

**APPLICATION CUM MONITORING FORM FOR GRANT-IN-AID TO
VOLUNTARY ORGANISATIONS WORKING FOR SCHEDULED CASTES
(for 1st instalment and new cases) (Training Programmes)**

PART-A

1. Financial year for which grant-in-aid is applied : _____
2. Name of the Organization : _____
3. (a) Nature of the project : _____
 (b) Date of commencement of the Project : _____
 (c) Year of Commencement of Grant-in-aid from G.O.I. for the Project : _____
 (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 Programme/Project/Scheme is being implemented : _____
 (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
1.								
2.								
3.								
4.								
5.								
6.								

13. Whether the statements of accounts : Audited/Unaudited submitted along with the application are

14. Grant-in-aid sought from the Ministry :

Cost Head Group	Rs. in Lakhs
(a) Recurring	
(b) Non-Recurring	
(c) Total	

15. Have you enclosed list of beneficiaries As per Statement-I : s/
16. Have you enclosed list of Managing Committee members as per Statement-II
17. Have you enclosed the list of emp^l as per Statement-III : Yes/No

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 Program : _____
(b) Completion of Program : _____
- (iv) Details of Beneficiaries:
(a) No. of applicants : _____
(b) Beneficiaries selected : _____
(c) No. at beginning of Programme : _____
(d) No. at completion of Programme : _____
(e) No. of those successful completed : _____
(f) No. of dropouts during the Program : _____
- (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 Program Coordinator : _____
- (vii) No. of employees involved in the Program : _____
- (viii) Details of about beneficiaries
(Please indicate no. of beneficiaries against column)
- (a) Residential Status:
Urban : _____
Rural : _____

(b) Educational Level:

Illiterate : _____
Literate : _____
I-Middle : _____
II-10th : _____
III-10+2 & above : _____

(c) Family Income:

(i) Less than Rs.24,000 P.A. : _____
(ii) Rs.24,000-Rs.50,000 P.A. : _____
(iii) Above Rs.50,000 P.A. : _____

(d) Reasons for joining the courses:

(i) To become self-employed : _____
(ii) To become qualified for job : _____
(iii) To have additional qualification : _____

(e) Is the Centre assisting the trainees in
Jobs/placements

Yes/No

(f) Is the Centre following up the performance
of the trainees after they successfully
completed the course

Yes/No

20. Have you enclosed the information regarding
incremental income of beneficiaries due to
programme/scheme during the last 3 years
preceding current year as per Statement-IV

Yes/No

PART-C

20. Details of Income and Expenditure during the year.

	FOR THE ORGANISATION 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/Dept/ CAPART separately).						
(vi) Beneficiaries, contribution/user charges/students fees.						
(vii) Miscellaneous income.						
(c) Total Expenditure, of which						
(i) Nonrecurring						
(ii) Recurring						
(d) Expenditure on:						
(i) Salaries and Wages						
(ii) Travelling daily, etc. allowances						
(iii) Other						
Administrative Costs						
(iv) 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:						

NAME OF THE SCHEME:

STATEMENT-I

LIST OF BENEFICIARIES

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

S.No.	Name of the beneficiary	Father's/Mother's Name	Date of Birth	Sex	Address	Date of entry in instn.	Remarks about outcome/results
1.							
2.							
3.							
4.							
5.							

STATEMENT-II

NAME OF THE SCHEME: Details of Office-bearers/Managing Committee of the Organization

- (i) Name of the Organization :
- (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-III

DETAILS OF STAFF EMPLOYED IN THE INSTITUTION DURING THE YEAR

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

Sd/-
 Secretary/General Secretary
 NGO NAME

Statement-IV

INCREMENTAL INCOME OF BENEFICIARIES DUE TO PROGRAM/SCHEME DURING THE LAST THREE YEARS PRECEDING/CURRENT YEAR

IMPACT OF PROGRAM ON BENEFICIARIES	IIIrd Year			IIInd Year			Ist Year		
	Below 25,000	25,000 to 50,000	Above 50,000	Below 30,000	30,000 to 60,000	Above 60,000	Below 30,000	30,000 to 60,000	Above 60,000
(a) No. of applicants									
(b) Beneficiaries									
(c) Number of employed									
(d) Number of self-employed									
(e) Drop-outs									

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 organisation, 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 organisation 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 at its discretion 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 organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines.

- (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.
- (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 organisation 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) Details of Students from Minorities, OBC, etc.
- (f) Copy of Registration Certificate
- (g) Memorandum of Association
- (h) Bye-laws/Articles
- (i) Utilisation Certificate in respect of grants released in the previous year.
- (j) Annual Report

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