

**Ministry of Home Affairs
(HR Division)**

**TERMS AND CONDITIONS FOR ESSAY COMPETITIONS
IN THE CAUSE OF NATIONAL INTEGRATION AND COMMUNAL HARMONY**

1. **SCHEME:** Essay competitions for School Children and College/University Students.
2. **FREQUENCY:** Annual
3. **SUBJECT:** The topics of Essay should be selected every year from themes based on National Integration and Communal Harmony. The topics should be decided by the State/UT Authorities, in consultation with the Departments of Secondary & Higher Education, Home, Finance and Planning, State University Grants Commission, State Council for Higher Education etc.
4. **MEDIUM:** Hindi/English or official language of the State/UT.
5. **ELIGIBILITY**
 - (I) **For School Children:** The children of secondary schools studying in Classes IX to XII are eligible to take part in this competition. This competition will be at district level and should be organized in the district with the help of the district education establishment and the collector, who can set up a panel of judges for the selection of prize winning entries. The prize winning essays may be compiled and published in a book form. They may also be published in the local newspapers or magazines.

Prizes:

<u>First</u> Rs.1,000 (Rs. One thousand)	<u>Second</u> Rs.600 (Rs. Six hundred)	<u>Third</u> Rs.400 (Rs. Four hundred)
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(ii) **For College/University Students:** The students studying in College/University are eligible to take part in this competition. This competition will be at State/UT level and should be organized by the State University Grants Commission in the State/UT. Where the commission has not been constituted as yet, it may be organized by the State Council for higher education or by the State Education Department. A panel of judges may be set up for the selection of prize winning entries. The prize winning essays may be compiled and published in a book form. They may also be published in the local newspapers or magazines.

Prizes:

<u>First</u>	<u>Second</u>	<u>Third</u>
Rs.5,000	Rs.3,000	Rs.2,000
(Rs. Five thousand)	(Rs. Three thousand)	(Rs. Two thousand)

6. **HOLDING of ESSAY COMPETITIONS:** Instructions/Govt. orders may be issued to the concerned authorities to conduct the competition indicating details like date of receipt of entries by a specified date, date of competition etc. so that all formalities are completed well in time. The conduct of competition, evaluation of essays and final lists of awardees should be completed positively by 15th September every year.

7. **ANNOUNCEMENT of PRIZES:** The name of the prize winning candidates may be announced by 2nd October every year for both the competitions by the State Governments/UT Administrations and District Authorities.

8. **DISTRIBUTION of PRIZES:** The prizes may be given on the 26th January every year at the time of Republic Day Parade in the Districts for school children and in the State/UT Capitals for the College/University Students.

9. **TA/DA for PRIZE WINNERS:** The expenditure incurred by the recipients towards to and fro journeys performed to receive the prizes, in second class by train/ordinary bus by shortest route and a lump sum amount of Rs.250/- (Rs. Two hundred and fifty only) towards boarding/lodging etc. may be reimbursed.

10. **HONORARIA for PANEL OF JUDGES:** An amount equal to 50% of the entire amount of prizes at district level Rs.1,000/- (Rs. One thousand only) per district and at State/UT level Rs.5,000/- (Rs. Five thousand only) per State may be paid as honoraria to the panel of Judges.

11. ADMINISTRATIVE EXPENSES: Administrative expenses like printing of certificates, compilation of prize winning essays etc. up to a maximum limit of Rs.500/- (Rs. Five hundred only) per district for school children and Rs.2,500/- (Rs. Two thousand & five hundred only) per State/UT for college/university students may be incurred.

12. REQUIREMENT of FUNDS: The Joint Secretary (HR), Ministry of Home Affairs, Lok Nayak Bhavan, Khan Market, New Delhi-110 003 may be informed in the prescribed proforma (Annexure-I) by 15th October every year the actual requirement of funds for competitions. The names of the State/UT Authorities in whose names the cheque/draft for the amount of prizes etc. is also to be sent together with a list of names of winners of the prizes. While calculating the fund requirement, the State/UT may include the payments of prize money, TA/DA for prize winners, honoraria for penal of Judges and administrative expenses. The cheque/demand draft of the total requirement funds would be sent by Ministry of Home Affairs by 31st December every year to the concerned authorities for payment to actual winner(s), provided requirement is received in time.

