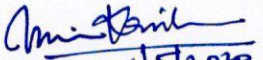


No. 1/4/2020-Exh.
Government of India
MINISTRY OF SCIENCE & TECHNOLOGY
Department of Science & Technology
(Exhibition Cell)

Technology Bhavan, New Mehrauli Road,
New Delhi, dated 01.05.2020.

CIRCULAR

Exhibition Cell, DST, has framed guidelines and standard operation procedures for selection and participation in exhibitions/ fairs in which DST would participate, titled "Guidelines for Supporting/ Participation in Exhibitions by DST". The same is enclosed herewith for perusal of all Divisions of DST.


15/05/2020
(Unni Krishnan T.)

Under Secretary (Exh & Trg)

To
All Divisions of DST.

No. 1/4/2020-Exh.
Government of India
MINISTRY OF SCIENCE & TECHNOLOGY
Department of Science & Technology
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GUIDELINES FOR SUPPORTING/ PARTICIPATION IN EXHIBITIONS BY DST

The Department of Science & Technology (DST) is inter-alia, mandated to promote Science & Technology (S&T) and its application at national, state, district and village levels. One way of promoting S&T is to conduct/ participate in/ sponsor science exhibitions in different parts of the country. The Exhibition Cell (EC) of DST is the Section responsible for conducting/ participating in/ sponsoring science exhibitions.

SCOPE

DST may sponsor or participate in an event wherein exhibition is one of the items of the umbrella event by funding an exhibition stall (or stalls) taken on lease by DST. The leased stall(s) will be utilised to showcase exhibits of DST, DST's subordinate offices, DST's autonomous institutions (AIs) or any grantee organisation of DST or a combination of any of these.

DST will not directly fund an umbrella event in any manner or release any grants for such events. Exhibition space will only be taken on lease for utilisation by DST or its subordinate offices/AIs/grantee organisation. EC, DST will not be concerned with seminars, workshops or any other events as such events are separately funded by relevant programme divisions of DST.

These guidelines will not apply to participation of DST in India International Science Festival, Science Congress and events Abroad.

Hiring of Exhibition Space

Hiring of Exhibition space will be event specific, non-recurring expenditure. One-time sanction for expenditure to promote S&T will be **met out of funds for advertising and publicity expenses** of DST. There will be no **grant-in-aid for any event**. The amount sanctioned will be released in two instalments – initial and final settlement instalments.

DST will normally participate in Exhibitions/Fairs organised by following registered legal entities:-

- a. Central and State Government Institutions or Organizations set up as Autonomous Organisations, under a specific statute or as a society registered

under the Societies Registration Act, 1860 or Indian Trusts Act, 1882 or other statutes.

- b. Voluntary organizations or Non-Government Organisations carrying out activities which promote, inter alia, S&T, selected on the basis of well-defined criteria regarding financial and other resources, credibility and type of activities undertaken.
- c. Educational and Academic institutions.
- d. State S&T Councils.
- e. Urban and Rural local self-government institutions
- f. Science Societies or clubs of National or State repute, engaged in creating scientific awareness and scientific temper among the general public.
- g. Recognised Industry Associations, Apex Trade Bodies etc.

APPLICATION & SELECTION

Agencies interested in participation of DST in exhibitions may send request to DST throughout the year subject to the limits, restrictions and conditions outlined below:-

- i. The agency seeking participation of DST should have organised at least three similar events in the past three years.
- ii. Requests should be sent to DST preferably two months prior to the event. Requests received with less than 45 days for the event shall not be entertained.
- iii. The agency seeking DST's participation will provide all relevant information of the organisers, such as Articles of Association, bye-laws, audited statement of accounts, sources and pattern of income and expenditure etc. of the agency, details of events organised by it in the past, including participation by other Government departments (including DST), foot fall in the previous events etc.
- iv. The applicant agency should ensure that none of the agency's office bearers, directors or management personnel is a functionary in another applicant agency that has applied for financial help under these guidelines during the same financial year.

GUIDELINES FOR EC, DST TO DEAL WITH REQUESTS FOR PARTICIPATION IN EXHIBITIONS & FAIRS

On receipt of request for participation by DST, EC will take following action:-

- i. Make an initial assessment of the stature and importance of the event.
- ii. In case of events organised by organisations of National/State repute, apex trade bodies etc., comments of Heads of Divisions of DST concerned regarding DST participation will be obtained within a week. In case HOD concerned recommends participation of DST, details of exhibits proposed with estimated space requirement will also be provided within a week. The recommendation will be treated as confirmation to participate in the event.

- iii. In case of localised events, subordinate office/AI located close to the place of the event shall be requested to participate in the event from their own funding. Confirmation of participation or otherwise to be conveyed by subordinate office/AI to EC, DST within a week.
- iv. In case DST decides to participate in localised events, subordinate office/AI located close to the place of the event shall be requested by EC to indicate their willingness and ability to participate in the event. DST may delegate the work related to coordination of participation in the event to any AI on behalf of DST. The AI asked to participate or requested to coordinate on behalf of DST will intimate space requirements as well as confirmation of participation in the event will be furnished to EC, DST within 10 days. Based on the recommendations and confirmation of participation by the organisation concerned, appropriate space will be taken on lease by EC, DST.
- v. Based either on the recommendations of HOD concerned or subordinate office/AI concerned, administrative approval of Secretary, DST and concurrence of IFD will be obtained by EC. In no case, participation of DST will be finalised without confirmation of participation either from HOD concerned or subordinate office/AIs concerned.

NORMS FOR RELEASE OF FUNDS

- i. Initial release would be for a maximum of 40% of the total sanctioned amount for hiring exhibition space.
- ii. This amount would be released prior to the event.
- i. If, however, due to any technical or administrative reason initial release is not made prior to the exhibition, then final release would be made after receipt of the documents mentioned in (iv) below.
- ii. In cases where initial installment (40%) was released prior to the event/exhibition, the applicant agency needs to submit the following documents for release of final settlement (balance 60%) amount:-
 - a. A post-event report summarising the event, its outcome, footfall assessment, etc.
 - b. Photographs and/or videos of the exhibition with special emphasis on DST pavilion.
