

**GUIDELINES FOR  
ENVIRONMENTAL INFORMATION SYSTEM (ENVIS)  
SCHEME**



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## **1. Introduction**

Environment management plays an important role in effecting a balance between the demands and resources available, thereby also keeping environmental quality at a satisfactory level. For any rational management of the environment that comprises of environmental planning, appraisal and applicable law, availability of verifiable knowledge on state-of-environment is a pre-requisite. Environmental Information System (ENVIS) is a decentralized system of Centres mandated to develop a web-based distributed network of subject-specific databases. Its purpose is to integrate country-wide efforts in environmental information collection, collation, storage, retrieval and dissemination to all concerned. ENVIS, by providing scientific, technical and semi-technical information on various environmental issues, serves as the backbone of policy formulation and environment management at all levels of Government as well as decision-making aimed at environmental protection and its improvement for sustaining good quality of life of all living beings. Its major users also include institutes and individual scientists carrying out research projects and agencies carrying out environmental impact assessment of projects as well as public.

## **2. Objectives of the Scheme**

ENVIS was set up as a Central Scheme in December 1982 (Sixth Plan). The first Centre was set up on 28.09.1983, followed by three more during 1983-84. Over the course of time, and in recognition of the fact that environment and ecology are multi-disciplinary fields, new subject areas emerged, thereby expanding the Network. Further, with the advent of the Internet and other new mechanisms in information technology, the ENVIS scheme had to rapidly metamorphose and stay apace with developments. Involvement of State Governments/ Union Territory(UT) Administrations and specialized and reputed institutions country-wide on various themes/ subject areas was also felt to be necessary to achieve comprehensive coverage of information. Since its inception, the Scheme has been modified twice – first in 2004 (Tenth Plan) and then in 2013 (Twelfth Plan), based on which these Guidelines are prepared. The long-term and short-term objectives conceptualized for the Scheme are as below:

### **Long-term objectives:**

- To build up a repository and dissemination centre in Environmental Science and Engineering.
- To enable application of modern technologies of acquisition, processing, storage, retrieval and dissemination of information of environmental nature.
- To support and promote research, development and innovation in environmental information technology.

### **Short-term objectives:**

- To provide national environmental information services relevant to present needs and those capable of development to meet future needs of users, originators, processors and disseminators.
- To build up storage, retrieval and dissemination capabilities, with the ultimate objective of disseminating information speedily to the users.
- To promote national and international cooperation and liaise with agencies concerned for exchange of environment related information.
- To promote, support and assist education and personnel training programmes designed to enhance environmental information processing and utilising capabilities.
- To promote exchange of information amongst developing countries.

### **3. ENVIS Framework**

The objectives of the Scheme are to be realized through a framework which includes (i) Scientific Advisory Committee; (ii) ENVIS Cell/ Secretariat/ Focal Point; (iii) ENVIS Centres; (iv) State-of-the-Environment (SoE) Reporting; (v) Indian State-level Basic Environmental Information Database (ISBEID)/ ENVIS Portal/ other IT initiatives; (vi) any other initiative within the purview of the Scheme, also including an annual Report to the People on Environment since 2009-10, the Annual Report of the Ministry and the annual conferment of the Indira Gandhi Paryavaran Puraskar (IGPP) since 1987.

#### **3.1. Scientific Advisory Committee (SAC)**

SAC, chaired by Secretary (E&F), is the highest body envisaged in the Scheme. The overall monitoring and periodic review of management and functioning of the Scheme will be done by this Committee to offer mid-course corrections and for general improvement of ENVIS Network. It is required to be constituted every three years by the Ministry. It consists of another 4 officials (Director General of Forests & Special Secretary or his representative, Additional Secretary dealing with EI Division, Additional Secretary & Financial Adviser and Economic Adviser (EI Division), who acts as Member Secretary), and 5 non-official Members or experts selected with the approval of Minister for Environment & Forests.

##### **3.1.1. Terms of Reference (TOR) of SAC**

- The Committee shall oversee, monitor and review the overall operation and management as well as functioning and performance of ENVIS Network in all aspects with a view to attain the objectives laid down for the Scheme and improving the system operation.
- It shall lay down guidelines for evolving concept, structure and work procedure for ENVIS, with a view to effectively implement the Scheme, including laying down the

time schedule for its implementation at different stages of its operation as well as suitable designs and formats for information collection, storage and retrieval.

- It shall lay down guidelines for framing the Memorandum of Understanding (MOU) to be entered between the ENVIS Cell/ Focal Point and the ENVIS Centres indicating therein responsibilities and functions of these Centres.
- It shall suggest new areas in the field of Environmental Sciences and identify appropriate institutions for setting up ENVIS Centres as new network partners to make ENVIS a comprehensive web-enabled information system network.
- It shall formalise inter-institutional link-ups, coordination and linkages with other institutes, in India and abroad, for sourcing their information and databases.
- The Committee may co-opt other members or panel of experts as necessary with the concurrence of Chairperson for recommending mid-course corrections as appropriate and for general improvement of the ENVIS Network and for future improvements.
- The tenure of the Committee will be three years from the date of issue of its constituting Notification.
- The Committee may meet twice in a year or earlier as and when necessary and deemed fit by the Chairperson in New Delhi or elsewhere in India.
- Expenditure on TA/DA and sitting fee of non-official members will be borne by the Ministry as admissible under the relevant Government of India rules.

