C-I-43012/1/2015-CHEM. I (Comp. No. 3006691)
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals
*****

Kartavya Bhawan 2, New Delhi
Dated the 17th November 2026

To

As per the attached list

Subject: Guidelines for "Chemicals Promotion and Development Scheme (CPDS)"- reg.

Sir/Madam,

I am directed to inform that the Department of Chemicals and Petrochemicals has revised the guidelines for the **Chemicals Promotion and Development Scheme (CPDS)** with the approval of the Competent Authority. A copy of the revised guidelines is enclosed herewith for reference.

2. It is requested that all future proposals seeking Grant-in-Aid under CPDS be submitted in accordance with the revised guidelines.

(Anurag Chandra)
Deputy Secretary to the Govt. of India
Tel: 011- 24015644
Email: anurag.chandra28@gov.in

Copy to:

1. PSO to Secretary (CPC)/ Sr. PPS to JS & FA/ PA to JS (C)/ PPS to JS (PC)/ PS to EA/ PS to CCA, Department of Chemicals and Petrochemicals for information
2. All DS/Director, Department of Chemicals and Petrochemicals
3. All Autonomous Bodies/PSUs of the Department of Chemicals and Petrochemicals
4. Sr. Technical Director (NIC) with the request to upload the Guidelines on the website of the Department

List of Industry Associations

S. No.	Name of Industry Association
1	Indian Chemical Council (ICC)
2	Federation of Indian Chambers of Commerce and Industry (FICCI)
3	The Dyes & Pigments Manufacturers Association of India (DPMAI)
4	Alkali Manufacturers' Association of India (AMAI)
5	Indian Chamber of Commerce
6	Pesticides Manufacturers & Formulators Association of India (PMFAI)
7	Crop Care Federation of India
8	Basic Chemicals, Cosmetics & Dyes Export Promotion Council (CHEMEXCIL)
9	Confederation of Indian Industry (CII)
10	CropLife India
11	Carbon Black Manufacturers Association
12	Chemicals and Petrochemicals Manufacturers Association
13	All India Plastics Manufacturers' Association (AIPMA)
14	Organization of Plastics Processors of India
15	All India Tape Manufacturers Association
16	The Plastics Export Promotion Council
17	Associated Chambers of Commerce and Industry of India (ASSOCHAM)
18	National Corrosion Council of India
19	Green ChemisTree Foundation
20	CHEMTECH Foundation
21	PHD Chamber of Commerce and Industry (PHDCCI)
22	Knowledge Chamber of Commerce and Industry (KCCI)
23	Indian Institute of Chemical Engineers (IIChE)

Guidelines for "Chemicals Promotion and Development Scheme (CPDS)"

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1.0 Objective of the Scheme

The Chemicals Promotion and Development Scheme (CPDS) aims to support the growt h and development of the chemicals and petrochemicals industry by promoting knowled ge creation, industry collaboration, and dissemination of information.

Its key objectives include:

- Creating knowledge resources through studies, surveys, databases, and promotional materials.
- Disseminating information by organizing seminars, conferences, exhibitions, and similar events.
- Encouraging investment and trade promotion in the chemicals and petrochemicals sectors.
- Facilitating exchange of best practices through collaboration between industry and academia.
- Promoting safe industrial practices and sustainability initiatives.
- Promoting research and development in the sector
- Creating awareness amongst industry for promoting judicious use of chemicals and petrochemicals for development of the sector and preventing their misuse in manufacturing of substances such as narcotics, psychotropic substances, explosives etc.

The scheme aims to strengthen the overall development ecosystem of the chemicals and petrochemicals industry in India.

2.0 Components of the Scheme

The Scheme will have three components.

2.1 Component I – Creation of Knowledge Products

This will include conducting studies/surveys, preparation of survey reports, acquisition of books, magazines, learning modules, data banks and production of promotional materials such as films, displays, e-booklets and brochures etc. In addition, any other activity which facilitates development of Chemicals and Petrochemicals sector may be supported.

