

**PROFORMA FOR INSPECTION OF VOLUNTARY ORGANISATION RECEIVING
GRANT IN AID FROM THE MINISTRY OF SOCIAL JUSTICE &
EMPOWERMENT FOR THE ONGOING PROJECTS OF RESIDENTIAL/NON-
RESIDENTIAL SCHOOL/HOSTEL**

1.	Name of the Scheme:	Grant in aid to Voluntary Organisations working for Scheduled Castes (Residential/Non Residential School/Hostel)		
2.	Date of Inspection:	<input type="text"/>		
3.	Composition of the Inspection Team :			
	Team Composition	Name	Designation	Agency Represented with address
	1. Team Leader			
	2. Member			
4.	Name and Complete Address of the Organisation:	<input type="text"/>		
5.	Date of Registration of the Organisation	<input type="text"/>		
6.	Nature/Brief Description of the Project:	Residential/Non-Residential School/Hostel		
	(a) Date of commencement of the School/Hostel	<input type="text"/>		
	(b) Year of commencement of Grant-in-aid from G.O.I. for the School/Hostel:	<input type="text"/>		
	(c) Whether the school is recognized by the State Government:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7.	Location of the School/Hostel:			
	(a) Complete Address of location where the school is being run	<input type="text"/>		
	(b) Availability of State Government run schools within 2 km of this schools	<input type="text"/>		
8.	Whether building is on RENT or OWNED	<input type="checkbox"/> RENT <input type="checkbox"/> OWNED		
9.	If yes, indicate the name and full particulars of owner or lessor	<input type="text"/>		
10.	(a) Is the building space adequate enough to run the School/Hostel	Yes No		
	(b) No of rooms their size, and usage of each	<input type="text"/>		

11.	(a) Availability/functioning of :				
	(1) Lighting				
	(2) Fans				
	(3) Toilet facilities				
	(b) Comment on the level of hygiene & maintenance of facilities	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>			
12.	Whether separate project-wise accounts have been maintained for grants sanctioned earlier?	Yes	No		
13.	(a) Whether principle of joint operation of banks accounts is being followed?	Yes	No		
14.	(a) what are the principal sources of funds of the Organization				
	Name of the Source	Amount			
	(i) Govt.-Name of the Ministry/Department				
	(ii) Non-Govt.				
	(iii) Foreign				
	(iv) Mobilized from Community				
	(b) Comment on the Organization's capacity for additional resources mobilization:	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>			
15.	Whether the Organization's is charging user fee/fees: contribution from students	<input type="checkbox"/>	<input type="checkbox"/>		
16.	If YES indicate following details:				
	(i) the monthly charges				
	(ii) annual charges				
	(iii) charges structured on income gradation basis (if any)				
	(iv) Whether the user charges collected are reflected are reflected in the accounts of the NGO	Yes	No		
17.	The following checks may be made:				
	(i) check the entries made on the grants received from the Ministry				
	(ii) check whether the same has been deposited in their Bank accounts				
	(iii) check the Bank passbook entries to corroborate on entries made as at Sl. No.(i)				
	(iv) check on the pay bill register				
	(v) enquire with those on payroll on disbursement of pay and amount received.				
	(vi) Whether subsidiary accounts of the government grant is maintained as required by GFR 150(5)				
18.	The number of students:				
		SC		OTHER	
	(i) Number of beneficiaries as per Project sanction	M	F	M	F
	(ii) Number found present at the time of Inspection.				
	If less than sanctioned, reasons for absence (Please cross check with other students name/number of absentees)				

19.	Information on process and Procedure of selection of students during the year											
	(i) Number of student selected during the relevant year, class-wise:											
	Primary School					Middle School			Hostel			
	Class I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
	(ii) Whether Caste certificates are obtained								Yes No			
	(iii) Mode of selection and broad criterion adopted											
	(iv) Medium of instruction											
20.	(a) Total No. of Students enrolled in previous year:											
	(b) Out of the above:											
	(i) Those passed out of											
	(ii) Promoted to next											
	(iii) Pursuing further studies in other schools											
	(iv) No. of drop outs											
21.	Arrangements made by school for admission of children in higher classes after completion of studies in this school											
22.	Whether students have been interviewed If, yes please indicate summary of comments/suggestions								Yes No			
23.	Whether parents of students interviewed: If yes, please indicate summary comments/suggestions								Yes No			
24.	Reasons for children seeking in this school/Hostel (this may be elaborated in detail)											
25.	Composition of Managing Committee to be enclosed as per Form-A											
26.	Detail of students to be enclosed as per Form-B											
27.	Whether the employees have the requisite qualification If not, the details thereof								Yes No			
28.	Maintenance of records:											
Whether the following records are maintained								Whether maintained in prescribed proforma		Whether the records are up-to-date		
(a)	Cash Book							Yes	No	Yes	No	
(b)	Ledger							Yes	No	Yes	No	
(c)	Students admission register							Yes	No	Yes	No	
(d)	Attendance register of students and staff							Yes	No	Yes	No	
(e)	Stock registers (non-consumable items)							Yes	No	Yes	No	
(f)	Records showing details of daily Consumption of food articles (for Hostel and school separately, if the letter provides mid-day-meal)							Yes	No	Yes	No	

