

THE INSTITUTION OF ENGINEERS (INDIA)
8 Gokhale Road, Calcutta 700 020

GUIDELINES FOR ORGANISING INTERNATIONAL SEMINARS, CONFERENCES ETC.

1. For technical event such as any Congress/Conference/Seminar/Workshop to qualify as an International event, the following criteria should be met :
 - i) offer adequate scope for wide international participation.
 - ii) Be supported/sponsored/co-sponsored by other professional societies of standing, Universities/Academic Institutions and R & D organizations outside the country and/or supported/funded by international organizations like UNESCO, UNDP, ADB, WFEO, WMC, FIB etc.
2. International Conferences should be proposed after detailed interaction with the concerned functionaries in government, industry and academia as also with the concerned International Professional Bodies, if any.
3. The proposals for International Conferences should be routed through the concerned committees of the Institution like WFEO, WMC etc. and approval obtained from CATE and the Council.
4. The programme should be conceived well in time, at least 12-18 months' prior to the event, depending on the size of the event, and time for preparation.
5. Immediately after approval, an Organising Committee should be constituted for acting as nucleus for all planning and implementation. The Organising Committee should be headed by a senior person from The Institution of Engineers (India) like Past President, Vice President, Chairman of the State Centre etc. It may include heads of government departments and industry, who as individuals, can take interest and can spare time.
6. The Organizing Committee shall interact with the appropriate Ministry of the Central Government and obtain its concurrence to become the nodal Ministry for the event.
7. To assure success for the event, the organizations/sectors connected with the subject area should be identified and individuals from Government, Public Sector, Private Sector, Academia selected to act as resource persons for finances, and provide organizational and technical inputs. A National Advisory Committee should be constituted with representatives from various interest groups at senior level like Secretaries to the Government of India, Chairmen of organizations etc. A senior government functionary should be requested to act as the Chairman of the National Advisory Committee.

8. An International Advisory Committee may be constituted, if necessary, with participation from foreign collaborating organizations and their consent obtained before publishing their names.
9. A meeting of the National Advisory Committee should be convened and interest generated amongst all functionaries through members to involve them in contributing their mite in finances, technical contributions, identification of key persons, logistic arrangements and the like.
10. A Technical Committee should be set up with an acknowledged and respected technical professional as its leader to set in motion the technical programme.
11. Likewise, a Finance Committee should be set up in the early stages to take stock of the financial position, generate funds, regulate and guide the expenses with best practice of financial management.
12. The Organizing Committee should work out a detailed budget and orchestrate the activities in consonance with revenue inflows.
13. A bank account for the conference should be opened at the earliest. The signatories for the bank account should be by : Organizing Secretary of the Conference and a Member of the Finance Committee of IEI stationed at the event venue of the Conference. In case no Finance Committee Member is available at the event venue, another senior Council Member can be nominated.
14. All payments to be received should normally be in the form of Bank Draft/Pay Order/Cheque drawn in favour of "The Institution of Engineers (India) - A/c. _____ International Conference" and payable at the place where the bank account is maintained. All payments received through Cheques/Drafts should be immediately entered in the Cash Book and accounted for properly.
15. Reconciliation with the bank should be done regularly on a monthly basis and statement of reconciliation prepared and presented to Organising Secretary. All receipts including receipt of foreign exchange should be dealt with promptitude and credited in the nominated bank account. Due receipt/acknowledgement for the money received should be given after Cheques/Drafts are credited.
16. Power to incur expenditure shall be exercised by Chairman, Organizing Committee and his prior approval for all expenditures is essential. However, both Organizing Secretary and/or Member, Finance Committee may be authorized to incur normal day-to-day expenditure not exceeding Rs.10,000.00 in each case. All expenditures should be sanctioned by the Organizing Committee. It is necessary to ensure that purchases, services and printing jobs etc. are let out, as decided by the Organizing Committee and in a transparent manner and in the best interest of IEI, in accordance with the rules of IEI.

17. **Bills**

Procedures required for processing and scrutinizing the bills will be as per the extant financial rules of IE(I) with the following additional guidelines :

- (a) No payment in excess of Rs.2,000.00 be released, other than by crossed account payee cheque. This can be relaxed in exceptional cases by the Chairman, Organizing Committee.
- (b) Income tax should be deducted at source as per Income Tax Act i.e. Contractors etc. u/s.194-C, Professionals u/s. 194-J of the Income Tax Act, wherever applicable.