2.2 Component II – Promotion of Chemicals and Petrochemicals Sector

This will include organizing seminars, workshops, conferences, conventions, trainings, exhibitions, investor's meet, etc. on issues/subjects relevant to development of chemicals and petrochemicals sectors. An indicative list of subjects is given as under:-

(a) Investment promotion

(b) Export Promotion
(c) Issues related to subsectors such as Green Economy, Sustainability, Circular Economy, Waste Management, etc. and any other relevant sector.
(d) Quality Management System/Quality Improvement Program
(e) Issues related to feedstock, pesticides and chemicals
(f) Success Story Presentation-Green technologies and other innovative technologies in chemical sector
(g) Outreach programmes for industries on Government regulations/guidelines/ schemes for chemical and petrochemical sector etc.
(h) Research and Development related promotional activities
(i) Chemical safety and security including handling and transportation of chemicals.
(j) Setting up of standards

2.3 Component III – Organisation of Training Programmes

This will include the planning, organization, and implementation of training programmes for farmers and other relevant stakeholders under the Scheme. The training programmes will be designed to enhance participants' knowledge, skills, and understanding of the objectives, provisions, and practices covered under the Scheme.

3.0 Implementation Arrangements

3.1 Component I – Creation of Knowledge Products:

3.1.1 This component may ordinarily be implemented by the Department through engagement of a suitably qualified and experienced professional agency, in accordance with the provisions of the General Financial Rules (GFR) and the applicable Manual for Procurement of Consultancy Services issued by the Ministry of Finance, Government of India. The Department may define the scope of work, deliverables, timelines, eligibility criteria, and other terms and conditions for engagement of the professional agency, as considered necessary for effective implementation of the component. The Department will make direct expenditure, as professional services, to implement this component.

3.1.2 The selected agency shall be responsible for undertaking the study in accordance with the approved terms of reference and within the prescribed timelines. The Department may monitor and review the progress of the study and ensure that the outputs and deliverables are of the requisite quality and are aligned with the objectives of the Scheme.

3.1.3 In such cases, the financial assistance under this component may cover the full cost of conducting the study, including the expenditure considered admissible and necessary for completion of the approved scope of work.

3.2 Component II – Promotion of Chemicals and Petrochemicals Sector:

3.2.1 Under this component, the promotional events (seminars/ workshops/ conferences/conventions, etc.) will be organised by:

(a) The Department of Chemicals and Petrochemicals in collaboration with other organization
(b) Government agencies such as academic institutions and autonomous bodies/PSUs under the Department
(c) Associations of industry in Chemicals and Petrochemicals sector.
(d) A specialized organization having demonstrated expertise in the field in which proposed event is to be organized.

3.2.2 Financial support in the form of Grant-in Aid for Promotion of Chemicals and Petrochemicals Sector events:

(a) For events organised at the behest of the Department or by Government agencies, financial support may be extended without any monetary ceiling subject to realistic assessment of income and expenditure for the event and availability of budget.
(b) For events organized by industry associations or specialized organizations, Grant-in-Aid shall be provided up to ₹8 lakh per event for a one-day event and up to ₹10 lakh per event for a two-day event.
(c) The Grant-in-Aid shall be disbursed in two installments: 50% as an advance prior to the event, and the balance amount upon completion of the event. The final payment shall be restricted to the actual net deficit, calculated as the actual expenditure less the actual income, subject to the prescribed ceilings. The statement of actual income and expenditure shall be duly certified by a Statutory Chartered Accountant.

3.3 Component III – Oranisation of Training Programmes

3.3.1 Farmers' Training Programme

Farmers' Training Programmes under CPDS shall ordinarily be organized by the Department through its PSUs/Autonomous Bodies. Financial support may also be extended to Industry Associations. The detailed guidelines governing the organization of farmers training programmes are set out in **Annexure-I**.

3.3.2 Training Programmes other than Farmers' Training Programmes

Training Programmes other than Farmers' Training Programmes under CPDS shall ordinarily be organized by the Department through its PSUs/Autonomous Bodies. Financial support may also be extended to Industry Associations, subject to the following conditions:

(i) The funds will be released as per actual expenditure with maximum financial support of ₹5 lakh for each training programme with a minimum 200 participants.

(ii) Final report along with details of dignitaries and other invitees and other related document are to be submitted within 30 days after completion of all the approved programs.
(iii) Programme should be conducted at the field level.
(iv) Efforts should be made for wide Publicity of the workshop/ training programmes through social and print media to attract the maximum participation.

4. Organizations may be permitted to use the Logo of the Department of Chemicals and Petrochemicals for display on publicity materials and during the event, subject to the prior approval of the Department. The Organization shall ensure that, while displaying the Logo of the Department of Chemicals and Petrochemicals, all provisions of Notification G.S.R. 643(E) dated 4th October, 2007, issued by the Ministry of Home Affairs, regulating the use of the State Emblem of India, are strictly complied with. The detailed guidelines governing logo support are provided at **Annexure-II**.

