

**GUIDELINES FOR  
ENVIRONMENTAL INFORMATION, AWARENESS,  
CAPACITY BUILDING AND LIVELIHOOD  
PROGRAMME  
(EIACP)**

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**Economic Division  
Ministry of Environment, Forest and Climate Change  
Indira Paryavaran Bhawan, Jor Bagh Road  
New Delhi – 110003**

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## **1. Introduction**

Environment management not only plays an instrumental role in optimally utilizing natural resources but also forms the pivot of sustainable development. To reinforce India's efforts towards effective environment management the Environmental Information Awareness Capacity Building and Livelihood Programme (EIACP) has been envisaged. Awareness, skilling and research and development in green sector forms some of the major pre-requisites for rational management of environment. The programme draws its mandate from The Government of India (Allocation of Business) Rules, 1961 wherein "Environment Research and Development, Education, Training, Information and Awareness" has been allocated to Ministry of Environment, Forest and Climate Change (MoEF&CC).

The EIACP uses a network of decentralized framework endowed with the agenda of integrating country-wide efforts towards environmental conservation and management. It encompasses the best functional aspects of the erstwhile ENVIS Scheme. It will serve as a one stop platform for dissemination of environmental information, informed policy formulation on various facets of environment and facilitation of alternate livelihoods through green skilling. It involves a recalibrated approach towards charting out a pathway for MoEF&CC to establish the quintessential social connect in order to enhance impact on the ground level.

## **2. Genesis and Growth:**

The Environmental Information System (ENVIS) came into existence as a plan programme in 1983. ENVIS is a comprehensive network of environmental information centres located, across the country for environmental information collection, collation, storage, retrieval and dissemination to different users, which includes decision makers, researchers, academicians, policy planners, research scientists and general public, etc. The network was expanded gradually with the involvement of thematic subject areas. The Centres are located in autonomous bodies under the Ministry and in State Government Departments/ Organisations; and notable Non-Governmental Organizations (NGOs) and institutions of excellence in higher education and research . The ENVIS Scheme which was previously under the umbrella scheme 'Decision Support System for Environmental Awareness, Policy, Planning and Outcome Evaluation' has been subsumed within the revamped scheme of Environment Education, Awareness, Research and Skill Development which has been approved for 2021-22 to 2025-26 in June 2022. The revamped scheme has three components and one of the component is Environmental Information, Awareness Capacity Building and Livelihood Programme (EIACP).

## **3. Aims and Objectives**

The aims and objectives of the EIACP are as under:

- To nurture green, sustainable and inclusive workforce in order to enhance both living and environment standards while fostering gainful and self-employment of youth.
- To conduct skilling courses not only in traditional areas but also in new emerging areas like electric vehicles, hazardous waste/ Bio-medical waste etc. considering their future scope, requirements and prospects.
- To be involved in the Mission LiFE (Lifestyle for Environment) being conceptualized by the Ministry.

- To facilitate technical and environmentally conscious industrial participation focused on sustainable development.
- To develop national and international collaboration for knowledge exchange and skilling and facilitating attainment of the SDGs.
- To aid sustainable livelihoods of tribal population especially in NER based on traditional knowledge and crafts.
- To facilitate informed decisions and policy making by catering to demand for research, innovation and data on emerging issues related to environment.
- To facilitate transition to environmentally conscious futuristic citizens including awareness among public/communities on environment related issues.

#### **4. Mission LiFE**

Mission LiFE pioneered by India, would be the driver for sustainable and climate friendly lifestyles. It aims to create a coalition of pro-planet people and a mass movement for sustainable lifestyles. MoEF&CC would develop a programme of action to establish the leadership of the Government of India on Sustainable Lifestyles. Programme Centres will be actively involved in implementation of activities/action plan of Mission LiFE.

#### **5. Target Beneficiaries**

- Youth and students keen to pursue a career in environmental sector
- Budding entrepreneurs, working professionals including those in industrial sector, scientific and technical institutions and International Organisations
- Tribal population and NER
- Line Departments/Ministries (including MoEF&CC) and their autonomous bodies, research scholars and academic organisations/institutions
- General public/communities

#### **6. Implementation Agencies**

The existing network of ENVIS centres across the country will serve as the Programme Centres of the EIACP to implement the Programme. The list of existing Programme Centres under the EIACP is placed at **Appendix-I**. In addition, depending upon requirement, the following could also be designated as the Implementing Agency of the programme with the approval of Secretary, EF&CC :

- Any agency or autonomous body/ institute of Central or State Government/ UT Administration,
- Academic Institutions and organisations working on the relevant theme and NGOs of international repute.
- Organisations/ industries and other institutes willing to partner for green skilling and livelihood sustenance.

## **7. Implementation Strategy**

The Programme will be implemented through Programme Centres and other implementing agencies as decided from time to time. The Programme Centres are classified as Hubs and Resource Partners. The Hubs are hosted by the Environment/ Forest Department and other organizations under the State Governments/ UT Administrations. Resource Partners (RPs) are hosted by environment related governmental and non-governmental organizations/Universities and institutes of professional excellence. Each Programme Centre is mandated to submit an annual plan of activities it aims to organize in the financial year.

### **Information related activities**

Each Programme Centre will prepare special publications on their assigned subject areas bringing out policy implications in addition to other value added information products. They will also update the same on the Centre's website maintained by them.

The programme aims to establish a Digital Resource Centre (DRC) on the themes related to environment, forest and other sectors including reports and thematic publications and an integrated single point database for spatial and non-spatial data, analytical, trend and sectoral reports, tools and techniques under a single tab. It would endeavour to compile spatial information on environmental parameters, such as wetlands, desertification, etc. which are presently not available with the divisions in the Ministry. This would facilitate informed policy and decision-making.

The Programme Centres may also gradually build a glossary on their assigned subject areas along with collecting latest news, rules and regulations issued by State and Central Governments on the assigned subject area or State for uploading on the DRC.

### **Awareness related activities**

The Programme Centres will carry out a series of activities and events during the year to spread awareness. In addition, they will also organize outreach programmes and mass awareness campaigns. The mass awareness campaigns may be organized following the calendar of important environmental days and may also have a component on Swachhta and skilling initiatives.

The Swachhta Action Plan (SAP) is an Inter-Ministerial initiative to promote awareness on issues like curbing single use of plastics or any other environment related issue of urgency/importance. This was earlier implemented as a non-scheme and is now included in the EIACP. The budget head "96" may be used and report from implementing agency would be submitted to Department of Drinking Water & Sanitation, Ministry of Jal Shakti.

### **Capacity Building related activities**

The Programme Centres will conduct capacity building initiatives in environment and its related sectors as identified by the MoEF&CC and its autonomous bodies. They will also develop the modules of capacity building courses as per direction of the Programme Division, MoEF&CC.

### **Skilling related activities**

Courses under the Green Skill Development Programme (GSDP), as approved by National Council for Vocational education and Training (NCVET), Ministry of Skill Development and Entrepreneurship (MSDE) will be conducted by the Programme Centres. The modules for the GSDP courses will also be developed by them.

