Application cum Monitoring Form for grant in aid to Voluntary Organisation working for Scheduled Caste Development (For 1^{st} Installment and New Cases) (Residential / Non-residential Hostel)

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 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 / location 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

PART - A

12. Details of bank accounts in which grant-in-aid released during last financial year were deposited.

SI. No	Grant-in-aid for financial year	Sanction letter number	Dated	Account Recurring	Non- recurring Amount	Bank Account No.	Name and address of Bank	Person Operating the Account
1.								
2.								
	hether the statements of a sought from th	ation are :	Audited audited	/ Un-				
	Cost Hea	d Group			Rs	s. in Lakhs	5	
(a) R	ecurring							
(b) N	on-recurring							
(c) T	otal							

15. Have your 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 (tobe elaborated)	

17. Indicate whether arrangement made by School for admission of children in higher classed 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

PART - B

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

(i) Date of :

a) Commencing Selection Process:	
b) Inviting applications:	
c) Closure of applications:	
d) Completion of Section:	
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) Benficiaries 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.

Part - C

20. Details of Income and Expenditure during the year.

FOR THE ORGANIS	FOR THE ORGANISATION AS A WHOLE													
	Year preceding receipt of first grant under the scheme at S.No.2	Previous year	Current year budgeted/ac tual?	Year preceding receipt of first grant under the scheme at	Previous year	Current year budgeted /actual?								
a) Financial year														
b) Total income, of which (i) funded by officebearers, donations from private sector														
(ii) funded by foreign contribution.														
(iii) funded by local bodies and public sector organisation.														
(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: (i) Salaries and Wages			
(ii) Traveling, 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.			

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

	No. of students admitted									No. of students with disability								No. of students at time of examination								No. of students passed							
CLASS	5	SC		ST		OTH ERS		TC TA L	\			ST		OT HE RS				SC ST		Γ	OTHE RS		TOTAL		SC		ST	OT HE RS		TO TA L		S T	
-	Μ	[F	' N	1	F	M	F	Μ]	M	F	M	F	M	FN	1 F	Μ	F	Μ	F	I	F	Μ	F	M	F	M	F	1	7 1	F	111	
•																																	
I.																																	

II.																
V.																
V.																
Fotal																

VERIFICATION

Certified that above information is in accordance with the records and accounts audited/to be audited and is correct to the best of 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 purposes of monitoring the scheme for which grantsin-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 case 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 the 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 complete 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 o 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 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.
- 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 Authorized Signatory

Name:

Designation:

Address:

Date:

Office Stamp: