

**APPLICATION CUM MONITORING FORM FOR GRANT-IN-AID TO  
VOLUNTARY ORGANISATIONS WORKING FOR SCHEDULED CASTES  
DEVELOPMENT (for 1<sup>st</sup> instalment and new cases)  
(Residential/Non Residential/Hostel)**

**PART-A**

1. Financial year for which grant-in-aid is applied : \_\_\_\_\_
2. Name of the Organization : \_\_\_\_\_  
(Please indicate Res. School/Non-res. School/Hostel)
3. (a) Nature of the project : \_\_\_\_\_  
(b) Date of commencement of the School/Hostel : \_\_\_\_\_  
(c) Year of Commencement of Grant-in-aid from G.O.I. for the School/Hostel : \_\_\_\_\_  
(d) Whether the Project is recognized by the State Government : \_\_\_\_\_
4. Date of Registration of the organization : \_\_\_\_\_
5. Address of Registered Office : \_\_\_\_\_  
: \_\_\_\_\_  
(Ph.No.) (Fax No.) (E-Mail)
6. (a) Complete address of location/locations where School/Hostel is being run : \_\_\_\_\_  
: \_\_\_\_\_  
(Ph.No.) (Fax No.) (E-Mail)  
: \_\_\_\_\_  
(b) Nearest Railway Station/Bus stand : \_\_\_\_\_
7. Whether building is : \_\_\_\_\_  
**OWNED/RENTED/ON  
LEASE/DONATED**
8. (a) Is the building being utilized exclusively for this program? : Yes/No  
(b) If no, provide details of usage : \_\_\_\_\_
9. (a) Area of building : \_\_\_\_\_ (in sq. meters)  
(b) Number of rooms : \_\_\_\_\_
10. Whether separate project-wise accounts have been maintained for grants sanctioned earlier? : Yes/No

11. Whether principle of joint operation of Bank Accounts is being followed? : Yes/No
12. Details of bank accounts in which grant-in-aid released during last financial year were deposited

Sl.No.	Grant-in-aid for Financial Year	Sanction letter number	Dated	Amount recurring	Non-recurring	Bank Account No.	Name & address of Bank	Person operating the account
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13. Whether the statements of accounts submitted along with the application are : Audited/Unaudited

14. Grant-in-aid sought from the Ministry : **Rs. in Lakhs**
- Cost Head Group**
- (a) Recurring
- (b) Non-Recurring
- (c) Total

15. Have you enclosed list of beneficiaries As per Form-I : Yes/No

16. Reasons for admission of Children to the School/hostel :
- i) Non availability of School near home.
  - ii) Parents cannot support education of child
  - iii) Facilities are better in this school than other local schools
  - iv) Others (to be elaborated)

17. Indicated whether arrangement made by School for admission of children in higher classes after completion of studies in this school. :

18. Have you enclosed list of managing Committee as per Form-II : Yes/No

19. Have you enclosed the list of employees as per Form-III : Yes/No

**NAME OF THE SCHEME:**

**FORM-I**

**LIST OF BENEFICIARIES**

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

S.No.	Name of the beneficiary	Father's/Mother's Name	Date of Birth	Sex	Address	Date of entry in instn.	Whether SC available	SC Certificate
1.								
2.								
3.								
4.								
5.								

Sd/-  
Secretary/General Secretary  
NGO NAME

NAME OF THE SCHEME:

11-12-101

FORM-II

Details of Office-bearers/Managing Committee of the Organization

(i) Name of the Organisation :

(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

**NAME OF THE SCHEME:**

11/1/2014

**FORM-III**

**LIST OF BENEFICIARIES**

SECRETARY GENERAL

- (i) Name of the Organisation :
- (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 Honorarium paid during the year	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Sd/-  
Secretary/General Secretary  
NGO NAME

SECRETARY GENERAL  
NGO NAME

**PART-B**

19. Details related to beneficiaries and programmes (separately for each Institution)

- (i) Date of:
- (a) Commencing Selection Process : \_\_\_\_\_
  - (b) Inviting applicants : \_\_\_\_\_
  - (c) Closure of applications : \_\_\_\_\_
  - (d) Completion of Selection : \_\_\_\_\_
  - (e) Notification of result : \_\_\_\_\_

