

Rules for grant of financial assistance under Hon'ble Minister for Social Justice and Empowerment (HMSJE)'s Discretionary Fund

1. Grants may be sanctioned out of Hon'ble Minister for Social Justice & Empowerment Minister (HMSJE)'s Discretionary fund for providing financial assistance to the following:-

- (i) Individuals/Institutions engaged in promotion of welfare of SCs, OBCs, Rehabilitation of the Physically Handicapped Persons, victims of Drug Abuse and Alcoholism, Old-age persons, De-notified and Nomadic Tribes, Transgender and beggars and any other welfare activity *falling* within the purview of the Ministry of Social Justice & Empowerment.
- (ii) Children belonging to SCs/ OBCs, DNT, Transgender, physically handicapped persons and having scored first division (i.e. $\geq 60\%$) in the preceding examination in respect of education (technical or non-technical) and whose parents are no more or whose parent's income does not exceed Rs.1,00,000/- per year, further applicant has to give sufficient and satisfactory proof about how he/she proposes to arrange for additional/total funds required to complete the course (**for the purpose of this assistance, the child should not be in the receipt of any scholarship from any Department of the Central or State Govts. –** (an undertaking for the same has to be furnished as mentioned in the application form).
- (iii) Individuals/ families belonging to SCs, OBCs, De-notified and Nomadic Tribes, Transgender, Handicapped Persons, Victims of Drug Abuse and Alcoholism, Old age persons and Physically Handicapped Persons for their medical treatment or for the purpose of their rehabilitation by providing assistance in starting their business venture so as to enable them to earn livelihood on their own where income of such of the individuals/ families does not exceed Rs. 1,00,000/- per year.

Note :. The assistance from this fund **will not** be provided for

- i. Marriage/Re-marriage of self/relative;
- ii. Construction of house;
- iii. Meeting daily needs;
- iv. Payment of Bank Loans;
- v. Court Cases;
- vi. Acquiring assets wholly or substantially;
- vii. Disbursement of funds to private individuals as charity.

2. All grants shall be made at the discretion of the Hon'ble Minister of Social Justice and Empowerment under orders given personally in writing. Further, Hon'ble Minister of Social Justice and Empowerment may relax one or more conditions and purpose, stipulated under the guidelines for sanction of grants and may sanction fund to the applicant in deserving case.

3. The amount of grant given to an individual shall not ordinarily exceed Rs. 20,000/- during any one financial year. In special circumstances, larger amounts may be given for reasons considered adequate by the HMSJE, but limited to the multiples of Rs. 5,000/-, subject however, to a maximum of Rs. 40,000/- during one financial year.

4. General Conditions:-

- (i) All grants made shall be of non-recurring nature and no recurring liability shall be undertaken.
- (ii) Grant will be available only once in a financial year and the subsequent requests in a financial year will not be entertained.
- (iii) Grant will be available only for one member of the family for a maximum of two times.
- (iv) It is the sole discretion of the HMSJE to grant or reject any application received for financial assistance out of the Discretionary Fund of the HMSJE.

5. Grants will not ordinarily be given to individuals/ institutions where grants or aids for the same purpose or object have been made or refused by any of the following authorities:-

- i) Vice President of India;
- ii) Member of Council of Ministers of the Govt. of India, State Government and Governments of Union Territories;
- iii) Cabinet Secretary to the Govt. of India;
- iv) Ministries/Departments of the Central Government/State Government /Union Territories; and
- v) Any other authority under the Central Government/ State Government/ Union Territories.

The applicant is required to furnish an undertaking to this effect as prescribed in application form (Annexure).

6. Procedure for disbursement of fund:

- (i) The payment shall be made by NEFT to the beneficiary's bank account given by applicant along with their application.
- (ii) The Head of Department shall be Controlling Officer of the Discretionary Fund of HMSJE.
- (iii) The Section responsible for issue of the sanction, shall maintain a statement of sanctions in Form-I, annexed to these Rules, in which all the disbursements sanctioned by the HMSJE out of his Discretionary Fund shall be serially entered into and the balance shown from time to time.
- (iv) The DDO shall maintain a register of all transactions as soon as the Payment is made.
- (v) The Controlling Officer shall periodically inspect the register of sanctions.