### **3.2. ENVIS Cell/ Secretariat/ Focal Point**

An ENVIS Cell with specialists on information analysis, environmental statistics and system studies, using application of modelling techniques wherever appropriate, was envisaged for this dynamic information system. The Cell will carry out the coordination of and provide information technology support to ENVIS Centres and also maintain and upgrade the ENVIS Portal and Ministry's website apart from assisting in the preparation of the Annual Report of the Ministry, National State-of-the-Environment (SoE) Report, Report to the People on the Environment, and any other publication authorised by SAC. ENVIS Cell would also collect, manage and maintain the photo-library for the Ministry and provide relevant photographs both in print and digital format to the officials as and when requested. It is responsible for providing Information Computing Technology (ICT) knowledge to ENVIS Centres in order to make them familiar with the latest technological developments. It would maintain a close liaison with NIC for implementing Guidelines for Indian Government Websites (GIGW) in respect of all websites under the Scheme.

#### **3.2.1. Functions**

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

- (i) Coordination and network development
- (ii) Information collection and data preparation of popular-level data that could be put out in the public domain, as well as generating high-end, perhaps research-level data.
- (iii) Generic Database development, including of projects, studies and R&D works
- (iv) Distributed Network Websites development and maintenance
- (v) Library and Documentation
- (vi) Liaison with relevant international and national information systems in order to realise the potential for improving the country's information repository and databases through international cooperation and exchange of environment-related information, especially on climate change and other cross-border environmental parameters.
- (vii) Information analysis, environmental statistics and system studies
- (viii) Information dissemination and technical enquiry services (query-based support) through different modes as well as different types of publications among various target user groups.
- (ix) Preparation of SoE Reports of the Nation and coordination and dissemination of SoE Reports of States/ UTs/ Metro cities/ 'Hot-Spots'.
- (x) Preparation of the Annual Report to the People on Environment.
- (xi) Preparation of Annual Report of the Ministry.
- (xii) Financially supporting the award of Indira Gandhi Paryavaran Puraskar (IGPP) annually to specified number of individuals and organisations.
- (xiii) Monitoring, review, evaluation and performance appraisal of ENVIS Centres, as well as ENVIS as a whole.
- (xiv) Assisting SAC with inputs as well as other secretarial help.
- (xv) Organising and supporting trainings and capacity building workshops, etc.
- (xvi) Any other item which falls under the purview of the Scheme.

The ENVIS Cell will be set up in the Ministry in a project mode and will be co-terminus with the Scheme.

### **3.2.2. Manpower**

The ENVIS Cell will have a maximum of five (5) core staff for its smooth running and management. The outsourced staff structure along with total manhour emoluments, their academic qualifications and experience, are tabulated below.

Sl. No.	Designation	Number of Posts	Manhour (₹ p.m.)
1.	NPC-cum-Senior Programme Officer	1	52,000/-
2.	Statistician	1	46,000/-
3.	Senior Information Officer	1	40,000/-
4.	Web Developer	1	30,000/-
5.	Office Attendant	1	8,000/-

The manhours may be enhanced annually for each of the five categories of outsourced staff by the absolute value of the annual increment permissible in the comparable pay scale or inflation as measured by the declared increase in Dearness Allowance by the Central Government for the comparable pay scale, whichever is lower.

### Qualification and Experience

Post	Essential Qualification and Experience	Age Limit
NPC-cum-Senior Programme Officer	M.Sc. (Natural Sciences/ Environmental Science)/ MCA/ B.Tech./ BE, well versed in computer applications/ Web Development with at least 3 years' experience	45 Years
Statistician	M.Sc. in Statistics/ Mathematics with Statistics as subject at graduation level with at least 3 years' experience	45 Years
Senior Information Officer	M.Sc. (Natural Sciences/ Environmental Science)/ MCA/ B.Tech./ BE, well versed in computer applications/ Web Development with at least one year's experience	35 Years
Web Developer	Graduate, good knowledge of Web Development/ Designing and Computers Applications such as print-publishing, software like Photoshop/Corel Draw/ PageMaker, etc. with one year's experience in Web Designing, including content management.	35 Years
Office Attendant	Class XII passed	30 Years

### Functional Responsibilities

- ***NPC-cum-Senior Programme Officer*** will report to the Deputy Director (Websites) for all functions, which will include the following:
  - (i) Online monitoring of performance, and technical assistance to, 31 thematic ENVIS Centres (other than Delhi-based Centres).
  - (ii) Providing enquiry services on matters concerning 31 thematic Centres directly or through ENVIS Centres.
  - (iii) Implementation of Annual Action Plan of Activities of the ENVIS Cell.
  - (iv) Coordination of ENVIS Centres and addressing horizontal issues.
  - (v) Coordination and bringing out four ENVIS newsletters every year on the basis of material received from various ENVIS Centres.
  - (vi) Any other special publication to be brought out as in Annual Action Plan.

- (vii) Maintenance and upgrading of ENVIS Portal website and technical management of ENVIS network (ENVIS centres)
- (viii) Coordination in respect of redesigning and cyber security audit project assigned to NIC.
- (ix) Management of databases developed by ENVIS Centres.
- (x) Any routine matters relating to Websites.
- (xi) All residual matters regarding ENVIS Cell.
- (xii) Link Officer to Senior Information Officer (except on Ministry's Website).
- **Statistician** will be responsible for all the statistical activities of ENVIS Cell. The post has been inducted in ENVIS Cell to manage the statistical data as ENVIS has also been designated by Ministry of Statistics and Programme Implementation (MoS&PI) to provide data on environment related areas for the requirements of National Statistical Commission, etc.
- **Senior Information Officer** will be responsible for
  - (i) Online monitoring of performance, and technical assistance to, 28 State/ UT ENVIS Centres and 8 Delhi-based thematic Centres.
  - (ii) Providing enquiry services on matters concerning 28 State/ UT and 8 Delhi-based thematic Centres directly or through ENVIS Centres.
  - (iii) ISBEID programme of the Ministry, including co-ordination and liaising with different State/ UT Centres and also NIC.
  - (iv) Concept and all implementation aspects of generic database under development.
  - (v) Maintenance and updation of Ministry's website, including conformance with GIGW and its security audit.
  - (vi) Maintenance of Virtual Private Network (VPN) facility.
  - (vii) Resolving technical queries raised by ENVIS Centres.
  - (viii) Link Officer to NPC-cum-Senior Programme Officer.
- **Web Developer** will be assigned duties as follows:
  - (i) Website designing, including banners, and editing of images/videos for the website.
  - (ii) Managing the digital photo-library of ENVIS.
  - (iii) Assisting in preparation of Reports/ publications/ e-publications of ENVIS/ EI Division, including the Annual Report of the Ministry
  - (iv) Management and upkeep of ENVIS files.
  - (v) Maintenance and updation of Ministry's website, including conformance with

GIGW and its security audit (as link officer to Senior Information Officer).

- *Office Attendant* will assist ENVIS Cell/EI Division in performing day-to-day activities.

### **3.2.3. Recruitment**

Performance of all computer programming and web-based activities of ENVIS Cell, as well as support staff, will be outsourced to an experienced organization/ institute having an ENVIS Centre located preferably in Delhi. The outsourced agency will be responsible for operation, management and functioning of ENVIS Cell/ Focal Point. The recruitment of staff for ENVIS Cell will be done by the outsourced agency in a transparent manner in consultation with the Ministry. Performance of outsourced agency, including ENVIS Cell staff, will be evaluated annually by the Processing Division.

### **3.2.4. Infrastructure**

ENVIS Cell/ Focal Point will be located in the Ministry and the Ministry will provide the necessary physical infrastructure.

## **3.3. ENVIS Centres**

The ENVIS Centres form an integral part of the ENVIS network and deal either with “*State of the Environment and Related Issues*” of a particular State/UT (generally called State/UT Centre) or have a specific environment-related subject/theme mandate (generally called Thematic Centre). The State/UT Centres are hosted by the Environment/ Forest Department of State Governments/ UT Administrations or an attached/ autonomous body and the Thematic Centres by environment-related governmental or non-governmental organisations/ institutes of professional excellence. The role of an ENVIS Centre is to act as a single-window information provider on various areas related to environment as set out in the Memorandum of Understanding (MOU) executed by the Host entity with the Ministry. Each Centre is a part of a country-wide web-enabled network on which environment-related information collated and updated by each Centre is made publicly available on a single e-platform. The Centres are tasked with performance of environmental information-related activities on an annual basis. These broadly cover database development that include descriptive information and numerical data, creating information products, maintaining and upgrading ENVIS website on NIC platform, and disseminating stored information through newsletters, reports, reprints, special thematic publications, news digests, abstracting services, etc. Query-Answer Service is another major responsibility of ENVIS Network. Wherever information is not readily available, ‘Referral Service’ is to be provided.

### **3.3.1. Functions**

Each ENVIS Centre will update and maintain an information database that includes

descriptive information and numerical data for suitable dissemination. Descriptive information will be maintained in the form of bibliographies, libraries, copies/ reprints/ abstracts of reports, articles, and research notes, and links to other databases/ networks, while numerical data on the subject/ theme assigned to the Centre will be collected, collated, compiled, processed and analysed, and information products will be developed for online dissemination or in the form of publications and reports. All information thus compiled will be made available on the Centre's website, which can also be accessed through the ENVIS Portal. Where feasible 'priced' information products would continue to be encouraged to be developed by Centres, the financial proceeds from which would be duly taken into account in extension of governmental support. The main functions of ENVIS Centres, in detail, are as follows:

- To maintain and update a databank on all aspects of assigned subject area/ status of environment and related issues, and to host and maintain a website for its dissemination.
- To develop an inventory of authentic and reliable information, and collect books, reports and journals for collation, retrieval, processing and analysis, and dissemination of information and database creation.
- To produce value-added information products including directories of information at State/regional/ National level (e.g. NGO databases, expertise rosters in various sectors, biodiversity registers); CD or website-based map atlases, e.g. using forest maps as base, information products could be developed on parks and sanctuary, desertification maps, species distribution maps or map atlases, and so on).
- To build linkages with information sources in the country and abroad for relevant and comprehensive information contents.
- To identify data gaps and knowledge gaps in the specified subject area and take action to fill these gaps.
- To collect primary data, as mandated.
- To respond to queries and information sought by stakeholders in the form of copies of published reports, documents, abstracts and research papers.
- To bring out newsletters and other publications in assigned subject.
- To help the ENVIS Focal Point in gradually developing the inventory of all information materials available at the Centres, and in analysis of information in subject area of the Centre.

### **3.3.2. Responsibilities/ Deliverables**

- To build up an inventory of authentic and reliable updated information in assigned subject, in descriptive and numeric modes as well as anticipatory information.

- To develop databases on parameters relevant to the subject area/theme, and process and analyse them; State/UT ENVIS Centres would collect, collate, compile, process, analyse and disseminate State/UT-specific data.
- To identify data gaps and take action to fill these gaps.
- To disseminate the relevant information to each user comprehensively and as quickly as possible through various mediums and instruments.
- To coordinate with the Ministry for supplying relevant, adequate and timely information to different users.
- To develop a user-friendly, open, dynamic website that serves as a web-enabled system for online dissemination of information to users and provides an interactive exchange of information with other websites/ networks/ databases.
- To formulate its Strategic Plan that would, inter alia, serve to generate sources of funds from the corporate sector and/or through subscriptions of its Newsletter/ other publications.
- To undertake all activities set out in each Centre's Annual Plan.

### **3.3.3. Accountability**

- Each Centre is accountable to the Ministry of Environment & Forests, Government of India. Each Centre would also be partly accountable to its Host (Department of State Government/ UT Administration or institute/organization) as per the MOU.
- Prudent spending of the Grant-in-Aid given by the Ministry.
- To users based on dissemination of authentic and verifiable information, with feedback on users' satisfaction. Quarterly feedback will be given by ENVIS Centres to the Ministry.
- Regular reporting of the work carried out by the Centre to the Ministry.

### **3.3.4. Manpower**

All ENVIS Centres will employ a maximum of three (3) technical core staff for smooth running and management of the ENVIS Centre. Financial support upto the limits specified in the tabular statement below will be considered to be extended to the ENVIS Centres towards meeting the emoluments/ manhours of the three technical core staff.

<b>Sl. No.</b>	<b>Designation</b>	<b>No. of posts</b>	<b>Manhours (₹ p.m.)</b>
1.	Programme Officer	1	30,000/-
2.	Information Officer	1	25,000/-
3.	IT Assistant	1	20,000/-

The financial support towards manhours may be enhanced annually for each of the three categories by the absolute value of the annual increment permissible in the comparable pay scale or inflation as measured by the declared increase in Dearness Allowance by Central Government for the comparable pay scale, whichever is lower.

With regard to manpower, for the interim/ transitional year 2013-14 into the new arrangements, each Centre may have flexibility to contract manpower, exercising either option-I or option-II, but remaining within the ceiling of four contracted employees and total manpower payments of not more than ₹ 75,000/- per month (₹ 9.00 lakh p.a.) as below:

Option-I		Option-II	
Programme Officer	₹ 30,000/- p.m.	Programme Officer	₹ 27,000/- p.m.
Information Officer	₹ 25,000/- p.m.	Information Officer	₹ 22,500/- p.m.
IT Assistant	₹ 20,000/- p.m.	IT Assistant	₹ 17,500/- p.m.
		Data Entry Operator	₹ 8,000/- p.m.
<b>Total</b>	<b>₹ 75,000/- p.m.</b>	<b>Total</b>	<b>₹ 75,000/- p.m.</b>

### Qualification and Experience

Post	Essential Qualification and Experience	Age Limit
Programme Officer	M.Sc. in specific subject related to subject areas for thematic Centres; M.Sc. for States/UT Centres along with good computer knowledge; 3 years' experience for all.	45 Years
Information Officer	Graduate in science or equivalent; good knowledge of computers; one year's working experience in relevant areas	35 Years
IT Assistant	Graduate, good knowledge of computer technology (website development, designing, internet, publication etc.); one year's experience	35 Years
Data Entry Operator*	Graduate with knowledge of computer software applications such as Microsoft Office.	30 Years

\* For exercise of Option-II

### Functional responsibilities and duties:

- **Programme Officer** will prepare a comprehensive annual plan of activities/ work as well as Strategic Plan for the forthcoming year in consultation with the ENVIS Coordinator, identifying work components for the project keeping in view the objectives, identification of data sources, data gaps, knowledge gaps, and verification and authentication of collected data with appropriate tabulations. The activities will include development of value added information products. ENVIS Coordinator will be a person from Host Institute (HI) concerned and he will be paid by the organization. The Programme Officer will be the overall technical head of the Centre under the ENVIS Coordinator.

- **Information Officer** will be responsible for data collection on the assigned subject from different authenticated sources. He will be also responsible for all data related matters such as collection, compilation, storage, processing and dissemination of information along with Programme Officer.
- **IT Assistant** will be responsible for designing, development of website and for keeping the website up-to-date through data entry, links with other databases, etc. He will maintain the website. He will be responsible for all IT related matters.

### **3.3.5. Recruitment**

The Centres will recruit staffs on contractual basis 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 ENVIS Centre. The Ministry will have no liability what so ever.

### **3.3.6. Infrastructure**

ENVIS Centres will be located in the Host Institute (HI) and HI will provide the necessary physical infrastructure, like office space, with basic amenities.

## **3.4. Indian State-level Basic Environmental Information Database (ISBEID)**

ISBEID is being developed with the objective to help State Government/ UT Centres to collect, compile and disseminate environmental information on a centralised server, covering gaps with respect to various environment-related parameters like pollution, biodiversity, waste management, etc. The State/UT ENVIS Centres is tasked with collecting data from line Departments of the States/UTs, and other sources as relevant, and updating the same into the modules of ISBEID through its web application. The various modules of ISBEID correspond to various environment-related parameters. The ISBEID application is primarily intended to provide (a) internet-based GIS application, (b) one-stop information source to users, (c) interactive maps capable of handling operations like zoom in/out, pan, print, measure etc., and (d) querying ISBEID interactively.

## **3.5. State-of-the-Environment (SoE) Reporting**

During the Tenth Plan, the Ministry initiated a Scheme for preparation of SoE Report for States/UTs, highlighting upstream and downstream linkages with environmental issues, besides creating a baseline document in each State/UT, with consolidation in a National Environment Report. The Scheme was extended during the Eleventh Plan, and allocation for SoE Reporting of ₹ 0.50 crore was merged with ENVIS Scheme in 2008-09. So far, the Ministry has brought out 29 SoE Reports for States/UTs/ Metro Cities/Hot Spots/ etc. The 3<sup>rd</sup> National SoE Report was published in 2009.

Presently, it has been envisaged that the State/ UT ENVIS Centres, which now have the capability of collecting data from the line departments of the States/UTs, will be entrusted with the job of preparing SoE Report of the respective States/UTs (earlier these Reports were prepared by some State Host Institutes under guidance from National Host Institute). ISBEID programme will form the baseline data for SoE Reports. SoE Reports will be published with a periodicity of two per State over a five year period, followed by a National SoE Report. The proposal for preparation of SoE Report along with the request for funds is to be submitted separately by the Centre.

#### **4. Guidelines for Establishment of New Centres**

Establishment of ENVIS Centres will be as per the following procedure:

- (i) Identify subject-gap areas based on feedback from Centres in consultation with Subject Divisions of the Ministry and State Governments/ UT Administrations, with due ratification of SAC.
- (ii) Invite proposals from State/ UT Governments/ reputed institutions/ NGOs concerned through the Ministry's website. The proposal for establishment of ENVIS Centre in the prescribed proforma (**Appendix – I**) should be sent to Economic Adviser (EI), Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi – 110 003.
- (iii) EI Division of the Ministry will scrutinize proposals, as per criteria, in consultation with Subject Divisions of the Ministry and shortlist 1-2 institutions.
- (iv) Shortlisted institutions will be invited to present their proposals before the SAC.
- (v) Recommendation of SAC will be placed for consideration of Secretary (E&F). MOU (as per **Appendix – II** or **Appendix – III** as applicable) will be entered into with approved host institutions by ENVIS Focal Point.

Notwithstanding the above, a Centre may be opened with the approval of the competent authority. Necessary infrastructure, an essential prerequisite for any ENVIS Centre, will be provided by Host Institution/NGOs/State/UT Governments. The Centres will be located in the space provided by the HIs and HI will have to satisfy the Ministry with regard to infrastructure before setting/establishing the Centre. The Ministry will discontinue the Centre, at any point of time, if infrastructure is found to be inadequate and unsatisfactory.

##### **4.1. Criteria for Selection of New Centres**

- (i) New subject area/ identified gap areas as ratified by SAC.
- (ii) Preference to geographical areas where there are no ENVIS Centres.
- (iii) Reputed institution/ organization/ department.

- (iv) Host Institute should have necessary expertise and capability to run Centre.
- (v) Interest and willingness of Host Institute to serve user community with substantive information as and when required.
- (vi) Appropriate physical infrastructure, as physically verified by EI Division of the Ministry to be incorporated in MOU.

EI Division will prepare a comparative statement of its observations on the proposals received for new ENVIS Centres which shall be placed before SAC for consideration.

#### **4.2. Infrastructure-related Obligations of Host Institution**

- (i) Appropriate physical and human infrastructure, as physically verified by EI Division will be incorporated in the MOU. The Ministry will also periodically review infrastructure needs, and may consider providing funds for procurement of hardware and software to the Centres, and also for suitable upgrading/ replacement of hardware/ software as per applicable norms of the Government.
- (ii) Host institute will provide office space, with basic amenities, and satisfy the Ministry in this regard before Centre is established.
- (iii) Website for the ENVIS Centre will be developed on NIC platform.
- (iv) Regular cyber-security audit and review for conformance with GIGW will be done by ENVIS Cell/ Focal Point. Financial support for de-bugging may be considered to be extended to deserving Centres.

#### **5. Monitoring Mechanisms**

- Periodic review of the functioning of the Scheme, including consideration of recommendations of the Independent Expert Committees, for mid-course corrections to the Scheme and for general improvement of ENVIS Network by SAC.
- Third-Party Evaluation of the Scheme as a whole and Performance of ENVIS Centres on an annual basis through National and Regional Evaluation Workshops by separate Independent Expert Committees for State/ UT and Thematic Centres. Not more than four Regional Evaluation Workshops (North, South, North-East and West regions) may be held in any year. Regional and National Workshops may be organized in alternate years.
- Performance Review of ENVIS Centres annually based on each Centre's evaluation at a National/ Regional Workshop by Independent Expert Committee concerned coupled with physical visit by senior Officers of the Ministry for onsite assessment of facilities and operations at least once every two years, as per applicable Evaluation Matrix, for

determining each Centre's eligibility to receive the recurring grant-in-aid for forthcoming financial year.

- Online Monitoring and Evaluation System on day-to-day basis based on the prototype developed for the purpose for all ENVIS Centres, gradually extending the coverage from the 36 Centres whose Websites have been restructured and upgraded to all Centres as their websites are similarly restructured and upgraded.
- All the Centres will be evaluated concurrently, both continuously and annually by the Processing Division. The release of grant to a Centre will depend on the performance appraisal subject to the satisfaction of Processing Division.

### **5.1. Performance Grading**

Grading of ENVIS Centres shall be done on the basis of total points earned by any Centre as category **A**: Very Good ( $\geq 80$ ), **B**: Good ( $\geq 50$  and  $< 80$ ) and **C**: Non-Performing ( $< 50$ ). 70 points would be earmarked for online monitoring of each Centre by the ENVIS Cell/ Focal Point. Balance 30 points would be earmarked for evaluation by Processing Division, which would also be based on the determination in the field visit to be undertaken at least once every two years as well as performance evaluation by the Independent Expert Committee.

Thematic Centres shall be evaluated as per the proforma at **Appendix – IV**, and State Centres as per the proforma at **Appendix – V**, which contain a list of parameters for monitoring with weights, and which may be revised periodically with the approval of competent authority.

### **5.2. Incentives and Disincentives**

The funding pattern will be linked to performance of Centres. Incentives will be given to category "A" Centres if their performances are graded "A" for two consecutive years. These may be in the form of enhancement of overall budget by upto 15% (excluding manhours paid to manpower) and/or grant for upgrading physical infrastructure.

Centres graded "B" will be kept on a watch list for a one year period. During this period an action plan will be worked out with the Ministry for removing lacunae and infirmities in performance. The performance of the Centre will be reviewed after one year. However, if the Centre is graded "B" consecutively for three years, one-time cut in grant by 10% (excluding emoluments paid to manpower) or, for administrative reasons, closure of the Centre may be considered with the approval of competent authority.

Centres graded "C" will be kept on watch list for 6 months during which concerted efforts would be made jointly by the host institute and the Ministry towards addressing the lacunae and infirmities in performance. Every 6 months the action plan will be reviewed along with performance of the Centre. However, if the Centre is graded "C" consecutively for 2

years, or for administrative reasons, closure of the Centre may be considered with the approval of competent authority.