The following aspects will be considered with regard to GSDP:

- Existing skill courses with insignificant job placement trend may be dropped after review and new skilling courses may be added keeping in view their market demand.
- Services of a consulting agency may be engaged to identify priority thematic courses having market demand and placement opportunities from prospective employers.
- The Programme would endeavor to include courses not only in traditional areas but also in new emerging areas like electric vehicles, hazardous waste/Bio-medical waste etc. considering their future scope/requirements/prospects.
- The new courses for GSDP will be designed in collaboration with the concerned Divisions of the Ministry. The location specific needs and placement of the candidates would be factored in designing of the course.
- The GSDP courses would be aligned with the norms and guidelines of NCVET, MSDE. A set of separate guidelines will be formulated for the same.

### **Mission LiFE activities**

Programme Centres will be actively involved in implementation of activities/action plan of Mission LiFE.

Proposals under the Programme including capacity building courses, GSDP, mass awareness campaigns and Mission LiFE activities will be examined and processed by the Economic Division, on a case-to-case basis, and funds will be released after obtaining concurrence of IFD.

## **8. Budget:**

The outlay of the Programme including SAP for the 15<sup>th</sup> FC period is as follows:

	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>Total</b>
<b>EIACP</b>	35.00	23.56	26.45	29.38	32.46	<b>146.85</b>
<b>SAP</b>	4.73	3.70	4.40	4.50	4.67	<b>22.00</b>
<b>Total</b>	<b>39.73</b>	<b>27.26</b>	<b>30.85</b>	<b>33.88</b>	<b>37.13</b>	<b>168.85</b>

(Rs. In crore)

## **9. Monitoring Framework**

- Regular monitoring and assessment by the Economic Division.
- Monitoring of financial performance through PFMS and CNA portal and scrutiny of Utilization Certificate and Expenditure Statements.
- Steering Committee chaired by the Secretary (EF&CC) would review the overall functioning of the programme as well as rationalization of Centres. The composition and Terms of Reference of the Steering Committee will be decided with the approval of Secretary(EF&CC).
- Performance of Programme Centres will be evaluated each year by an expert panel at a National/Regional Workshop
- Third Party audit of the Programme will also be conducted.

## 10. Programme Cell

Based on the qualification and experience decided by the Economic Division and salary structure as per guidelines of MoEF&CC for hiring of consultants, a cell is established in the Economic Division of the Ministry for coordination, monitoring and implementation of the Programme. The Cell will coordinate with Programme Centres, render information technology and other support to them, develop and maintain the DRC. Detailed roles and responsibilities including the qualifications and experience for recruiting staff of the Programme Cell are at **Appendix-II**. The Ministry will provide the necessary infrastructure support including seating space, computer with internet facilities etc to the Programme Cell. The tenure of the Programme Cell will be co-terminus with the scheme/programme.

The composition of Programme Cell along with remuneration is as under:

Sr. No.	Designation of Staff	Remuneration equivalent to*
1	National Programme Coordinator (NPC)	Consultant C
2	GIS Analyst	Consultant B
3	Senior Information Officer	Consultant B
4	Programme Officer	Consultant B
5	Content Writer/Copy Editor	Consultant A
6	Senior Web Developer	Consultant B
7	Accountant	Consultant A
8	Office Assistant	Office Assistant^

\*As per guidelines of MoEF&CC for hiring of consultants as modified from time to time.

^as per extant practices of MoEF&CC for hiring Office Assistants as modified from time to time

The annual increment in remuneration of the staff of Programme Cell would be up to 8%.

Economic Division will recruit staffs/manpower in line with the guidelines for engagement of

consultants issued by the Ministry. However, the qualification and experience for each of the above posts detailed at **Appendix-II** shall be used for selection of candidates. The terms and conditions of service of such staff (including leaves, travel and assessment criteria) will be governed by the guidelines for engagement of consultants issued by the Ministry. Travel by economy class by air of staff of Programme Cell will be permitted with the approval of the Secretary, MoEF&CC.

## **11. Programme Centres in Host Institutions:**

### **11.1 Composition**

Programme Centres will be located in the Host Institute (HI) and HI will provide the necessary physical infrastructure, like office space, with basic amenities and equipments like computers etc. The Programme Centre headed by Coordinator appointed by Host Institution will comprise of four contractual staff with the following designations to carry out the activities under the programme :

- i) Programme Officer
- ii) Information Officer
- iii) IT/GIS Officer
- iv) Data entry Operator

The detailed functions, roles and responsibilities and the qualification and experience for recruiting/engaging staff of the Programme Centre are at **Appendix-III**.

<b>Staff in Programme Centres</b>	
<b>Designation</b>	<b>Remuneration (₹ p.m.)</b>
Programme Officer	50,000
Information Officer	42,000
IT /GIS Officer	34,000
Data Entry Operator	16,000
<b>Total per month</b>	<b>1,42,000</b>

Financial Support will be extended by MoEF&CC to the Programme Centres for the following:

1. Remuneration of the contractual Staff will be at the rate specified in the above table from FY 2022-23. The financial support towards remuneration may be enhanced annually for each of the four Staff up to 8% over their remuneration in the previous year.
2. Rs. 7 lakh per annum for activities of the Programme Centre including publications, web site maintenance, outreach activities, stationary and other miscellaneous expenditure and travel. The expenditure towards travel shall be limited to Rs. 2lakh per annum. Expenditure towards travel in excess of Rs.2 lakh would require prior approval of Divisional Head, Programme Division, MoEF&CC.



The contractual staff will be recruited in a transparent manner strictly following the rules and regulations of the Host Institutions. The terms and conditions of service of such staffs will be governed by the rules prevailing in the organization/ institute hosting the Programme Centre.

### **11.2 Performance Evaluation of the Programme Centres**

The performance of the Programme Centres will be evaluated at a National/Regional Workshop every year by expert panel. The Programme Centres will be graded based on the scores obtained out of 100 by the Centre on an evaluation matrix. The evaluation matrix indicating the parameters and their weightage would be approved by Secretary, MoEF&CC. The Programme Centres will be graded as category A: Very Good ( $\geq 80$ ), B: Good ( $\geq 50$  and  $< 80$ ) and C: Non-Performing ( $< 50$ ). Further, the Programme Centres graded A will get 8% annual increment, those Graded B will get 5 % annual increment and those Graded C will not get any increment. Programme Centres graded “B” and “C” will be kept on a watch list for one year period. During this period, an action plan will be worked out for improving the performance of the Centre.

The EIACP Award will be given based on the performance of the Programme Centres in the preceding financial year. The Award would comprise of a Trophy or a Certificate and a Cash component of Rs. 2.5 lac, Rs. 1.5 lac and Rs.1 lac, respectively, for 1st, 2nd and 3rd best judged Programme Centres. The cash award would be shared between the Coordinator and staff of the recipient Programme Centre. The details of framework for award is at **Appendix-IV**.

### **11.3 Closure of Programme Centres**

The Programme Centres will be closed in accordance with the conditions below:

- (i) In absence of proper infrastructure as defined in MoC.
- (ii) If the Centre is graded “C” consecutively for 2 years.
- (iii) Any other administrative reasons,

The Programme Centres will be closed with the approval of the Secretary, EF&CC.

### **11.4 Establishment of New Programme Centres**

The following criteria will be borne in mind while establishing a New Programme Centre:

- (i) There is no existing Programme Centre on that theme/Subject area
- (ii) Preference will be given to opening a new Centre in geographical areas where there is no Programme Centre.
- (iii) The applicant institution must be a reputed institution/ organization/ department.
- (iv) The applicant institution should have necessary expertise and capability to run a Centre in its premises.
- (v) The applicant institution must have the appropriate infrastructure to set up the Centre which will be physically verified by the Economic Division of the Ministry

The following procedure would be followed to establish a new Programme Centre :

- (i) Identify thematic areas, for which there is no PC-RP, in consultation with concerned

Divisions/autonomous body of the Ministry. Identify States without a PC-Hub in consultation with State Governments/ UT Administrations.

- (ii) Proposals will be solicited from State/ UT Governments for PC- Hubs and reputed institutions/ organizations with work experience on the concerned theme for PC-RP. The proposal for establishment of Programme Centre in the prescribed proforma (**Appendix-V**) should be sent to Senior Economic Adviser (Economic Division), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi – 110 003.
- (iii) Economic Division of the Ministry will scrutinize proposals, in consultation with concerned Divisions of the Ministry and shortlist institutions.
- (iv) The shortlisted institutions will be invited to present their proposals before the Steering Committee (SC)
- (v) Recommendation of SC will be placed for approval of Secretary (EF&CC).
- (vi) Following the approval of Secretary, EF&CC, Memorandum of Cooperation (as per **Appendix-VI** or **Appendix-VII** as applicable) will be signed between the host institution and MoEF&CC.

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## List of Existing Programme Centres

Sl. No.	Resource Partners- thematic	Subject Area
1.	Central Pollution Control Board (CPCB), Delhi	Control of Pollution (Water, Air and Noise)
2.	National Institute of Occupational Health (NIOH), Ahmedabad	Environmental and Occupational Health
3.	Centre for Ecological Sciences - Indian Institute of Science (IISc), Bengaluru	Western Ghats Ecology and Biodiversity
4.	Centre of Advanced Study in Marine Biology (CASMB), Parangipettai	Estuaries, Mangroves, Coral Reefs and Lagoons
5.	Zoological Survey of India (ZSI), Kolkata	Biodiversity
6.	Centre for Mining Environment (CME)IIT-Indian School of Mines, Dhanbad	Environmental Problems of Mining
7.	G.B. Pant National Institute of Himalayan Environment (GBPNIHE), Almora	Himalayan Ecology
8.	Botanical Survey of India (BSI), Kolkata	Biodiversity
9.	Forest Research Institute (FRI), Dehradun	Forestry and Forest Related Livelihoods
10.	Wildlife Institute of India (WII), Dehradun	Wildlife and Protected Area Management
11.	State Council of Science and Technology for Sikkim (SCSTS), Gangtok	Eco-Tourism
12.	Central Arid Zone Research Institute (CAZRI), Jodhpur	Combating Desertification
13.	Department of Zoology - University of Madras (DzUM), Chennai	Micro-organisms and Impact on Public Health
14.	Institute for Ocean Management (IOM), Anna University, Chennai	Coastal Regulation Zone Management and Coastal Shelter Belts
15.	Indian Institute of Tropical Meteorology (IITM), Pune	Atmospheric Pollution and Climate Change
16.	Indian Institute of Chemical Technology (IICT), Hyderabad	Climate Change and Public Health
17.	National Botanical Research Institute (NBRI), Lucknow	Indicators of Plant Pollution
18.	Gujarat Cleaner Production Centre (GCPC), Gandhinagar	Cleaner Production & Technology
19.	Department of Environmental Sciences - Kalyani University (DESKU), Nadia	Environmental Biotechnology
20.	School of Planning and Architecture (SPA), New Delhi	Human Settlements and their Impact on Environment
21.	School of Environmental Sciences - Jawaharlal Nehru University (JNU), Delhi	Geo-diversity and Impact on Environment
22.	Environment Protection Training and Research Institute (EPTRI), Hyderabad	Ecology of Eastern Ghats
23.	Institute of Forest Genetics and Tree Breeding (IFGTB), Coimbatore	Forest Genetic Resources and Tree Improvement
24.	Thiagarajar College of Engineering (TCE), Madurai	Plastic Waste Management
25.	Institute for Wildlife Sciences (IWS), University of Lucknow, Lucknow	Biodiversity and Traditional Knowledge
26.	Amrita Vishwa Vidyapeetham (AVV), Coimbatore	Science based management of biological invasion/invasive alien species in India
27.	The Energy and Resources Institute (TERI), New	Renewable Energy and Climate Change

	Delhi	
28.	World Wide Fund for Nature – India (WWF), New Delhi	Wildlife Conservation (including species and habitats) using geospatial techniques
29.	Asian Development Research Institute (ADRI), Patna	Water Management and Climate Change
30.	Bombay Natural History Society (BNHS), Mumbai	Avian Ecology
31.	Consumer Education and Research Centre (CERC), Ahmedabad	Environment Literacy – Eco-Labeling and Eco-Friendly Products
32.	CPR Environmental Education Centre (CPREEC), Chennai	Conservation of Ecological Heritage and Sacred Sites in India
33.	International Institute of Health and Hygiene (IIHH), Delhi	Hygiene, Sanitation, Sewage Treatment Systems and Technology
34.	Salim Ali Centre for Ornithology and Natural History (SACON), Coimbatore	Wetland Ecosystem (including inland wetlands)

### Programme Centre Hubs-State Specific

Sl. No.	Details
1.	Environment Protection Training and Research Institute (EPTRI), Hyderabad
2.	Assam Science, Technology and Environmental Council (ASTECC), Guwahati
3.	Bihar State Pollution Control Board (BSPCB), Patna
4.	Chhattisgarh Environment Conservation Board (CECB), Raipur
5.	Gujarat Ecology Commission (GEC), Gandhinagar
6.	Himachal Pradesh Council for Science, Technology and Environment (HIMCOSTE), Shimla
7.	Department of Ecology, Environment and Remote Sensing, UT of J&K
8.	Forests & Environment Department, Govt. of Jharkhand, Ranchi
9.	Environment Management & Policy Research Institute (EMPRI), Bengaluru
10.	Kerala State Council for Science, Technology and Environment (KSCSTE), Thiruvananthapuram
11.	Environment and Climate Change Department, Govt. of Maharashtra, Mumbai
12.	Directorate of Environment & Climate Change, Govt. of Manipur, Imphal
13.	Mizoram Pollution Control Board (MPCB), Aizawl
14.	Centre for Environmental Studies (CES), Forest & Environment Department, Government of Odisha, Bhubaneswar
15.	Punjab State Council for Science and Technology (PSCST), Chandigarh
16.	Forest and Environment Department, Sikkim, Gangtok
17.	Department of Environment, Govt. of Tamil Nadu, Chennai
18.	Tripura State Pollution Control Board (TSPCB), Agartala
19.	Uttarakhand Pollution Control Board (UKPCB), Dehradun
20.	Department of Environment – Chandigarh
21.	Puducherry Pollution Control Committee (PPCC), Puducherry
22.	Nagaland Pollution Control Board (NPCB), Dimapur
23.	Department of Environment & Forests – Arunachal Pradesh, Itanagar
24.	Department of Environment & Forests – Kavaratti, Lakshadweep
25.	Directorate of Environment & Climate Change Department (DoE&CCD), Haryana
26.	Rajasthan State Pollution Control Board (RSPCB)

## Details regarding Programme Cell

### A. Functions of Programme Cell

The main functions assigned to Programme Cell, in detail, are as follows:

- (i) Coordination with all the Programme Centres w.r.t knowledge products, Database and website maintenance, GSDP, activities and accounts.
- (ii) Assisting in development, updation and maintenance of DRC and distributed network Websites.
- (iii) Maintaining record of soft/hard copies of Special Publications, News Letters, infographic kits and other knowledge products etc. prepared by Programme Centres.
- (iv) Information dissemination and technical enquiry services (query-based support) for various target user groups
- (v) Facilitate organizing GSDP trainings and capacity building workshops and other activities/ mega events etc.
- (vi) Facilitate the work related to timely release of funds to Programme Centres.
- (vii) Facilitate the evaluation of GSDP proposals, maintaining the GSDP Portal, placement records etc. on the GSDP portal.
- (viii) Coordinating with Institutions /organizations for conducting activities under Mission LiFE/SAP.
- (ix) Any other item which falls under the purview of the Programme.

### B. Roles and Responsibilities of staff in the Programme Cell:

#### I. National Programme Coordinator (NPC):

- 1) Coordination with the Network of Programme Centres across India.
- 2) Regular monitoring of performance, assessment and technical assistance to Programme Network and handholding of newly established Programme Centre.
- 3) Studying the Annual Plan of Activities of the Programme Centres and creating a calendar for the EIACP based on the same.
- 4) Maintaining the record of recruitments in the Programme Centres and Programme Cell and addressing any issue being faced by them.
- 5) Assisting the Economic Division in regular online assessment and physical verification of Programme Centres.
- 6) Preparation of regular reports of all significant activities carried out by the Programme Centres and facilitating circulation of special publications of Programme Centres.
- 7) Handling Query Response System of the EIACP Network
- 8) Ensuring programmes and other mandated objectives to be achieved in time-bound manner.
- 9) Facilitate coordination, organization and management of any mega/regional event and other

outreach activities under Mission LiFE and SAP.

- 10) Facilitate travel and accommodation arrangement for internal and external meetings, presentations, seminars and trainings and other related events.
- 11) Any other work as assigned from time to time.

## **II. GIS Analyst**

- 1) Coordinate with NIC and other agencies for development of the GIS related matters in DRC and manage its technical aspects.
- 2) Manage all tasks related to maintenance and updation of Database.
- 3) Facilitate and coordinate with various stakeholders for the data/information/ maps available with relevant government departments that would be used as base information for DRC.
- 4) Providing guidance, assistance, training and mapping work with respect to updation of GIS data in DRC to Programme Centres.
- 5) Responsible for any on-going spatial data maintenance and dissemination, end-user support and the generation of maps and other GIS reports and information product;
- 6) Operate and maintain GIS system hardware, software, and peripherals
- 7) Coordination, compilation and updation of data on OOMF Dashboard with respect to Environment information, Awareness, Capacity Building and Livelihood Programme.
- 8) Updating and maintaining data related to Data Governance Quality Index with respect to Environment Information, Awareness, Capacity Building and Livelihood Programme.
- 9) Any other work as assigned from time to time.

## **III. Senior Information Officer**

- 1) Development and maintenance of the centralized/DRC Portal and network of websites of Programme Centres.
- 2) Ensuring web cyber security audit including compliance to Guidelines for Indian Government Websites (GIGW) of centralized portal/DRC by NICS/CERT-IN empaneled agency for clearance of hosting portal on NIC cloud platform for public access.
- 3) Monitoring the performance of the websites of centralized portal/DRC and develop quarterly performance report of each Programme Centre including regular updation of manpower details, publications, GSDP placement and training records etc.
- 4) Maintaining archive of information collected by Programme Centre.
- 5) Resolving technical queries raised by Programme Centres.
- 6) Coordinate with NIC and other agencies for development of the DRC and manage its technical aspects.
- 7) Developing and maintaining interactive online GSDP portal for monitoring details of GSDP conducted by Programme Centres.
- 8) Handling of nationwide video conferencing with Programme Centres
- 9) Managing NIC cloud services to host centralized portal/ DRC(including GSDP and ISBEID websites) and web applications for Server Vulnerability Assessment and Server Anti-virus.
- 10) Hosting Environment: Configuring NIC Cloud Services environment for creating Virtual Machines (VM) i.e. Production, Staging and Development to keep VM segregated and manage them properly based on the business need for both Platform as a Service (PaaS) as well as Infrastructure as a Service (IaaS) service model for Centralized Portal/DRC

- 11) Server Backup: Creating backup environment for centralized portal/DRC portal.
- 12) Any other work as assigned from time to time.

#### **IV. Sr. Web Developer**

- 1) Design and Development of brochures, booklets, banners and other advertisement materials, presentations and editing of images/videos for the centralized portal/DRC and mass awareness campaigns etc.
- 2) Managing the digital photo-library of the programme.
- 3) Verification of NGOs with NITI Aayog Portal.
- 4) Assist NPC in compilation of subject related information provided by various Programme Centres.
- 5) Obtaining and management of Digital Signature Certificate (DSC) for the Division.
- 6) Assist the Programme Centres in the matter related to Public Financial Management System and NGO Portal of the Ministry.
- 7) Any other work as assigned from time to time.

#### **V. Content Writer/Copy Editor**

- 1) Assist the NPC in analysis of the Annual Progress Reports (APRs) of Programme Centres.
- 2) Preparation of annual report of EIACP based on the APRs submitted by the Programme Centres.
- 3) Preparation of Press releases, social media brief for contents submitted by the Programme Centres.
- 4) Assist the NPC in creation of Reports and compendiums on the activities by Programme Centres on significant calendar days/events of the Ministry.
- 5) Preparation of policy inputs from the special publication and other knowledge products of the Programme Centres.
- 6) Coordinate with various agencies including Programme Centres for collection of Environmental Films and contents for environmental awareness.
- 7) Assist the GIS Analyst for development of Green Skill Development information on geo-spatial platform.
- 8) Coordination with Programme Centres for development of value added Environmental Information Products and Kits.
- 9) Preparation of materials for Mission LiFE and SAP and collaborating and coordinating with Programme Centres, Implementing Agencies etc.
- 10) Any other work as assigned from time to time.

#### **VI. Programme Officer**

- 1) Coordination and monitoring of activities pertaining to EIACP Programme.
- 2) Coordinate with Programme Centres for all matters related to GSDP.
- 3) Coordination and preparation of new modules for the courses under GSDP and capacity building programmes.
- 4) Preparation and updation of Qualification files under National Skill Qualification Framework.

- 5) Assisting the officials of Economic Division w.r.t all works related to NCVET, MSDE.
- 6) Compilation and standardization of Manuals of GSDP courses and updating them on regular basis.
- 7) Continuous monitoring of GSDP performance across programme network through 360-degree Feedback mechanism.
- 8) Verification and validation of information provided by Programme Centres (Hubs and RPs) including placement of GSDP candidates
- 9) Ensuring issuance of certificates after completion of course to successful GSDP candidates.
- 10) Online assessment of GSDP trained manpower, master trainer, employment status on portal
- 11) Any other work as assigned from time to time.

## **VII. Accountant:**

- 1) Handling of Public Financial Management System (PFMS), Expenditure Advance Transfer (EAT) module.
- 2) Budget Expenditure Management System (BEMS) for all Programme Centres.
- 3) Training of PFMS and EAT to Account personnel, Programme Officers and IT Officers of PC-Hubs/PC-RPs.
- 4) Ensuring compliance to Advisories/Office Memorandums issued time-to-time by PAO/Dept. of Expenditure.
- 5) Scrutinizing the financial documents UCs, ESs and proposal of GSDP training programmes, preparation of notes for fund release and settlements, follow up of releases with DDO and PAO, all matters related to PFMS
- 6) Assist in submission of Budget Estimate (BE) /Revised Estimates (RE)
- 7) Assist in re-appropriation of funds with B&E Division of the Ministry.
- 8) Settlement of utilisation certificate pendency with PAO.
- 9) Assist in setting up of CNA and updation of CNA Bank accounts details.
- 10) Assisting Programme Centres in financial matters.
- 11) Preparation of documents and expenditure statement for onward submission to PFMS & Budget Division.
- 12) Any other work as assigned from time to time.