(g)	Register showing issue of medicine to students and dates of visits of Doctors	Yes	No	Yes	No
(h)	Register showing issue of uniforms and books and stationery to students	Yes	No	Yes	No
(i)	Salary payment register	Yes	No	Yes	No
(j)	Bio-data/personal files teaching and non-teaching staff	Yes	No	Yes	No
(k)	Year-wise record of minutes of General Body meeting	Yes	No	Yes	No
29.	(i) Whether adequate material/furniture/Utensils available				
	(ii) Whether play-ground/sports equipment are available				
	(iii) Frequency of physical training/games held				
	(iv) Whether any supervision available for doing home work/evening/morning study				
	(v) Whether adequate cooking facility is available				
	(vi) Whether quality of food nutrition support provided is satisfactory				
	(vii) What are items served normally				
	(viii) Whether adequate medical facility available for children who fall sick				
30.	Comments of the Inspection Team on the functioning of the School/Hostel				
31.	Specific suggestion by the Inspection Team for the improvement in function of the school/Hostel				
32.	Recommendation of the Inspecting Team on the continued support of the project with specific reference to the relevant year				

Date:
Place:

Signature
Full Name (In Capital Letters)
of Inspecting Officer

NAME OF THE SCHEME :

Details of Office-bearers/Managing Committee of the Organization

- (i) Name of the Organization :
 (ii) Name and address of the School/Hostel :
 (iii) Year

S.No.	Name	Occupation	Address	Tel. No.	Edu. Qualification
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Sd/
 Secretary/General Secretary
 NGO NAME

FORM-B

Class-wise details of number of students admitted

(ix)

CLASS	No. of students admitted SC ST OTHERS TOTAL MF MF MF MF	No. of students with disability SC ST OTHERS TOTAL MF MF MF MF	No. of students at time examination SC ST OTHERS TOTAL MF MF MF MF	No. of students SC ST OTHERS TOTAL MF MF MF MF	Drop Outs SC ST OTHERS TOTAL MF MF MF MF
I					
II					
III					
IV					
V					
TOTAL					

Ministry of Social Justice & Empowerment

APPLICATION FORM FOR 2ND INSTALMENT

(To be submitted in duplicate)

Name of the Scheme _____

1. ORGANIZATION

Name _____

Address _____

2. Grant-in-aid applied for :

Recurring

Non-recurring

1. Applied in the current Year
2. Received as 1st Installment
3. Applied for 2nd Installment

3. Annual Report of the previous year**4. Audited statement of account of previous year :**

- (i) Receipt and Payment statement,
- (ii) Income & Expenditure Statement
- (iii) Balance Sheet
- (v) Audited utilization certificate with Item-wise expenditure as per the sanctioned items of grant

5. Assets acquired wholly or substantially out of Government grants under GFR 19**6. Any other information considered necessary by the organization or as asked for:****7. Whether the organization is receiving or expecting to receive any grant from some other source for the project for which application is being made?****8. I hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following condition:-**

- (a) All assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilized for purposes other than those for which the grant is given. Should the organization cease to exist at any time. Such properties shall revert to the Government of India.
- (b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- (c) If the State or Central Government have reasons to believe that the grant is not being utilized for approved purposes; the Government of India may stop payment of further instalments and recover earlier grant in such manner as they may decide.
- (d) The institution shall exercise reasonable economy in its working especially in respect of expenditure on building.
- (e) In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the 1st instalment of grant unless further extension is granted by the Government of India.
- (f) No change in the Plan of buildings, the construction will be made, without, the prior approval of the Government of India.
- (g) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
- (h) The organisation will bear the balance of the estimated expenditure on the project or the organization will bear ten percent of the expenditure or the organisation will not bear any expenditure and the entire balance will be borne by the State Government; and
- (i) The organisation agrees to make reservation for the Scheduled Caste/Scheduled Tribe candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.

Yours faithfully

Signature of the Authorised Signatory

Name :

Designation :

Address :

Date :

Office Stamp :