## **6. Guidelines for Closure of Existing Centres**

- (i) Absence of proper physical infrastructure as defined in MOU.
- (ii) Centres graded “B” will be kept on a watch list for a one year period. During this period an action plan will be worked out with the Ministry for removing lacunae and infirmities in performance. The performance of the Centre will be reviewed after one year. However, if the Centre is graded “B” consecutively for three years, one-time cut in grant by 10% (excluding emoluments paid to manpower) or, for administrative reasons, closure of the Centre may be considered with the approval of competent authority.
- (iii) Centres graded “C” will be kept on watch list for 6 months during which concerted efforts would be made jointly by Host Institute and Ministry towards addressing the lacunae and infirmities in performance. Every 6 months the action plan will be reviewed along with performance of the Centre. However, if the Centre is graded “C” consecutively for 2 years, or for administrative reasons, its closure may be considered with the approval of competent authority.
- (iv) Any other administrative reasons, with the approval of competent authority.
- (v) MOU will include a suitable clause on disposal of assets, including equipment and prototypes of databases and value-added information products, with reference to General Financial Rules (GFR), 2005 and related instructions. As per the instructions, Government also will have discretion to gift the assets to the grantee organization if it considers the same to be appropriate.
- (vi) MOU will include mechanism for periodic transferring to the ENVIS Focal Point of the databases/ substantive work on documentation and prototypes, including of databases and information products, developed by ENVIS Centre. In the event of closure of a Centre, these would be suitably passing over to another ENVIS Centre on the subject.

## **7. Grant-in-Aid**

The annual grant-in-aid to run the activities of the ENVIS Centres will be provided in accordance with GFR, 2005 and related instructions of the Government of India.

### **7.1. ENVIS Cell**

An annual grant-in-aid, with its constituent three Heads of Expenditure, and upto the limits specified in the tabular statement below will be considered to be extended to the ENVIS Cell towards meeting the expenditure for carrying out the activities.

**Annual Allocation (Recurring):**

	Head of Expenditure	Amount in ₹
<b>A.</b>	<b>Manpower</b>	
	NPC-cum-Senior Programme Officer	52,000/-
	Statistician	46,000/-
	Senior Information Officer	40,000/-
	Web Developer	30,000/-
	Office Attendant	8,000/-
	<b>Total</b>	<b>1,76,000/-</b>
	<b>Total for One Year (1,76,000×12)</b>	<b>21,12,000/-</b>
<b>B.</b>	<b>Others</b>	
	Contingencies, consumables, stationery, hardware/ equipment, AMC, internet charges, miscellaneous	1,00,000/-
	Trainings/ workshops	7,00,000/-
	<b>Total</b>	<b>8,00,000/-</b>
<b>C.</b>	<b>Travel</b>	<b>2,00,000/-</b>
<b>Grand Total (A+B+C)</b>		<b>31,12,000/-</b>
<b>Institutional Service Charges (to be decided with the approval of the competent authority)</b>		

**7.2. ENVIS Centres**

An annual grant-in-aid, with its constituent three Heads of Expenditure, and upto the limits specified in the tabular statement below will be considered to be extended to the ENVIS Centres towards meeting the expenditure for carrying out the activities included in the Annual Plan of Activities for the relevant financial year as finalised by the Ministry (by EI Division in consultation with the Subject Division concerned in the case of Thematic Centres and as per the MOU in the case of State Centres).

**Annual Allocation (Recurring):**

	Head of Expenditure	Amount in ₹
<b>A.</b>	<b>Manpower</b>	
	Programme Officer	30,000/-
	Information Officer	25,000/-
	IT Assistant	20,000/-
	<b>Total for one Centre per month</b>	<b>75,000/-</b>
	<b>Total for one Centre per year (75,000×12)</b>	<b>9,00,000/-</b>
<b>B.</b>	<b>Others (for one Centre per year)</b> (Database development, website maintenance, printing of Newsletters, contingency, stationery, consumables, AMC, internet charges, training, inter-centre interaction workshops)	<b>3,30,000/-</b>
<b>C.</b>	<b>Travel(for one Centre per year)</b>	<b>30,000/-</b>
<b>Total for One Centre per year (A+B+C)</b>		<b>12,60,000/-</b>

### **Annual Allocation (Non-Recurring):**

Looking to the need to upgrade obsolete hardware/ software, once during the XII Plan period, the Centres would be provided with

- (i) PCs with internet connectivity & UPS – 2
- (ii) Scanner – 1
- (iii) Printer – 1

The amount will be non-recurring and would be provided to the Centres for procuring equipment as per DGS&D rate contract/ Government of India guidelines.

## **8. Evaluation of the Scheme**

Evaluation of ENVIS Scheme will be done as per Planning Commission's guidelines for Central Sector Schemes once in 5 years or earlier as per recommendations of SAC.

## **9. Terms and Conditions**

1. Approval of the Grant being released is for the specific purpose of the ENVIS Centre and the grant should be exclusively spent on the ENVIS Centre for which it has been sanctioned within the stipulated time. Any unspent amount, out of the grant given by the Ministry, would be required to be carried forward from one financial year to the next financial year for utilisation for the ENVIS Centre with the approval of the Ministry.
2. For permanent, semi-permanent assets acquired solely or mainly out of the grant, including books, periodicals and furniture etc., an audited record in the form of Register in the prescribed proforma (**Appendix – VII**) shall be maintained by the grantee organisation. The term 'Assets' here means (a) immovable property and (b) movable property of a capital nature where the value exceeds ₹ 1,000/-. The grant should not be utilised for construction of any building and full facilities by way of accommodation and infrastructural facilities etc. required for the ENVIS Centre will be provided by the grantee organisation.
3. All the assets including equipment and prototypes acquired from the grant will be the property of the Government of India and without the prior sanction of the Ministry should not be disposed off or encumbered or utilised for any purposes other than those for which the grant has been sanctioned.
4. In case the ENVIS Centre is closed down, the Government of India will be free to sell or otherwise dispose of assets, which are the property of the Government of India. The grantee organisation shall render to the Government of India necessary facilities for

arranging the sale of these assets. The Government of India has the discretion to gift the assets to the grantee organisation; if the Government of India considers it appropriate.