13. MODE of PAYMENT: A single cheque/demand draft for all the admissible expenses and prize money would be drawn in the name of the authority nominated for the purpose by the State Government/UT Administration.

14. UTILISATION CERTIFICATE: After the prizes are distributed to the winners, a consolidated Utilisation Certificate to the effect that the prizes have been distributed to the actual winners must be sent to the Ministry of Home Affairs by 31st March of the financial year positively by the concerned authorities of each state in the prescribed proforma (Annexure-II).

15. ADDRESS for CORRESPONDENCE: All the correspondence may be made at the following address:-

Joint Secretary (Human Rights Division),
Ministry of Home Affairs,
Lok Nayak Bhavan, Khan Market,
New Delhi-110 003.
Telefax: 011-24615818

**STATEMENT INDICATING REQUIREMENT OF FUNDS FOR ESSAY COMPETITIONS AT
DISTRICT AND STATE/UT LEVELS**

1. Date of conducting Essay Competitions:

(i) For College/University Students

(ii) For School Children

2. Date of announcement of Prizes Winners:

(i) For College/University Students

(ii) For School Children

3. Prize Money:

(i) For College/University Students

1st Prize : 5,000
2nd Prize : 3,000
3rd Prize : 2,000
(together with names of winners)

Rs. _____

(ii) For School Children

1st Prize : 1,000
2nd Prize : 600
3rd Prize : 400

2,000

Rs.2,000x Number of Districts
(together with names of winners)

Rs. _____

4. TA/DA for Prize Winners

(i) For College/University Students

(a) Lump sum amount for boarding/lodging
Charges= Rs.250x3

Rs. _____

(b) Actual to and fro fare by 2nd class Train/ordinary bus by shortest route Rs. _____

(ii) **For School Children**

(a) Lump sum amount for boarding/lodging Charges=Rs.250X3X Number of Districts Rs. _____

(b) Actual to and fro fare by 2nd class Train/ordinary bus by shortest route Rs. _____

5. **Honoraria for Panel of Judges**

(i) **For College/University Students**
(Limited to Rs.5,000) Rs. _____

(ii) **For School Students**
(Limited to Rs.1,000 per district)
Rs.1,000X Number of districts Rs. _____

6. **Administrative Expenses:**

(i) **For College/University Students**
Limited to Rs.2500) Rs. _____

(ii) **For School Students**

(Limited to Rs.500 per district)
=500X Number of Districts Rs. _____

7. **Grand Total** Rs. _____

8. **Mode of Payment**

Designation and full postal address of the Authorities be given in whose names cheque/ Draft for these items would be drawn and sent for disbursement. One combined draft would be sent for competitions for School Children of all the districts of the State/UT. -----

UTILISATION CERTIFICATE

(To be sent in duplicate to the Ministry of Home Affairs for the financial year from _____ to _____)

1. Title of the Project/Scheme:
2. Name of the Organisation/Agency
Nominated by State Govt./UT
Administration in this regard:
3. Name of the Head of the Agency/
Organisation address & other details:
4. Ministry of Home Affairs letter Number
and date of sanctioning the project:
5. Amount brought forward from the previous
Financial year quoting Ministry of Home
Affairs letter number and date on which the
Authority to carry forward the same amount
was given:
6. Amount received from Ministry of Home
Affairs, during the financial year (please give
number and date of sanctions showing the
amount paid):
7. Total amount that was available for expenditure
(including commitment) incurred during the
financial year (Sl.No.5+6):
8. Actual expenditure (Excluding commitments)
incurred during the financial year:
9. Unspent balance refunded if any (please give
details of cheque number etc.):

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10. Balance amount available at the end of the financial year:
11. Amount allowed to be carried forward to the next financial year vide letter Number and date:

Certified that the expenditure of Rs. _____ (Rupees _____) mentioned against column 8 was actually incurred on the Project/Scheme for the purpose for which it was sanctioned and balance amount of Rs. _____ is available on _____.

(Signature of
Registrar/Accounts
Officer)

(Signature of
Head of the
Organisation)
