**Annexure-I**

**Guidelines for conduct of Training cum Awareness programme on *PPVFR* Act, 2001**

1. Organisation/Institute/SAUs/KVKs seeking financial support for the programme has to be related to activities in agriculture/horticulture/forestry/biodiversity conservation or related to protection of intellectual property in the form of plant varieties that shall benefit the farming community/scientists/researchers and other stake holders.
2. The proposal should include information about the natural plant biodiversity occurring in the region and possibilities of registering them with PPVFRA.
3. During the programme, participating farmers/communities /scientists are to be trained on filing of application, both in physical and on-line modes and the organisation shall mentor the farmers/communities for plant variety registration.
4. Proposed date and venue and proposed outcome of the programme is to be given
5. The proposal is to be submitted in the format as given in **Annexure-II** and should include general information about expected number of participants (farmers, scientists, researchers, conservers, students, Govt officers, legal or law enforcement officers etc)
6. Organisation/Institute/SAUs/KVKs has to suggest names of resource persons/farmers within and/or outside the organization and the names so proposed should have experience/expertise related to the objectives of the event.
7. Organisation/Institute/SAUs/KVKs has to submit a brief report (not more than two typed pages) immediately (within a week positively) along with a few good quality photographs in the prescribed format as given in **Annexure-III**.
8. Utilization certificate has to be submitted as per GFR and the unspent balance has to be refunded back to Authority as early as possible and within the financial year
9. New proposals from an organization will not be considered unless the UC and the report are received in respect of previous such programme organized by the organization for which funding support was provided.

**Annexure-II**

**Format for proposals for conduct of Training cum Awareness Programme\***

**(typed in A4 page format, Arial Font size 12, 2.5 cm margins)**

1. Name of the applicant, designation, organization, contact details

 (including phone/mobile, email, website)

1. Category :Govt/Semi Govt./Non-government /Autonomous/Private/Others (pls specify)
2. Proposed date and venue
3. Target participants and their expected number
4. Fund required
5. Proposed lectures and resource persons
6. Is the programme planned along with Krishi Mela/Fair/others. If yes, details to be provided
7. Expected outcome including possibilities of variety registration, conservation and seed production
8. If such programmes of PPVFRA conducted earlier, date of the programme, its location and brief outcome to be provided
9. Whether report and UC submitted already for previous such programme, if conducted in the past: Yes/No (A copy of UC to be attached, if conducted)

\*Guideline available in the PPVFRA website to be consulted

Note: Proposal shall be duly forwarded by the Head of the Institution and addressed to I/c Admn, PPVFRA, Plant Authority Bhawan, DPS Marg, Opp. Todapur Village, New Delhi 110012 with email to dr-ppvfra@nic.in

**Annexure-III**

**Format for Submission of Report of the Training cum Awareness programme**

**(typed in A4 page format, Font size 12 in Arial, 2.5 cm margins)**

1. Name of the organization, contact details(including phone/mobile, email, website)
2. Date and Venue of the programme
3. Number along with alist of participants, contact address and phone number (attach as an annexure)
4. Head wise expenditure
5. Number and the list of applications for variety registration including those already submitted to PPVFRA along with contact details
6. Names of the speakers/Chairs/Co-Chairs/Chief Guest (a copy of the programme be attached)
7. Report of the programme including brief of lectures, deliberations and interactions with the participants
8. Photographs and publication/newspaper clippings etc to be attached
9. If conducted as a part of another programme such as Krishi Mela/conference, then brief report about the main programme to be provided
10. Utilization certificate (If not submitted along with the report, it is to be done within maximum period of two months from the date of the programme)

 The report should be concise and should not exceed two typed pages.