5. The Department of Chemicals and Petrochemicals shall invite proposals from its Autonomous Bodies/PSUs, as well as from Industry Associations, for events proposed to be organized during the ensuing financial year. A notice shall also be placed on the Department's website inviting proposals from different organizations and industry associations.

6. The organizations seeking financial support under the Scheme will be required to submit an application for financial assistance, providing the details prescribed in **Annexure-III**. Organizations falling under Category 3.2.1(d) shall provide adequate details and supporting documents establishing their expertise in the relevant area, along with evidence of successfully organizing promotional events in the Chemicals/Petrochemicals sector in previous years.

7. Organizations receiving Grant under the Scheme will be required to submit a report within one month after organization of the event: -

(a) Proceedings of the event.
(b) Copies/cutting of advertisements/publicity done.
(c) List of participants.
(d) List of resource persons with topics/presentations by them.
(e) Suggestions/Queries of participants, if any.
(f) Outcome of the event/ recommendations for various stakeholders.
(g) Performance -cum- Achievement Report
(h) Follow up action taken/ to be taken.
(i) Details of actual expenditure and income earned (from all sources) after the event duly certified by Chartered Accountant.
(j) Utilization Certificate (UC) in the prescribed proforma duly signed by the Head of the Organization. (**Annexure - IV**)

8. General Conditions for availing Grant/Assistance

(a) The CPDS Portal is integrated with NITI Aayog's NGO-DARPAN Portal. All private organizations are required to obtain and quote their NGO-DARPAN ID while applying for grants under the CPDS Scheme.
(b) The grantee institutions would comply with the provisions of GFR 2017 as applicable.
(c) The grantee institutions would comply with the instructions regarding CNA Guidelines as issued by Ministry of Finance from time to time.
(d) Under no circumstances, grant would be released to an event manager.
(e) No grant will be released for any expenditure of recurring nature.
(f) In case of conferences/workshops etc. Officers nominated by the Department of Chemicals and Petrochemicals would be entitled to participate in such event without payment of any delegate fee etc.
(g) In terms of GFR Rule 238 (1), all organizations receiving assistance under the Scheme will submit Utilization Certificate in the proforma as per Annexure V within 12 months of the closure of the financial year.

9. How to Apply for Financial Assistance

All requests regarding grants-in-aid should be filed online on portal http://cpds.chemicals.gov.in

Annexure I – Farmers' Training Programmes guidelines

Annexure-II - Logo support guidelines

Annexure-III – Proforma for seeking financial assistance under CPDS

Annexure-IV- Utilization Certificate proforma

Annex I

Funding & Execution Guidelines of CPDS for Farmers Training Programmes

1. Proposals for farmers training programmes are to be sent to the Department on half yearly basis.

2. Grant will be released to the PSUs/ ABs/ Industry Associations etc. in two installments. First installment to the tune of 50% of the total approved workshops for six months will be released at first and remaining grant will be released after utilization of 75% of released amount.

3. The funds will be released as per actual expenditure with maximum financial support of Rs. 8 lakhs for each training programme with a minimum attendance of 350 persons/ farmers.

4. A brief report should be submitted along with details of dignitaries and other invitees and other related document before seeking the fund for another six months.

5. Programme should be conducted at the field level with arrangement of sufficient number of participants.

6. Efforts should be made for wide Publicity of the workshop/ training programmes through social and print media.

7. The programme banner should have details of organizers of the programme including DCPC/MoCF and other directives issued by Govt. of India from time to time to be followed.

8. At-least two subject experts may be invited from nearby State Agriculture University/ Krishi Vikas Kendra/ State Agriculture Deptt., etc.

9. Gram Panchayat Sarpanch/ State concerned Government Officials/ dignitaries must be invited for the programme.

10. Efforts may be made to nominate at least one officer of DCPC to attend the events without payment of any delegate fee etc.

11. Efforts may be made to invite MPs/State Ministers/ MLAs to attend the programme.

12. Attendance sheet should be maintained mandatorily for each training programme.

13. Pamphlets/ booklets should be printed in local language for distribution to the attendees and handing over to local Gram Panchayat for wider dissemination of knowledge.

14. Safety kits should be distributed to the participants which are usable for them such as safety goggles, gloves, masks cloths etc.