(ii) Whether any government nominee actually participated in the selection process? If yes, the name and designation of officer : \_\_\_\_\_

- (iii) Date of :
- (a) Commencement of School session : \_\_\_\_\_
  - (b) Completion of School session : \_\_\_\_\_

- (iv) Details of Beneficiaries:
- (a) No. of applicants : \_\_\_\_\_
  - (b) Beneficiaries selected : \_\_\_\_\_
  - (c) No. at beginning of Session : \_\_\_\_\_
  - (d) No. at completion of Session : \_\_\_\_\_
  - (e) No. of those passed : \_\_\_\_\_
  - (f) No. of dropouts during the year : \_\_\_\_\_

- (v) Details of Sanction
- (a) Letter No. : \_\_\_\_\_
  - (b) Dated : \_\_\_\_\_
  - (c) Amount sanctioned Recurring Non-Recurring : \_\_\_\_\_
  - (d) Amount utilized Recurring Non-Recurring : \_\_\_\_\_

(vi) Name of the Head of Institution : \_\_\_\_\_

(vii) No. of employees : \_\_\_\_\_

(viii) Details of Govt. run schools within a radius of 2 Km. from your school

**Class-wise details of number of students admitted (separately for school and hostel)**

(ix)

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

**PART-C**

20. Details of Income and Expenditure during the year.

	FOR THE ORGANIZATION AS A WHOLE			FOR THIS PROGRAM/SCHEME		
	Year preceding receipt of first grant under the Scheme at S.No.2	Previous Year	Current Year budgeted/ actual?	Year preceding receipt of first grant under the Scheme	Previous Year	Current Year budgeted/ actual?
(a) Financial year						
(b) Total income of which						
(i) Funded by office bearers, donations from private sector.						
(ii) Funded by foreign contribution.						
(iii) Funded by local bodies and public sector organization.						
(iv) Funded by State Government.						
(v) Grant from Central Govt. (Please indicate from each Ministry/Deptt/ CAPART separately).						
(vi) Beneficiaries, contribution/user charges/students fees.						
(vii) Miscellaneous income.						
(c) Total Expenditure, of which						
(i) Non-recurring						
(ii) Recurring						
(d) Expenditure on:						
(i) Salaries and Wages						
(ii) Travelling daily, etc. allowances						
(iii) Other						
Administrative Costs						
Rental (a) building						
(b) Furniture & fixture						
(c) Plant & Machinery						
(v) Expenditure on beneficiaries:						
(a) in cash:						
(b) in kind:						
(vi) Material costs incurred by the orgn.						
(d) _____						
(e) _____						
(f) _____						
(e) Total no. of beneficiaries:						
(f) Cost per beneficiary:						

## VERIFICATION

Certified that above information is in accordance with the records and accounts audited/to be audited and is correct to the best knowledge and belief of the office-bearers of the organization, and after its perusal and satisfaction, they have authorized the undersigned by a resolution dated..... to verify and submit the statement of information for purpose of monitoring the scheme for which grants-in-aid was received from the Ministry of Social Justice & Empowerment, Govt. of India.

2. I also 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 first 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 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines.

- (i) The organization agrees to make reservation for the Scheduled Caste/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.
- (j) It is hereby certified that no grant is being received for the same project from any other (Govt. private or foreign) source.

*Yours faithfully*

*Signature of the Authorised Signatory*

*Name :*

*Designation :*

*Address :*

*Date :*

*Office Stamp :*

List of documents to be submitted alongwith application for 1st instalment for new case

- (a) Accounts in 4 parts for the project for which grant-in-aid is sought and for the organization as a whole.
  - (i) Income & Expenditure Statement
  - (ii) receipt & Payments Statement
  - (iii) Balance Sheet
  - (iv) Auditors Report
- (b) Budget estimates for the project for current year
- (c) Details of Employees – Proforma
- (d) Details of Beneficiaries – Proforma
- (e) Copy of Registration certificate
- (f) Memorandum of Association/bye-laws/articles.
- (g) Utilization Certificate in respect of grants released in the previous year.
- (h) Annual Report

**Note 1 :-** In the case of new project accounts should be the audited version. Utilization Certificate does not apply. The Audited Accounts and Annual Report for the last two years are to be submitted.