

Ministry of Social Justice & Empowerment

APPLICATION FORM FOR 2ND INSTALMENT

(To be submitted in duplicate)

Name of the Scheme _____

1. ORGANISATION

Name _____

Address _____

2. Grant-in-aid applied for :**Recurring****Non-recurring**

1. Applied in the current Year

2. Received as 1st Installment3. 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

(vi) 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 organisation or as asked for:****7. Whether the organisation 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 conditions:-**

- (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 organization will bear the balance of the estimated expenditure on the project or the organization will bear ten percent of the expenditure or the organization will not bear any expenditure and the entire balance will be borne by the State Government; and
- (i) The organization agrees to make reservation for the Scheduled Castes/Scheduled Tribe candidate/Disabled persons for appointment against the posts required for the working of the organization 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 :

**PROFORMA FOR INSPECTION OF VOLUNTARY ORGANISATION WORKING
FOR SCs AND RECEIVING GRANT IN AID FROM THE MINISTRY OF SOCIAL
JUSTICE & EMPOWERMENT**

1. Name of Scheme: Scheme of Assistance To The Voluntary Organizations For Scheduled Castes (Training Programme)

2. Date of Inspection:

(i) Time of commencement of Inspection:

(ii) Time of completion of Inspection:

3. Composition of the Inspection Team :

Team Composition	Name	Designation	Agency Represented with address	Signature
1. Team				
2. Member				
3. Member				
4. Member				

4. Name and Complete Address of the Organisation:

5. Date of Registration of the Organisation

6. Brief Description of the Project:

(Mention the nature of the Course being run with duration of each course and hours of daily training)

(a) Title of the Project

(b) Date of commencement of the Project

(c) Years of Commencement of Grant-in-aid from G.O.I. for the Project

(d) whether the Project is recognised by the state government.:

Yes No

7. Project Location :

(a) Complete Address of location/location where programme/project/scheme is being implemented.

(b) Distance from the nearest organisation running operating similar project.

(c) Name & Location of nearest Govt. Institution/NGO providing similar services location of such (nearest) Project:

8. Whether building is on RENT or OWNED RENTED OWNED
9. If on rent indicate the name and full particulars of owner as well as the rent paid per month.
10. Is the building space adequate enough to run the Project
- (a) Indicate the number of rooms their size and usage of each Yes No
- (b) Where the fixtures/fitments e.g. electrical fittings are in working order. Yes No
11. Whether separate project-wise accounts have been maintained for grants sanctioned earlier? Yes No
12. Whether principle of joint operation of banks accounts is being followed? Yes No
13. (a) what are the principal sources of funds of the Organisation
- | Name of Source | Amount |
|---|--------|
| (i) Govt.-Name of the Ministry/Department | |
| (ii) Non-Govt. | |
| (iii) Foreign | |
| (iv) Mobilized from Community | |
- (b) Comment on the Organisation's capacity for additional resources mobilization:
14. Whether the Organization's is charging user fee/fees: Yes No
15. If YES then the details indicating:
- (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
16. 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 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)
17. The Number of Trainees/Beneficiaries

	SC		OTHER	
	M	F	M	F
(i) Number of beneficiaries as per Project sanction				
(ii) Number found present at the time of Inspection.*				

* Against serial No.(ii) of table above, if no, of beneficiaries were found to be lesser than that was sanctioned., give reasons thereof :

(May also cross-check with other trainees on names/number of absentee trainees)

(i) Working Hours of the center, give shift-wise break-up:-		
Shift-I :	Fr :	To
Shift-II :	Fr :	To
Shift-III :	Fr :	To

18. Information on Process and Procedure of selection of beneficiaries during the year

- (a) Whether there is a proper application form for admission to the training: Yes ☐ No ☐
- (b) Number admitted during the relevant year:
- (c) Whether Scheduled Caste Certificate are obtained Yes ☐ No ☐
- (d) Mode of selection and broad criterion adopted _____
- (e) The number of training batches conducted annually
- (f) Age group of beneficiaries
- | | |
|-----------------|----------------------|
| 15 yrs – 20 yrs | <input type="text"/> |
| 20 yrs – 30 yrs | <input type="text"/> |
| 30 yrs – above | <input type="text"/> |
- (g) Date of commencement of the Batch of Trainees
- | | |
|-----------------------|-------|
| 1 st Batch | _____ |
| 2 nd Batch | _____ |
| 3 rd Batch | _____ |
- (h) Medium of Instruction _____

19. Total No. of Beneficiaries :

Out of the above :-

- (i) Those passed out of the Institution successfully :
- (ii) No. of drop outs

20. Details of the training equipment given at the center

(Are these in working condition?)

21. Whether Practical Note Books/Work Books are maintained by the Trainees Yes ☐ No ☐
22. Whether the skills imparted have the potential for gainful self employment or placement? : _____
23. Total No. of Beneficiaries successfully trained and have left the Center during the last three years

Out of the above:-

- (i) Those who got employed/placements
- (ii) Those who are self-employed
24. Whether Trainees have been interviewed (If 'Yes' summary of finding be attached as Annexure) Yes ☐ No ☐
25. Whether Composition of Managing Committee enclosed Yes ☐ No ☐
- Date of last election of the Managing Committee : _____

26. The Qualification held by the teachers/instructors to be attached as an Annexure

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27. Maintenance of records:

Whether the following records are maintained

Whether maintained in prescribed form Whether the records are up-to-date

- (a) Cash Book
- (b) Ledger
- (c) Register of Assets
- (d) Register for consumable items
- (e) Honorarium Payment Register
- (f) Attendance register for trainees
- (g) Year wise record of minutes of General Body Meeting.
- (h) Whether accounts on the proceeds of the sale of items produced from the raw materials funded by the ministry are maintained (i.e. product of trainees of Craft, Carpentry, Tailoring, Dairymaking Centers etc.)

Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No		

28. Details of networking arrangements made with other institutions to obtain the benefits of services which it cannot provide internally

29. Comments of the Inspection Team on the functioning/implementation of the Project

30. Specific suggestion by the Inspection Team for the improvement in conducting the programme etc. :

31. Recommendation of the Inspecting Team on the continued support of the project with specific reference to the relevant years :

Date:

Place:

Signature

Full Name (In Capital Letters)

Designation:

Official Stamp

Statement - I

DETAILS OF REMUNERATION FROM
PLACEMENT :

Indicate the No. of self-employed under each range of earnings accruing from gainful employment/placement in Govt. or Private Sector preceding three years.

Below Rs.1000 p.m.	Between Rs.1000 p.m. to Rs.4000 p.m.	Above Rs.4000 p.m.	Total Beneficiaries
(1)	(2)	(3)	(4)

Statement – II

DETAILS OF REMUNERATION FROM
SELF-EMPLOYMENT :

Indicate the No. of self-employed under each range of earnings accruing from self-employment preceding three years.

Below Rs.1000 p.m.	Between Rs. 1000 p.m. to Rs.4000 p.m.	Above Rs. 4000 p.m.	Total Beneficiaries
(1)	(2)	(3)	(4)

STATEMENT-III

NAME OF THE SCHEME:

Details of Office-bearers/Managing Committee of the Organisation

- (i) Name of the Organisation :
 (ii) Name and address of the Project :
 (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

NAME OF THE SCHEME:

STATEMENT-IV

DETAILS OF STAFF EMPLOYED IN THE INSTITUTION DURING THE YEAR

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

S.No.	Name & Address	Educational Qualification	Date of appointment	Period for which employed during the year	Honorarium per month	Total paid during the year	Honorarium Remarks
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Sd/-