## **VIII. Office Assistant**

- 1) Assist Programme Cell/Economic Division in performing day-to-day activities
- 2) Documentation of official file work.
- 3) Maintaining data & records of all Programme Centres as per requirement of Programme Cell.
- 4) Carryout administrative duties by collecting data, sorting and filing.
- 5) Keep records of all information related to project for documentation.
- 6) Assisting in organizing meetings under the EIACP.
- 7) Dispatch of Letters/Meeting Notice/OM etc. of the Division.
- 8) Handling and coordination with CR Section.
- 9) Up keep and maintenance of all physical files related to Programme Centres and its



digitization to e-office.

10) Scanning and photocopying of documents in the Division.

11) Register maintenance of various activities of the Programme Cell.

12) Maintenance of stationary items in the Division.

13) Any other work as assigned from time to time.

### **C. Qualification and Experience for engagement of staff of Programme Cell**

<b>Post</b>	<b>Essential Qualification and Experience</b>
National Programme Coordinator	M.Sc. (Natural Sciences/ Environmental Science)/ MCA/ B.Tech./ BE, well versed in computer applications/ Web Development with at least 10 years of experience
GIS Analyst	M.Sc. in Environment Science/Statistics/ Mathematics with Statistics as subject at graduation level with at least 5 years of experience or M.Sc. in Remote Sensing with at least 5 years of experience in GIS development.
Senior Information Officer	M.Sc. (Natural Sciences/ Environmental Science)/ MCA/ B.Tech./ BE, well versed in computer applications/ Web Development with at least 5 years of experience
Content Writer/Copy Editor	M.Sc. (Natural Sciences/ Environmental Science) or P.G with at least 3 years' experience in content Management, Content Editing, Content Strategy, Article Writing.
Senior Web Developer	Graduate, good knowledge of Web Development/ Designing and Computers Applications such as print-publishing, software like Photoshop/Corel Draw/ PageMaker, etc. with at least 5 years' of experience in Web Designing, including content management.
Programme Officer	M.Sc. (Natural Sciences/ Environmental Science) well versed in computer applications and with at least 5 years of experience
Accountant	Graduation in Commerce (B.Com)/Graduation in Arts (B.A Programme/B.A Hons) , relevant experience in handling accounts of at least three years' experience
Office Assistant	Graduate with at least 2 years' experience in office management.

**Note:** The Qualification and Experience criteria is subject to change as per requirement of the Programme.

### **Details regarding Programme Centres**

#### **A. Functions of Programme Centres:**

Each Programme Centre will consist of a Coordinator appointed by the Host Institution along with 4 contractual staff under the Programme. The Programme Coordinator will steer and guide the implementation of the Programme and its activities. The Programme Centre will follow and implement the Memorandum of Cooperation in letter and spirit. The Programme Centre will be a repository of all information, publications and other value added products on its assigned subject area; maintain database; conduct various events and activities across the year including mass awareness campaigns and events on Mission LiFE and SAP; conduct GSDP courses and capacity building programmes and other mandated activities as directed by MoEF&CC

#### **B. Accountability of Programme Centres:**

- Each Programme Centre is accountable to the MoEF&CC, Government of India and to its HI as per MoC.
- Prudent spending of the funds given by the Ministry and submission of UC and ES etc in time.
- Verifying the authenticity and reliability of all information and data used and furnished by them and regularly updating the requisite data fields.
- Regular reporting of the work carried out by the Programme Centre to the Ministry.

#### **C. Roles and responsibilities of staff in the Programme Centres**

- **Programme Officer** will prepare a comprehensive annual plan of activities/ work as well as Strategic Plan for the forthcoming year in consultation with the Programme Coordinator and will be responsible for implementing the same. The activities will include development of value added information products, conducting GSDP courses, organizing mega/regional events and other outreach activities. The Programme Officer will be the overall technical head of the Centre under the Programme Coordinator. He/She will also be involved in coordination, organization and management of any mega/regional event and other activities under Mission LiFE and SAP.
- **Information Officer** will be responsible for data collection on the assigned subject from different authenticated sources. He/She will be also responsible for all data related matters such as collection, compilation, storage, processing and dissemination of information along with Programme Officer. Besides, he/she will be involved in organizing and conducting of GSDP courses and creation of content for activities under Mission LiFE and SAP.
- **IT/GIS Officer** will be responsible for maintenance and updation of website and other databases of the Centre. He/She will be responsible for all IT related matters including mobile or web based applications and infographics, preparation of GIS based thematic maps etc. He/She will be involved in IT related matters in organization and management of any mega/regional event and other activities under Mission LiFE and SAP.
- **Data Entry operator:** Entering and updating data and performing other day to day task as

assigned.

**D. Qualification and Experience for engaging staff in the Programme Centre**

<b>Post</b>	<b>Essential Qualification and Experience</b>
Programme Officer	M.Sc. (Natural Sciences/ Environmental Science)/ B.Tech./ BE, well versed in computer applications/ Web Development with at least 5 years of experience
Information Officer	Graduate in science or equivalent; good knowledge of computers/ PG Diploma in (RS/GIS) with two year working experience in relevant areas
IT/GIS Officer	PG Diploma in (RS/GIS)with at least 1 years' experience/ Graduate, good knowledge of computer technology (website development, designing, internet, publication etc.) with two years' experience
Data Entry Operator	Graduate, good knowledge of computer technology (website development, designing, internet, publication etc.) with one year's experience/ XII Passed with good knowledge of computer technology with two year experience/ GSDP Certified Youth

**Note:** The Qualification and Experience criteria is subject to change as per requirement of the Programme.

**Framework for Award**

The EIACP Award will be given each year from 2022-23 onwards based on the performance of the Programme Centres in the preceding financial year. Awards would be presented during the National/ Regional Evaluation workshops.

2.The Award would comprise of a Trophy or a Certificate and a Cash component of Rs. 2.5 lac, Rs. 1.5 lac and Rs.1 lac, respectively, for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Places for Best Three Programme Centres. The cash award would be shared between the Programme Coordinator and staff of the recipient Programme Centre.

3. The Programme Centres need to fulfill the following conditions to be eligible for the award:

- The PC (Hub/RP) should have been completely functional throughout the previous financial year.
- The Programme Centre should have followed all the directions issued by Economic Division, MoEF&CC in the previous financial year.
- The Programme Centre should have signed the Memorandum of Cooperation (MoC) with the Ministry.

4.The performance of the Programme Centres will be evaluated by panel on the evaluation matrix approved by Secretary, MoEF&CC.

5. An Award Committee will be formed comprising of the following:

- Pr. Advisor/ Senior Economic Advisor -in Chair
- Economic Advisor of EIACP/DDG Statistics.
- Director/Joint Director/Deputy Secretary/ Scientist 'E'/'D' of EIACP.
- Representative of IFD
- Dy. Director/Scientist 'C'/Under Secretary handling the EIACP.