5. The grantee organisation will furnish yearly progress reports of the work done at the ENVIS Centre. The Ministry can depute scientists/ specialists to visit the grantee organisation periodically for reviewing the progress of work and for suggesting such measures as to ensure early realisation of the objectives of the ENVIS Centre. Assistance for booking accommodation and arrangements for transport facilities are to be provided by the grantee organization to the visiting scientists/ specialists.
6. The grantee organization would furnish to the Ministry an Audited Utilization Certificate as in **Appendix – VIII** and Audited Expenditure Statement as in **Appendix – IX** within thirty days from the closure of each financial year i.e. by 30<sup>th</sup> April of each year for the grant released during the previous financial year. The audited Expenditure Statement and Utilization Certificate pertaining to the grant should be furnished as per Government of India, GFR 212 (1).
7. The Comptroller and Auditor General of India at his discretion shall have the right access to the books and accounts of the Grantee organisation for the grants received from the Government of India.
8. The grantee organisation would maintain separate audited accounts for the centre. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the Ministry. The interest thus earned will be treated as a credit to the grantee organisation to be adjusted towards further instalments of the grant.
9. Sale proceeds if any as a result of the activities of the centre arising directly from the funds granted by the Ministry shall be remitted to the Government of India. The Government of India may at its discretion allow a portion of such receipts to be retained by the grantee organisation.
10. The grantee organisation is not permitted to entrust the implementation of the ENVIS Centre, for which the grant is being sanctioned, to any other organisation and diversion of the grants or any portion of it as assistance to any other organisation. In case, the grantee organisation is not in a position to execute or complete the work, it is required to refund forthwith to the Ministry the entire amount of grant received by it. In exceptional cases, this condition may be relaxed by the Government of India.
11. 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.
12. The terms and conditions of service of staff in the ENVIS Centre would be governed by the rules and regulations prevailing in the organisation/ institute in which the ENVIS

Centre is located. Ministry will not have any liability in such matters, including deployment of the staff in the event of closure of the ENVIS Centre, since the staff will be borne on the strength of the organisation/ institute in which the ENVIS Centre is located.

13. Notwithstanding the above terms and conditions, Ministry can modify the terms of reference, work contents etc. during the period of execution in case it is necessary.

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**Memorandum of Understanding (MOU)  
for setting up of Thematic Environmental Information System (ENVIS) Centre under  
the ENVIS Scheme in  
(Unit of Universities, Institutions and State Government Departments / Organisations)**

*Under finalization*

**Memorandum of Understanding (MOU)  
for setting up of State/UT Environmental Information System (ENVIS) Centre under  
the ENVIS Scheme in  
(Unit of Universities, Institutions and State Government Departments / Organisations)**

*Under finalization*

### Evaluation Proforma for Thematic ENVIS Centre

.....

<b>I. Assessment of ENVIS Centre through Website, Database, Publications and Query Answer Statistics – 70 pts</b>			
	Parameter	Total Points	Points Obtained
1.	<b>Website updation</b>	<b>50 pts</b>	
	i. Frequency of updating (10 pts)		
	ii. Subject Specific Database updation –numerical (5pts)		
	iii. Subject Specific Database updation – others (5pts)		
	iv. Initiative/action taken to identify/fill data/knowledge gaps (5 pts)		
	v. Newsletters/Publications/Reports (10pts)		
	vi. Production of value-added information products (15 pts)		
2.	<b>User engagement and interaction</b>	<b>20pts</b>	
	i. Total number of visits (2 pts)		
	ii. Number of unique visits (3 pts)		
	iii. Reports Downloaded/Read (5 pts)		
	iv. Total Number of Queries received (3pts)		
	v. Number of Queries responded (7pts)		
<b>II. Annual Assessment by the PD – 30 pts</b>			
1.	Implementation of Annual Action Plan (5pts)	<b>30 pts</b>	
2.	Any new Initiative (5 pts)		
3.	Quality of website updates (5 pts)		
4.	Quality of newsletters/publications/reports (5 pts)		
5.	Assessment of Centre (by visit/ inspection/ interactions) (5 pts)		
6.	Utilization of funds (5pts)		
	<b>Total</b>	<b>100 pts</b>	
<b>III. Inspection Status</b>			
1.	Has the Centre been inspected?	<b>Yes</b>	<b>No</b>
2.	Year of inspection		
3.	Findings/ brief report		
<b>IV. Accounts Status</b>			
1.	<b>Audit Statement of Expenditure of previous year</b>		
2.	<b>UC of previous year</b>		
<b>V. Overall Remarks:</b>			

**GRADING SCALE:** ≥80 pts → A Grade, ≥50 and <80 pts → B Grade, <50 pts → C Grade.

On the basis of points awarded to the ENVIS Centre, it is categorized as \_\_\_\_\_ Grade.

(Prepared by)

(Dealing Officer)

(Head of the Division)

**Evaluation Proforma for State/ UT ENVIS Centre**

.....