18. **Car Hire and Telephone/Fax**

- (a) Log Book for car hire and diary for ISD/STD telephone calls and fax should be maintained and the person using the telephone must confirm by signing at appropriate place. In case of international call, prior approval of the Organizing Secretary/Chairman should be obtained.
- (b) The person using the car should sign the duty slip of car hire agencies and note the kilometer reading at the time of reporting and releasing the car.
- (c) The place and purpose of visit in case of car hire should be noted on the Log Book.
- (d) Requisition slips for car hire shall normally be approved by the Organizing Secretary.

19. Temporary staff should be engaged at reasonable remuneration as decided by the Organizing Committee and the remuneration should be paid out of the conference account. However, wherever possible, such services should be outsourced.

- 20. (a) IEI Headquarters may depute its Officer/Internal Auditor, if need be, to examine the accounts and report to the Finance Committee.
- (b) Accounts will be maintained broadly as per classification of account heads as per budgetary allocation. If necessary, new classification may be introduced by the Organizing Secretary depending on the nature of the expenses.
- (c) Cash balance not exceeding Rs.20,000.00 shall be maintained by the Organizing Secretary for meeting day-to-day expenses. The limit will, however, not apply during the conference.
- (d) The following subsidiary accounts will be maintained under the administrative control of the Organizing Secretary. He may, however, delegate the powers to one or more officers bearers who has requisite experience in this field :

- i) Printing and Stationery
 - ii) Technical Publications and Papers
 - iii) Postage and Telegram
 - iv) Souvenir Kits for Delegates
 - v) Consumable Stores
 - vi) Fixed Assets
 - vii) Transport
 - viii) Travel
21. TA and DA to Headquarters officers and staff should be borne from the conference accounts, if such officers and staff are requisitioned for assisting/overseeing organizational matters. TA and DA to the Committee Members for attending the Committee Meetings and Conference will be borne from the conference account and such TA and DA will be as per norms and rules for TA and DA to Council Members.
22. (a) The Organizing Secretary will be responsible for :
- i) Proper maintenance of Subsidiary Accounts referred to in item 7(a) to (f).
 - ii) Safe custody of stocks in hand.
 - iii) Physical verification of stock in hand/fixed assets at the time of audit.
 - iv) The evaluation of technical publications and stock of paper and other items which have financial implications and are to be incorporated in the final account.
 - v) Register of registration fees received from delegates.
- (b) To write off bad debts/amounts received/exemption for delegates from payment of fee etc. should rest with the Organizing Committee.
23. Expenditure on local hospitality i.e. board, transport and accommodation etc. to invited speakers and special invitees, President, President-elect, Past Presidents, Vice Presidents, IEI who are invited by the Organizing Committee, shall be borne out of the conference accounts.
24. (a) Immediately after the conference is over, the account should be prepared incorporating all receipts and expenditure as also the amounts still to be received and liabilities to be paid off. This account should be got audited by a Chartered Accountant appointed for this purpose within 3 (three) months of the event.
- (b) Surplus from all International Conference will be transferred to Headquarters to be credited to appropriate heads of accounts of the National Committees such as WFEO/WMC/FIB etc. which organized the function and utilized for payment of foreign subscription/delegation fee, statutory international meetings etc. and thereafter, the fund will be released by the Finance Committee.

- (c) Audited Accounts of the Conference/Congress shall be submitted to IEI Headquarters within 6 months from the close of events.

- 25. Efforts should be made to obtain the pending amounts and the liabilities discharged within 3 months. Separate Statements, showing receipts and remaining liabilities, should be incorporated in the account. These accounts, duly audited, should be furnished to the Headquarters.

- 26. A meeting of the Organizing Committee should be held to review the accounts and the outcome of the Conference. Decision should be taken on the modalities of recovering the amounts yet to be received and utilization of the surplus available, if any in consultation with the President, IE(I).

- 27. The Conference must produce an end result in compiling the final recommendations to be followed up with concerned Ministries and other authorities. The same be brought to the notice of the Council through CATE.