15. Proper meal (not breakfast or high tea) should be provided to the participants as per their locality.

16. Efforts should be made to obtain the suggestion/queries of beneficiaries and follow up action. Programme feedback from minimum 50 attendees on impact assessment must be obtained.

17. Adequate media coverage to be given to the events organized under the scheme. Newspaper clippings to be submitted along with report.

18. Programme should not be repeated in the same municipality/ locality for at-least two years.

19. The grantee body would comply the provision of GFR 2017 as amended time to time. Efforts may be made to obtain GST bills for expenditure for training programme. As per GFR 2017, purchase of goods up to the value of Rs.50,000/- only on each occasion may be made without inviting quotations or bids .

20. Agricultural Cooperative societies/ Farmers Producers Organization (FPO)/ NGOs involved in agriculture sector may be roped in for execution of farmer training programmes and invoices submitted by these agencies shall be considered as GST invoices.

21. Industry meetings/programmes/workshops/seminars (fully funded by the Department) should be organized as per DoE guidelines.

22. The fund recipients will maintain financial records, supporting documents, statistical records and all other records to support performance of the events.

23. Outcomes, achievements along with photo and other reports of the events should be submitted along with Utilization Certificate duly certified by Chattered Accountant.

24. Name, Post/Designation, Mobile Numbers and a group photo of all dignitaries seated at dice for each workshop must be sent to the PD/IFD for perusal during seeking the 2nd installment of the event without fail.

25. A self-contained executive summary of the each workshop must be submitted to the Department after completion of each training programme.

26. If any doubt/clarification arises in the implementation of these guidelines, the decision of DCPC shall be final and binding.

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No.C.I.43012/1/2015-CHEM.I
Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhavan, New Delhi-110001
Dated the 10th November, 2017

OFFICE MEMORANDUM

Subject:- Use of Department's logo support for events organized by the Industry Associations, Autonomous bodies, PSUs, Academic institutions and Specialized organizations with/without any financial assistance from the Department of Chemicals and Petrochemicals.

Department of Chemicals and Petrochemicals has been, from time to time, receiving requests from Industry Associations, Academic institutions etc for permitting use of Department's logo for the events being organized by them for Chemical and Petrochemical sector , with/without any financial support from the Department.

2. Although the Department is always supportive of the events that are organized for the development and promotion of the Chemical and Petrochemical sector and provide a platform for showcasing the strengths of this sector, certain amount of caution has to be exercised in permitting the use of Department's logo support for such events, as this may sometimes create misgivings in the minds of common public/Industry or result in misuse of Department's logo/name.

3. The permission for use of Department's logo or mention of the Department's support for an event shall only be granted by the Department with the approval of Secretary, Department of Chemicals and Petrochemicals. Such permission may be granted by the Department after ascertaining the antecedents of the organizing agencies, their suitable registration, their involvement in the Chemical and Petrochemical sector, capacity to undertake the event and a good track record.

4. The permission for use of Department's logo with/without any financial support for the event shall be granted, subject to the following conditions:

(i) The theme/topic of the event/conference/seminar/workshop etc. should pertain to the core subject matter dealt with Department of Chemicals and Petrochemicals.

PTO

(ii) The objective of the event/conference/seminar/workshop etc. should be to promote the Chemical & Petrochemical sector.

(iii) The Department's support to the event is governed by the Gazette of India Notification G.S.R. 643 (E) dated 4th October, 2007 of M/o Home Affairs regulating the use of the State Emblem of India.

(iv) All the provisions of the notification need to be followed scrupulously while undertaking the publicity etc., in particular, the Government Emblem may not be used on the stationery such a letter head of the organizer of the event. Further, the Government Emblem should be displayed prominently in publication/advertisement, etc. as per the provisions of the notification.

(v) The organizer should acknowledge the Department's support and logo of the Department should be prominently displayed and visible, i.e. on the hoardings/banners/background screens, etc.

(vi) Department's logo would only be used for promotional and non-commercial purposes. In no case, it should be misused for collection of donation /contributions etc

(vii) The event should prominently display the name of the Department.

(viii) In case of seminars, conferences etc . a proper place on the dais should be offered to the Officers of the Department of Chemicals and Petrochemicals and they should be included as speakers and panelists.

(ix) Care must be taken by the organizers to ensure that the platform of the event is not misused for any anti-national acts and /or for making irresponsible statements.

(x) A Feedback Report on the deliberations and decisions taken during the event would be submitted to the Department, at the end of the event, by the organizers.

