

Ministry of Social Justice & Empowerment

**APPLICATION FORM FOR 2ND INSTALMENT**  
(To Be Submitted In Duplicate)

Name of the Scheme

**1. Name & Address of the Organisation:**

**2. GRANT-IN-AID APPLIED FOR**

	<b>Recurring</b>	<b>Non-Recurring</b>
Applied in the current year		
Received as Ist Instalment		
Applied for 2nd Instalment		

**3. Annual Report** of the previous year

**4. Half Yearly Progress Report** for the period ending September

**5. Audited statement of account of previous year:**

- I. Receipt and Payment Statement
- II. Income & Expenditure Statement
- III. Balance Sheet
- IV. Audited utilization certificate with item wise expenditure as per the sanctioned items of grant

6. Assets acquired wholly or substantially out of Government grant under GFR 19

7. Any other information considered necessary by the organisation or as asked for

8. Whether the organisation is receiving or expecting to receive any other grant from some other sources for the project for which application is being made?

## **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 grants-in-aid was received from the Ministry of Social Justice & Empowerment.

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 following condition:

- a) All assets acquired wholly or substantially out of the central grant shall 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 to 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 of 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 Castes/Scheduled Tribe Candidate/Disable person 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 (Govt. Private or foreign) source.

Yours faithfully,

Signature of the Authorised Signatory

Name:

Designation:

Address:

Date:

Office Stamp:

**Check list:**

1. Request letter for release of second instalment.
2. Audited statement of expenditure of the previous year with utilisation certificate of grant released.
3. List of staff employed during the current year from April to September.
4. Progresses report April to September.
5. State Government's recommendation and Inspection Report.
6. Un-audited statement of expenditure incurred out of 1st installment released during the current financial year.
7. Rent agreement, if the same has been modified