6. The Award Committee will suggest the expert panel and matrix for evaluation. The panel will include among others officials and scientists of the Ministry, subject area experts etc. In case of a tie in the marks given by the panel, the decision of the Award Committee will be final.

**Application For Establishment of Programme Centre**

1. Subject Area in which Programme Centre is proposed:
2. Name of the Institution / Organisation in which the Centre's activities will be carried out:
3. Name & Designation of the Director/ Head of Institution/ Organisation:
4. Name & Designation of the Programme Coordinator assigned by Host institution:
5. Postal Address :  
Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_
6. Details of previous work in the subject area/field:
7. Data availability in the subject area:
8. Data gaps proposed to be addressed:
9. Darpan ID in case of an NGO:
10. Infrastructure facilities in the host organization:
11. Assistance that can be provided by the host organization:
12. Plan of work:

**Illustrative Memorandum of Cooperation (MoC) for setting up of Thematic Programme Centre under the Environmental Information, Awareness, Capacity Building and Livelihood Programme (EIACP)**

This MoC made on this \_\_\_\_\_ day of \_\_\_\_\_ between the PRESIDENT OF INDIA acting through the Secretary in the Ministry of Environment, Forest & Climate Change, Government of India, acting further through the Economic Division of the Ministry (MoEF&CC) and the \_\_\_\_\_ (hereinafter called the “PC-RP”).

WHEREAS the Economic Division designated the Programme Cell to coordinate and monitor the functioning of all Programme Centres: Hubs and Resource Partners (RPs).

WHEREAS The Economic Division established PC-Hubs and PC-RPs under the **Environmental Information, Awareness, Capacity Building and Livelihood Programme** to implement the programme and fulfill its mandate.

AND WHEREAS the Resource Partner so set up, hereinafter called ‘PC-RP’ at \_\_\_\_\_ will collect and collate information and furnish data/research papers and other information, in the desired formats, on \_\_\_\_\_ (hereinafter called “assigned Subject Area”), pertaining to a State and the country as a whole, collected/published by it to the relevant stakeholders and Programme Cell/Economic Division as and when required.

And WHEREAS the PC-RP will work towards fulfilment of the objectives of the **Environmental Information, Awareness, Capacity building and livelihood Programme**.

The major activities are hereby agreed between the parties as follows:

- 1. Repository of Environmental Knowledge** – PC-RP would collect information pertaining to their respective themes, maintain and update the subject-specific database, produce subject-specific value-added information such as educational-kits on various themes; mobile apps, e-Books, environmental videos; research papers/publications, abstracts and journals, case studies, success stories etc. The information thus collected would be disseminated through their respective websites and centralized Portal of this programme which would act as Digital Resource Centre (DRC).

Qualitative and Quantitative data on the assigned subject area will be maintained/ updated on the respective websites as well as in DRC. Research in the form of working papers and reports would be uploaded by Programme Centre after completion.

- 2. Capacity Building Programmes-** Programme Centre will conduct capacity building initiatives in environment and its related sectors as identified by the MoEF&CC and its autonomous bodies. It will also develop the modules of capacity building courses as per direction of the Programme Division, MoEF&CC.

3. **Green Skills Development Programme (GSDP)** – The Programme Centre (RP) will promote, implement, coordinate and monitor Green Skill Development Programme (GSDP). The PC-RP will also update the extant GSDP courses from time to time as per requirement and formulate new training modules for new GSDP courses as per necessity determined by MoEF&CC based on market demand through industrial validation. The detailed GSDP guidelines are issued separately.
4. **Outreach Programmes:** The PC-RP will create a calendar of activities for the major environmental days and organize activities, competitions etc. on the same. In addition, the PC-RP will also organize mass awareness campaigns including events such as lecture series, workshops, panel discussion etc. on their assigned theme as well as other subjects as per directions of MoEF&CC. All the activities conducted by the PC-RP should have a component of Swachhta that can be reported under the ‘Swachhta Action Plan’ (SAP).
5. **Mission LiFE:** The PC-RP will participate in the organization of various activities in the Mission LiFE as conceptualized by the MoEF&CC. The PC-RP will collaborate with other Programme Centres and implementing agencies, International organizations, other Divisions of MoEF&CC etc. for conducting the activities under Mission LiFE.

Further the following is agreed upon by the Parties:

1. This agreement will be for the period from 01.04.2022 to 31.03.2026, which may be extended further by the Economic Division post approval of Secretary, EF&CC.
2. The Host Organization/ Institute shall provide necessary infrastructure, like computer, office space and other basic amenities with electricity, internet etc. to the PC-RP.
3. The Host Organization/ Institute will nominate a senior officer/scientist as Coordinator of the PC-RP, with no change in the terms and conditions of his/her appointment. At any point of time, there can be only one Programme Coordinator. However, the Host Institute may assign a Co-coordinator as per discretion. The Coordinator/Co-coordinator will not be paid any monthly emoluments from the funds received under the EIACP. The head of the Host Organization/ Institute cannot hold dual charge as Coordinator. This has to be followed in letter and spirit. The Coordinator shall be responsible for the overall management, coordination and implementation of the programme activities/work.
4. Grants/Funds would be released to the PC-RP by the Economic Division for the activities assigned to the PC-RP. This needs to be supplemented by the resources of the Institute hosting the PC-RP. Approval of the grants/funds being released is for the specific purpose of the Programme Centre and the grants/funds should be exclusively spent on the Programme Centre for which it has been sanctioned within the stipulated time. Any unspent amount, out of the grants/funds given by the Ministry should be refunded to the Ministry with interest. Grants/Funds for the subsequent period will be released after review of physical and financial progress and on completion of activities and submission of Audited Utilization Certificate, Audited Expenditure Statement following GFR, 2017 and other Government of India orders issued from time to time. In case of NGOs, the NGO Registration number and a Bond would be required to be furnished in the format (**Annexure – VII**) to the Programme Cell, Economic Division. NGOs, which are part of the EIACP, must be registered on the NGO Darpan portal. The Darpan ID should be intimated to Economic Division/Programme Cell in advance.

5. The Ministry reserves the right to terminate the grant at any stage, if convinced that the grant has not been properly utilised or appropriate progress is not being made.
6. A register of assets acquired solely or mainly out of the grant, will be maintained by the PC-RP as per Rule no. 211 of GFR, 2017 and other Government of India issued from time to time.
7. The PC-RP shall extend access to its books of accounts and other relevant documents for the grants received under the Programme for audit purposes and whenever required.
8. There will be periodic review and monitoring to measure the functioning and performance of the PC-RP vis-a-vis its mandate. The PC-RPs/PC-Hubs would be awarded based on their performance.
9. The PC-RP will engage manpower on contract basis, and maintain the equipment for functioning of the PC-RP. The contractual staff will be recruited in a transparent manner strictly following the rules and regulations of the Host Institutions and as per the qualifications and experience criteria mentioned in the guidelines of the scheme. The terms and conditions of service of such staffs will be governed by the rules prevailing in the organization/ institute hosting the Programme Centre. The Economic Division, MoEF&CC will not bear any liability in such matters as the staff will be borne on the strength of the Host Institution. The staff under the PC-RP will not be treated as Government servants.
10. The staff engaged for PC-RP shall only be involved in carrying out the activities of PC-RP and not for the activities/work of the Host Institution and non-compliance with the same will be seen adversely. The PC-RP will ensure full and timely payment to the staff engaged for programme work.
11. Detailed work plan listing the proposed activities (Annual Plan of Activities) has to be prepared every year and shared with Economic Division. An indicative list is given in Annex I.
12. The PC-RP will undertake all activities set out in its Annual Plan and the achievements of the PC-RP should also be reflected in the Annual Report of the Host Organization/ Institute. The PC-RP will furnish an Annual Progress Report (APR) of the work done and as and when called for by the Economic Division.
13. Wider dissemination of information of a classified nature, if any, will be strictly restricted. Ensuring secrecy of information in such cases will be entirely the responsibility of the PC-RP. However, such information is to be provided to the Economic Division as and when required.
14. Physical visits to the PC-RP will be undertaken by the officials of the Economic Division/ Programme Cell/ any representative nominated by MoEF&CC for onsite assessment of facilities and operations as and when deemed necessary. Assistance for booking accommodation and arrangements for transport facilities will be provided by the PC-RP to the deputed Officers. Necessary records/documents should also be furnished during their visits.
15. The Economic Division reserves the right to add, delete or modify any of the terms and conditions of this agreement in writing.
16. In the event of inadequate and unsatisfactory infrastructure found at the PC-RP,