7. All applicants are required to furnish the following requisite documents essentially:-

- (i) self-attested copies of BPL Card or income proof;
- (ii) proof of residence address;
- (iii) proof of identity;
- (iv) SCs/ OBCs/ DNTs/ disability certificate or certificate from rehabilitation centre for victims of drug abuse or alcoholism;
- (v) Proof of age (in case applying for financial assistance for old age persons)
- (vi) Estimate for medical treatment from a recognized hospital/ health institute (in case financial assistance is required for medical treatment),
- (vii) copies of the documents in support of the purpose for which the request for financial assistance may be sought etc.

List of documents has been mentioned in the application form itself and applicants may be requested to tick the documents enclosed with the application. In addition to the above, **furnishing of ECS mandate form (enclosed with the application form) after getting it duly verified by the authorities of the bank in which the applicant holds his bank account, is mandatory.**

If applicant submits the application without necessary documents, his/ her application may be put on hold and may be requested to furnish the requisite documents with the approval of the controlling officer of Discretionary Fund of HMSJE.

Note: All documents required to be attached with the application form should be either in English or Hindi. If any document issued in any regional language, the same may be translated into Hindi or English. The translated version is to be attested by the BDO/ SDM/ any Gazetted officer/ School Principal of the concerned area or any other competent authority to do so. In such cases, both the self-certified copies of the original documents and of translated version need to be attached.

Application form for applying for the Grant-in-Aid from Discretionary Fund of the Hon'ble Minister for Social Justice and Empowerment

Passport size
photograph to
be affixed

1	Full Name of Applicant (in Block Letters)	
2	Address	
3	Category	
4	Date of Birth (in Christian Era)	
5	Aadhar No.	
6	Name of Father/Mother/Guardian and his/her occupation	
7	Family Income (per month)	
8	Occupation of the applicant	
9	Income of the applicant (per month)	
10	Purpose for which financial assistance sought	
11	Estimated expenditure	
12	Necessary documents enclosed (please tick overleaf)	Yes/No {It is mandatory to enclose ECS Mandate Form (attached herewith) after getting it duly verified and stamped by authorities of the bank in which the applicant holds his bank account}

I solemnly declare that the information furnished by me as above is true, complete and correct to the best of my knowledge and belief. In case, any of the above mentioned information is found incorrect, my application may be rejected. I also undertake that no grants or aids for the same purpose or object have been made to me or refused by any of the following authorities:-

- i. Vice President of India
- ii. Member of council of Minister of the Govt. of India, State Government and Governments of Union Territories:
- iii. Cabinet Secretary to the Govt. of India
- iv. Ministries/Departments of the Central Govt./State Govts./Union Territories: and
- v. Any other authority under the Central Govt./State Govts./UTs.

I further declare that child/ children (for whose education financial assistance is applied for) is/ are not in the receipt of any scholarship from ay Department of the Central or State Government.

Place: _____

(Signature/Thumb Impression of the Applicant with Date)

Telephone No. (if any) _____

E-mail address (if any) _____

Enclosures (please tick):-

Documents required to be enclosed invariably while submitting the Application Form:-

- i. Self-attested copies of BPL card or income proof ()
- ii. Proof of residence address ()
- iii. Proof of identity ()
- iv. SCs/OBCs/DNTs/Transgender/ Disability certificate or certificate from rehabilitation centre for victims of drug abuse or alcoholism ()
- v. Latest medical prescription slips and estimate for medical treatment from a recognized hospital or rehabilitation centre for victims of drug abuse or alcoholism ()
- vi. Copy of Mandate form or bank pass book ()
- vii. Copies of any other documents in support or the purpose for which the financial assistance has been sought ()

MANDATE FORM
Grants under HMSJE's Discretionary Fund

**Electronic Clearing Service (Credit Clearing)/ Real Time
Gross Settlement (RTGS) Facility For Receiving Payments**

A. Details of Account Holder(s) :-

1	Name OF Beneficiary/Account Holder	
2	Complete Contact Address	
3	Telephone Number/ Fax/ Email	
4	Aadhaar Number	

B. Bank Account Details :-

1	Name of Bank	
2	Branch Name With Complete Address, Telephone Number And Email	
3	Whether The Branch Is Computerised? (Yes/No)	
4	Branch's <u>IFSC CODE</u> if Branch Is RTGS Enabled	
5	Is The Branch Also NEFT Enabled?	
6	Type Of Bank Account (Savings/Current/Credit)	
7	Complete Bank Account Number (Latest)	
8	MICR Code Of Bank, if available	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

Signature of Beneficiary

Date:

Certified that the particulars furnished above are correct as per our records.

(Stamp of Bank where beneficiary holds account)

Signature of Beneficiary

Date:

NOTE: Please verify from the concerned bank where money is to be remitted.