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Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals

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

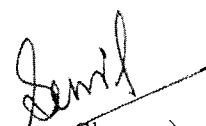
OFFICE MEMORANDUM

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.

- (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.


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To

All Offices and Organizations of D/o C&PC