unsatisfactory performance of the PC-RP, any violation of the terms and conditions of the MoC or for any other administrative reasons, this agreement shall be terminated. A show cause notice would be issued by the Economic Division. Non-compliance of the same would render the PC-RP liable for closure/discontinuation within a period of three months from the date of issue of show cause notice.

17. In the event of closure of the PC-RP, the unspent balance with the PC-RP for the year will have to be refunded. All equipment procured from the grant and all databases, prototypes and information products developed shall also have to be returned to the Economic Division/MoEF&CC. Ministry will have discretion to gift the assets to the HI if it considers the same appropriate.

In WITNESS where of parties to these present have executed this agreement on the day, and year first above.

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Executed by  
Head of the Institute/ Organization  
where Programme Centre (RP) is  
located

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Executed by  
the President of India  
through the Secretary, Ministry of  
Environment, Forest and Climate Change  
through the Head, Economic Division

**Annual Plan of Activities**

1. Preparation of atleast one special publication on its assigned subject area bringing out policy implications on that subject.
2. Preparation of other value added information products on its assigned subject area.
3. Maintenance and regular updation of Programme Centre's website.
4. Development of descriptive/numerical databases including thematic and GIS maps on the assigned subject area that can be integrated with DRC and ensuring regular updation of the same..
5. Preparation of atleast one analytical report utilising latest data on its assigned subject area bringing out policy implications on that subject.
6. Development of glossary on the assigned Subject Area for uploading on DRC.
7. Collection of latest news, rules and regulations issued by State and Central Governments on the assigned subject area for uploading on DRC.
8. Conduct outreach programmes on important environmental days
9. Conduct lectures, workshops, conferences etc on its assigned subject area.
10. Conduct capacity building programmes approved by MoEF&CC.
11. Conduct Green Skill Development Programme (GSDP) approved by MoEF&CC.
12. Organise mass awareness campaigns and activities on Mission LiFE as per directions of MoEF&CC.

**Illustrative Memorandum of Cooperation (MoC) for setting up of State/UT Programme Centre under the Environmental Information, Awareness, Capacity Building and Livelihood Programme (EIACP) in State Government Departments / Organisations / Universities / Institutions**

This MoC made on this \_\_\_\_\_ day of \_\_\_\_\_ between THE PRESIDENT OF INDIA acting through the Secretary in the Ministry of Environment, Forest & Climate Change, Government of India, acting further through the Economic Division of the Ministry and the \_\_\_\_\_ (hereinafter called the “PC-Hub”).

WHEREAS the Economic Division designated the Programme Cell to coordinate and monitor the functioning of all Programme Centres: Hubs and Resource Partners (RPs).

WHEREAS the Economic Division established PC-Hubs and PC-RPs under the **Environmental Information, Awareness, Capacity Building and Livelihood Programme** to implement the programme and fulfill its mandate.

AND WHEREAS the Centre so set up, hereinafter called ‘PC-Hub’ at \_\_\_\_\_ will collect and collate information and furnish data/research papers and other information , in the desired formats, on **Status of Environment and Related Issues** pertaining to the State of \_\_\_\_\_, collected/published by it to the relevant stakeholders and Programme Cell/Economic Division as and when required.

And WHEREAS the PC-Hub will work towards fulfilment of the objectives of the **Environmental Information, Awareness, Capacity building and livelihood Programme**.

The major activities are hereby agreed between the parties as follows:

**1 Repository of Environmental Knowledge** – PC-Hub would collect information pertaining to Status of Environment and Related Issues, maintain and update the State-specific database, produce State-specific value-added information such as educational-kits on various themes; mobile apps, e-Books, environmental videos; research papers/publications, abstracts and journals, case studies, success stories etc. The information thus collected would be disseminated through their respective websites and centralized Portal of this programme which would act as Digital Resource Centre (DRC).

Qualitative and Quantitative data on the Status of Environment and Related Issues will be maintained/ updated on the respective websites as well as in DRC. Research in the form of working papers and reports would be uploaded by Programme Centre after completion.

**2. Capacity Building Programmes-** Programme Centre will conduct capacity building initiatives in environment and its related sectors as identified by the MoEF&CC and its autonomous bodies. It will also develop the modules of capacity building courses as per direction of the Programme Division, MoEF&CC.

**3. Green Skills Development Programme (GSDP)** – The PC-Hub shall promote, implement, coordinate and monitor Green Skill Development Programme (GSDP). The PC-Hub will also update the extant GSDP courses from time to time as per requirement and formulate new training modules for new GSDP courses as per necessity determined by MoEF&CC based on market demand through industrial validation. The detailed GSDP guidelines are issued separately.

**4. Outreach Programmes** The PC-Hub will create a calendar of activities for the major environmental days and organize activities, competitions etc. on the same. In addition, the PC-Hub will also organize Mass awareness campaigns including events such as lecture series, workshops, panel discussion etc. on their assigned theme as well as other subjects as per directions of MoEF&CC. All the activities conducted by the PC-Hub should have a component of Swachhta that can be reported under the ‘Swachhta Action Plan’ (SAP).

**5. Mission LiFE:** The PC-Hub will participate in the organization of various activities in the Mission LiFE as conceptualized by the MoEF&CC. The PC-Hub will collaborate with other Programme Centres and implementing agencies, International organizations, other Divisions of MoEF&CC etc. for conducting the activities under Mission LiFE.

Further the following is agreed upon by the Parties:

1. This agreement will be for the period from 01.04.2022 to 31.03.2026, which may be extended further by Economic Division post approval of Secretary, EF&CC.
2. The Host Organization/ Institute shall provide necessary infrastructure, like computer, office space and other basic amenities with electricity, internet etc. to the PC-Hub.
3. The Host Organization/ Institute will nominate a senior officer/scientist as Coordinator of the PC-Hub, with no change in the terms and conditions of his/her appointment. At any point of time, there can be only one Programme Coordinator. However, the Host Institute may assign a Co-coordinator as per discretion. The Coordinator/Co-coordinator will not be paid any monthly emoluments from the funds received under the EIACP. The head of the Host Organization/ Institute cannot hold dual charge as Coordinator. This has to be followed in letter and spirit. The Coordinator shall be responsible for the overall management, coordination and implementation of the programme activities/work.
4. Grants/Funds would be released to the PC-Hub by the Economic Division for the activities assigned to the PC-Hub. This needs to be supplemented by the resources of the Institute hosting the PC- Hub. Approval of the grants/funds being released is for the specific purpose of the Programme Centre and the grants/funds should be exclusively spent on the Programme Centre for which it has been sanctioned within the stipulated time. Any unspent amount, out of the grants/funds given by the Ministry should be refunded to the Ministry with interest. Grants/Funds for the subsequent period will be released after review of physical and financial progress and on completion of activities and submission of Audited Utilization Certificate, Audited Expenditure Statement following GFR, 2017 and other Government of India orders issued from time to time.
5. The Ministry reserves the right to terminate the grant at any stage, if convinced that the grant has not been properly utilised or appropriate progress is not being made.