<b>I. Assessment of ENVIS Centre through Website, ISBEID Database, Publications and Query-Answer Statistics – 70 pts</b>			
<b>Parameter</b>		<b>Total Points</b>	<b>Points Obtained</b>
1a.	<b>Website updation</b>	<b>25 pts</b>	
	i. Frequency of updating (5 pts)		
	ii. ISBEID-Centre Website Integration (5 pts)		
	iii. Initiative/action taken to identify/fill data/knowledge gaps (5 pts)		
	iv. Newsletters/Publications (5 pts)		
	v. Production of value-added information products (such as SoER, Compendium, Software Application etc.) (5 pts)		
1b.	<b>ISBEID Updation</b>	<b>25 pts</b>	
	i. Frequency and consistency of updates (4 pts)		
	ii. Number of modules updated (4 pts)		
	iii. Initiative/action taken for systematic collection and authentication/ validation of data (With proper references and citations) (4 pts)		
	iv. Error minimisation/accuracy (removal of erroneous/ duplicate/ dummy entries, revalidation of entries) (3 pts)		
	v. Creative and productive use of ISBEID data (preparation of charts, reports and analytical papers based on the ISBEID data) (10 pts)		
2.	<b>User engagement and interaction</b>	<b>20 pts</b>	
	i. Total number of visits (2 pts)		
	ii. Number of unique visits (3 pts)		
	iii. Reports Downloaded/Read (5 pts)		
	iv. Total Number of Queries received (3 pts)		
	v. Number of Queries responded (7 pts)		
<b>II. Annual Assessment by the PD – 30 pts</b>			
1.	Implementation of Annual Action Plan (5pts)	<b>30 pts</b>	
2.	Any new Initiative (5 pts)		
3.	Quality of website updates (5 pts)		
4.	Quality of newsletters/publications/reports (5 pts)		
5.	Assessment of Centre (by visit/ inspection/ interactions) (5 pts)		
6.	Utilization of funds (5pts)		
	<b>Total</b>	<b>100 pts</b>	
<b>III. Inspection Status</b>			
1.	Has the Centre been inspected?	<b>Yes</b>	<b>No</b>
2.	Year of inspection		
3.	Findings/ brief report		
<b>IV. Accounts Status</b>			
1.	<b>Audit Statement of Expenditure of previous year</b>		
2.	<b>UC of previous year</b>		
<b>V. Overall Remarks:</b>			

**GRADING SCALE:** ≥80 pts → A Grade, ≥50 and <80 pts → B Grade, <50 pts → C Grade.

On the basis of points awarded to the ENVIS Centre, it is categorized as \_\_\_\_\_ Grade.

(Prepared by)

(Dealing Officer)

(Head of the Division)

**BOND**

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 and Forests' 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 obligors 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 and Forests 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:-

[O.M.No.F14 (1) – E. II (A)/73, dated the 23<sup>rd</sup> April, 1975]

**Appendix - VII**

**PROFORMA FOR MAINTAINING ASSETS**

Assets acquired totally or substantially out of Government Grants

Register to be maintained by grantee institution

Name of the sanctioning authority.....

Sl. No.	Name of Grantee Institute	No. and Date of Sanction	Amount Sanctioned	Brief Purpose of Grant	Whether any condition regarding the right of ownership of Govt. of the property or other assets acquired, out of the grant was incorporated in the grant in aid sanction	Particulars of Assets actually created or acquired	Value of the Assets as on
	Amount released on disposal	Reasons and Authority for disposal	Disposed off or not	Reasons if encumbered	Encumbered or not	Purpose for which utilized at present	Remarks

Certified that above items are entered in Stock Register No. ....

Page No. ....on .....

Signature of Registrar/Director

Signature of Principal Investigator

**Ministry of Environment and Forests**  
**Environmental Information System (ENVIS)**

**UTILIZATION CERTIFICATE**

(to be sent in duplicate to Ministry of Environment and Forests)

For the financial year \_\_\_\_\_ (from 1<sup>st</sup> April to 31<sup>st</sup> March in every financial year).

1	Name of the ENVIS Centre	
2	Name of the Organization/ Institute where ENVIS Centre is located	
3	Coordinator of the ENVIS Centre	
4	Head of the Organisation	
5	Ministry of Environment and Forests letter No. and date of sanctioning of establishment of the Centre	
6.	Amount brought forward from the previous financial year, Ministry of Environment and Forests letter No. and date on which the authority to carry forward the said amount was given	
7	Amount received from Ministry of Environment and Forests during the financial year _____ (Please indicate No. and date of sanction).	
8	Total amount that was available for expenditure	
9	Actual expenditure (excluding /including commitments) incurred during the financial year to which this Utilization Certificate relates	
10	Unspent balance amount available at the end of the financial year (up to 31 <sup>st</sup> March)	

11	Amount allowed to be carry forwarded to the next financial year	
12	Requirement of funds during the current financial year	

Certified that the expenditure of ₹\_\_\_\_\_ (Rupees \_\_\_\_\_) mentioned against Column 9 was actually incurred by the ENVIS Centre for the purpose for which it was sanctioned.

Date:

Place:

Signature of the  
ENVIS Cooridnator

Signature of the  
Registrar/ Accounts Officer

Signature of the  
Head of the Organization

Accepted and countersigned

Date:

Place:

COMPETENT AUTHORITY  
MINISTRY OF ENVIRONMENT AND FORESTS

(Signature of Head of ENVIS Centre)

**Ministry of Environment and Forests  
Environmental Information System (ENVIS)**

**EXPENDITURE STATEMENT**

(to be sent in duplicate to Ministry of Environment and Forests)

For the financial year \_\_\_\_\_ (from 1<sup>st</sup> April to 31<sup>st</sup> March in every financial year).

I. Expenditure Statement

Sl.No.	Object Head	Amount sanctioned (₹)	Expenditure incurred (₹)	Available balance (₹)

II. Further requirement of funds for the financial year \_\_\_\_\_

Sl.No.	Object Head	Amount Sanctioned during the last financial year (₹)	Amount required for the present financial year (₹)	Justification for additional budget

Signature of the  
ENVIS Coordinator

Signature of the  
Registrar/ Accounts Officer

Signature of the  
Head of the Organization