

Guidelines for proper utilization of the financial assistance

I. Financial assistance for the programmes may be utilized, during the financial year, mainly under the following heads:

S.No.	Expenditure Head	Percent of total expenditure as per CEF Guidelines
1.	Venue/ sitting arrangements	10%
2.	Printing/postage of invitation cards, photographs, banners etc. (Minimum)	10%
3.	Background/Study materials for this seminar/workshop	30%
4.	Working tea, lunch etc.	30%
5.	Honorarium and conveyance/transportation to guest speakers (Technical sessions with professional inputs for discussions).	15%
7.	Miscellaneous and other contingency expenses	5%

II. While sanctioning the budget the Cooperative Education Fund Committee opined that:

“Seminars/Conferences should not be conducted as public meeting but should be purposeful participatory discussions with proper professional inputs and conclusion of the seminars should throw meaningful outputs. The purpose of the seminar/workshop should be clearly outlined. The inauguration session should be followed by technical sessions with professional inputs for discussions and preference should be given particularly to women, SC/ST candidates”.

Hence, a minimum of 6 hours in a day should be dedicated for imparting education/technical inputs to the participants and minimum time may be devoted to ritualistic processes like inauguration/valediction etc.

III. All purchases may be made as per the GFR.

IV. After conducting the programmes the following may be sent to NCUI for adjustment of the advance:

- A. Statement of expenditure head-wise as indicated above.
- B. All bills and vouchers and receipts.
- C. A copy of the Invitation Card/Letter.
- D. Details of all participants and guests attending the programmes in the prescribed format.
- E. One set of background papers.
- F. A set of photographs of the said event.
- G. Utilization Certificate of the sanctioned amount duly signed/stamped by the Competent Authority and your auditor(s) along with the declaration that no other financial aid has been received for this event(s).
- H. The format attached duly filled and signed for our evaluation.