6. A register of assets acquired solely or mainly out of the grant, will be maintained by the PC- Hub as per Rule no. 211 of GFR, 2017 and other Government of India issued from time to time.
7. There will be periodic review and monitoring to measure the functioning and performance of the PC-Hub vis-a-vis its mandate. The PC-RPs/PC-Hubs would be awarded based on their performance.
8. The PC-Hub shall extend access to its books of accounts and other relevant documents for the grants received under the Programme for audit purposes and whenever required.
9. The PC- Hub will engage manpower on contract basis, and maintain the equipment for functioning of the PC- Hub. The contractual staff will be recruited in a transparent manner strictly following the rules and regulations of the Host Institutions and as per the qualifications and experience criteria mentioned in the guidelines of the scheme. The terms and conditions of service of such staffs will be governed by the rules prevailing in the organization/ institute hosting the Programme Centre. The Economic Division, MoEF&CC will not bear any liability in such matters as the staff will be borne on the strength of the Host Institution. The staff under the PC- Hub will not be treated as Government servants.
10. The staff engaged for PC- Hub shall only be involved in carrying out the activities of PC- Hub and not for the activities/work of the Host Institution and non-compliance with the same will be seen adversely. The PC- Hub will ensure full and timely payment to the staff engaged for programme work.
11. Detailed work plan listing the proposed activities (Annual Plan of Activities) has to be prepared every year and shared with Economic Division. An indicative list is given in **Annex I**.
12. The PC- Hub will undertake all activities set out in its Annual Plan and the achievements of the PC- Hub should also be reflected in the Annual Report of the Host Organization/ Institute. The PC- Hub will furnish an Annual Progress Report (APR) of the work done and as and when called for by the Economic Division.
13. Wider dissemination of information of a classified nature, if any, will be strictly restricted. Ensuring secrecy of information in such cases will be entirely the responsibility of the PC- Hub. However, such information is to be provided to the Economic Division as and when required.
14. Physical visits to the PC- Hub will be undertaken by the officials of the Economic Division/ Programme Cell/ any representative nominated by MoEF&CC for onsite assessment of facilities and operations as and when deemed necessary. Assistance for booking accommodation and arrangements for transport facilities will be provided by the PC- Hub to the deputed Officers. Necessary records/documents should also be furnished during their visits.
15. The Economic Division reserves the right to add, delete or modify any of the terms and conditions of this agreement in writing.
16. In the event of inadequate and unsatisfactory infrastructure found at the PC- Hub,

unsatisfactory performance of the PC- Hub, any violation of the terms and conditions of the MoC or for any other administrative reasons, this agreement shall be terminated. A show cause notice would be issued by the Economic Division. Non-compliance of the same would render the PC- Hub liable for closure/discontinuation within a period of three months from the date of issue of show cause notice.

17. In the event of closure of the PC- Hub, the unspent balance with the PC- Hub for the year will have to be refunded. All equipment procured from the grant and all databases, prototypes and information products developed shall also have to be returned to the Economic Division/MoEF&CC. Ministry will have discretion to gift the assets to the HI if it considers the same appropriate.

In WITNESS where of parties to these present have executed this agreement on the day, and year first above.

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Executed by  
Head of the Institute/ Organization  
where Programme Centre (Hub) is  
located

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Executed by  
the President of India  
through the Secretary, Ministry of  
Environment, Forest and Climate Change  
through the Head, Economic Division

**Annual Plan of Activities**

1. Preparation of atleast one special publication on its assigned State bringing out policy implications for that State.
2. Preparation of other value added information products for its respective State.
3. Maintenance and regular updation of Programme Centre's website.
4. Development of descriptive/numerical databases including thematic and GIS maps on the respective State that can be integrated with DRC and ensuring regular updation of the same..
5. Preparation of atleast one analytical State- specific report utilising latest data bringing out policy implications for that State.
6. Development of glossary for the State for uploading on DRC.
7. Collection of latest news, rules and regulations issued by State Government for uploading on DRC.
8. Conduct Outreach Programmes on important environmental days
9. Conduct lectures, workshops, conferences etc. in its respective State.
10. Conduct capacity building programmes approved by MoEF&CC.
11. Conduct Green Skill Development Programme (GSDP) approved by MoEF&CC.
12. Organise mass awareness campaigns and activities on Mission LiFE as per directions of MoEF&CC.

**Draft BOND (to be signed by NGOs)**

KNOW ALL MEN BY THESE PRESENTS THAT we, signed for and on behalf of a Society (Name of the organization \_\_\_\_\_) registered under the \_\_\_\_\_ and having its office at \_\_\_\_\_ (hereinafter called the 'Obligors' which terms shall unless excluded by or, repugnant to the context be deemed to include its successors, permitted assigns and all persons entitled to and capable of disposing off the assets and properties of the obligors) are held and firmly bound to the President of India (hereinafter called the 'Government' which terms shall unless excluded by or repugnant to the context be deemed to include his successors and assigns) in the sum of ` \_\_\_\_\_ (Rupees \_\_\_\_\_ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves by these presents.

1. SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ in the year Two thousand \_\_\_\_\_.
2. WHEREAS on the obligors request the Government has as per Union Ministry of Environment Forest and Climate Change letter No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter referred to as the 'Letter of Sanction' which forms an integral part of these presents and a copy whereof is annexed hereto as Annexure 'A') agreed to make in favour of the obligors for the purpose of grant of ` \_\_\_\_\_ (Rupees \_\_\_\_\_ only) out of which ` \_\_\_\_\_ (Rupees \_\_\_\_\_ only) have on \_\_\_\_\_ been paid to the obligors (the receipt of sum \_\_\_\_\_ do hereby admit and acknowledge) on condition of the obligors executing a bond in the terms and manner contained hereinafter which the obligers have agreed to do.
3. NOW the condition of the above-written obligation is such that if the obligors duly fulfil and comply with all the terms and conditions mentioned in the Letter of Sanction then the above written bond or obligation shall be void and of no effect; but otherwise it shall remain in full force, effect and virtue.
4. And these presents further witness as under :
  - (i) The decision of the Secretary to the Government of India in the Ministry of Environment, Forest and Climate Change on the question whether there has been breach or violation of any of the terms and conditions mentioned in the letter of sanction shall be final and binding on the obligors, and
  - (ii) The Government have agreed to bear the stamp duty, if any, chargeable on the presents.



5. In witness whereof these presents have been executed on behalf of the obligors pursuant to the Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ passed by the Board of the Management of the Society (Governing Body) of the obligors, on the date and year herein above-written.

Obligors in the presence of  
with name and address

1. Signature of the grantee institution
- 2.

(for office use only)

Accepted for and on behalf  
of the President of India

Witness:-

(Name and Designation)

Name and address:-