organize the programme on a convenient date **between 16 September 2019 and 26 September 2019.** **The duration of programme may not be more than three days.**
8. Finalized programme schedule of Ozone Day Celebrations 2019 should be furnished along with the proposal.
9. The Ozone Day is celebrated not only to commemorate the date on which the Montreal Convention was signed, but mainly to create awareness about how fast the ozone layer is getting depleted. The main aim to observe this day as an international occasion is to generate a sense of awareness among the students, academia and general public about the ozone layer, how it is formed and what are the methods to stop its depletion based on a theme of Ozone Day 2018. **Based on Ozone day 2019 theme as:32 Years and Healing,** **following activities may be conducted:**
 - a. for promoting awareness among school children by holding competitions and awarding prizes;
 - b. holding scientific and technical seminars/workshops/meetings,
 - c. popular lectures based on importance of climate change, ozone depletion to discuss ways and means of protecting ozone layer;
 - d. holding exhibitions of scientific models prepared by school children;
 - e. art and craft competitions- clay modelling competitions/painting competitions;
 - f. exhibition of three dimensional models developed by school children;
 - g. literary competitions-ozone based quiz, elocution, ozone based slogan writing and essay writing
 - h. group discussion/debate on environment protection and importance of ozone layer;
 - i. publishing articles in the print media to highlight the availability of ozone safe products;
 - j. campaigns to make every citizen, office and industry zone –friendly by using or making only ozone friendly products, organizing interaction with industry to promote reduction and elimination of the chemicals that destroy the ozone layer, persuade them to pledge to use only ozone-friendly chemicals in future, encouraging industry, consumers, trade associations and consumer associations to take pledge not to import or export ozone depleting substances or equipment whose functioning relies on such substances,
 - k. Radio /Television programmes, slide shows
 - l. enviro cultural performance with message on protection of ozone layer and the environment.
10. The amount sanctioned may be utilized exclusively to cover the expenses on the approved heads viz. - Organizing expenses, Honorarium, Publicity Expenses, Travel Expenses and Refreshments.
11. The estimate of budget of programme as item wise head mentioned above must be given on realistic basis along with justification. The general items that can be included under organizing expenses are for infra structures charges including hall rent/audio visual

equipments, prizes for competitions, mementos, stationary materials, publication of report/proceeding/video/documentary of the programme or any other items if any. Honorarium (for external resource person only) should be limited to Rs 1000/- only per external expert and the number of external experts to a maximum of three. Similarly for Publicity expenses the maximum limit is Rs 3000/- and the preferable items under Publicity expenses are for advertisements/public notices/announcements /handouts/brochure/press/poster/ banner display and that for refreshments the maximum amount should be limited to Rs 7000/-only. All the publicity materials must be environmentally friendly in nature.

12. Each activity should be documented and detailed Report should be sent to KSCSTE along with captioned photographs highlighting the impact and suggesting follow up activity
13. The Head of Institution/organization should submit audited Statement of Expenditure (SE), Utilization Certificate (UC) and Bank Account details in the format available in official website, within two month (**on or before 26 November 2019**) after the conduct of the programme.
14. The submission of audited Statement of Expenditure (SE) and Utilization Certificate (UC) must be based on Council (M) Order No.144/2017/KSCSTE dated 26.05.2017. The audited SE &UC submitted by Government Institution, ITI (Govt), Polytechnic (Govt), University Departments, R &D Institution (state/central/ institutions under KSCSTE), must be signed by Financial Head. The audited SE &UC submitted by Government Colleges, Schools (both Govt & Aided) must be signed Principal/ Head Accountant and SE & UC submitted by Aided colleges and NGO's needs to be signed by a registered Chartered Accountant. All Statement of Expenditure and Utilization Certificate submitted to KSCSTE should be countersigned by Head of Institution with date and seal.
15. The sanctioned amount for the programme will be released by electronic payment. The financial assistance will be disbursed to the Head of the Institution, after the successful conduct of the programme and subject to the submission of satisfactory Report, financial statements and the bank account details of the Head of Institution/Organization authorized to receive grant in the prescribed council format.
16. The required documents including audited financial statements forwarded by Head of Institution should be submitted to the Director, KSCSTE within two months after successful conduct of the programme. Documents received **after 26 November 2019** will not be entertained for releasing the financial grant whatsoever may be the reason and will be summarily rejected.
17. KSCSTE should be duly acknowledged stating as '**Supported by Kerala State Council For Science Technology and Environment, Govt of Kerala**' in all publicity materials prepared for the programme.
18. The KSCSTE reserves the right to further restrict/deny payment for any programme, if the conditions laid down are not adhered to.
19. The Organization/ Institution shall comply, with such other conditions as may be suggested in the guidelines of the programme.

20. Proposals may be submitted to :

The Director

Kerala State Council for Science Technology and Environment

Sasthra Bhavan, Pattom,

Thiruvananthapuram -695004

Contact Numbers: 0471-2548213, 0471 -2548243

Website: www.kscste.kerala.gov.in

21. Proposals in the prescribed format as hard copy should be submitted so as to reach this Office on or before 26 JULY 2019.