(Sunil Kumar Sharma)
Director
Phone 23380592
Email : sunil.sharma74@gov.in

To

All Offices and Organizations of D/o C&PC

Annexure - III

Proforma for seeking financial support under the Chemicals Promotion and Development Scheme (CPDS)

I. DETAILS OF APPLICANT ORGANIZATION

1. Name of the Organization with address, phone No./fax/Email	
1 (A). Unique Identification No. obtained from DARPAN portal of NITI Aayog	
2. (a) Legal status of the organizing institution (Please give details whether a trust, a company, registered society, educational institution, research organization, professional body involved in scientific/academic/technical activities.)	
2(b). Category of the Organization i) State Government/UT ii) Autonomous Body of the Government iii) Co-operative Society and Co-operative Institution iv) Others	
3 (i). In case of registered organization/society, please give details of Registration No., place of registration and registration authority (enclose copy of the relevant documents).	
3 (ii). Please confirm whether your organization has been operating for 3/5 years. If yes, please enclose list highlighting substantive achievements.	
3 (iii) Zero Balance Subsidiary Account (ZBSA) details (current account with SBI)	

II. DETAILS OF EVENT

4. Name/ Title of the Event	
5. Level of the seminar/symposium/ workshop i.e. whether Regional/ National/International. Please furnish details of collaborating institutions, experts and participant	
6. Proposed dates of the Seminar/Symposium/Workshop. (Please enclose copy of detailed programme.)	
7. Full Address of the Venue for the Conference	
8. Brief objectives of the event including the topics to be discussed and the relevance/ importance of the event in the national or international context.	

III. FINANCIAL DETAILS

9. Details of the budget estimate of the expenses for the Seminar along with income expected to be generated from registration fee from delegates, advertisements etc.	
(i) Total estimates of Expenses (Details in separate sheet) (ii) Total estimates of income (iii) Details of financial support from other organizations.	
11. Amount of financial assistance required from DCPC	

12. Name & Address of the person (Head of the organization) responsible for furnishing Utilization Certificate (UC) certified by Chartered Accountant (phone number & email address should also be provided).	

IV. DETAILS OF FINANCIAL ASSISTANCE RECEIVED EARLIER

13 (a). Whether any grant/financial support for Seminar/Symposium/ Workshop/Conference etc. received earlier from DCPC. If yes, please mention amount received.	
13 (b). Whether Utilization Certificates for grants for past events have been submitted (please give letter no. and date along with copy). If not, the reasons thereof.	

V. DETAILS OF PARTICIPANTS

14. No. of participants (along with list of Speakers and experts).	
15. If foreign participants are being invited, whether applications submitted to Ministry of External Affairs for Political Clearance or clearance obtained (please attach copy). No travel expenses should be committed beforehand.	

16. Whether clearance of Ministry of Home Affairs from Security angle in case of foreign participants has been obtained or applied for (please attach copy).	

VI. UNDERTAKING

It is certified that the information given in the proposal is true to the best of my knowledge.

On behalf of _____, I hereby undertake to ensure smooth conduct of the event, proper use of Government fund, and submission of utilization certificate and audited statement of accounts, within prescribed time limits. I also undertake to return the grant within 15 days to the Department of Chemicals & Petrochemicals, Ministry of Chemicals and Fertilizers, Government of India, New Delhi in the event of failure to conduct the event on the date(s) indicated above or any deviation made from the commitments or furnishing of false information.

Signature Name, Designation & Full Contact
details of the representative of applicant organization

Place:

Date:

Seal of the Organisation

Annex-IV

GFR 12 – A

[(See Rule 238 (1)]

FORM OF UTILIZATION CERTIFICATE FOR AUTONOMOUS BODIES OR THE GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR……..in respect
of recurring/non-recurring
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1.Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
(i) Cash in Hand/Bank
(ii) Unadjusted advances
(iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Govern-ment	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid– General	Grant-in-aid– Salary	Grant-in-aid–creation of capital assets	Total

Details of grants position at the end of the year
(i) Cash in Hand/Bank
(ii) Unadjusted Advances
(iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

(i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained asprescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.

(ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.

(iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.

(iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.

(v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.

(vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.

(vii) It has been ensured that the physical and financial performance under…….(name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.

(viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)

(ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:
Place:

Signature	Signature
Name.....	Name.....
Chief Finance Officer (Head of the Finance)	Head of the Organisation

(Strike out inapplicable terms)