Call for Proposal to celebrate Earth Day 2021

Earth day is the largest, most widely celebrated International event as it provides a chance to remember what an amazing planet we live on. It is the only planet in our solar system teeming with incredible biodiversity. People all over the world celebrate this day and make efforts to protect planet and it environment.

1. Ministry also celebrates Earth Day on 22nd April each year and invites proposals for limited financial support to organize the Earth day. However, the financial support shall be subject to fund availability/priority of ministry/compliance of term & conditions & competence & relevant background of NGO. Canvassing in any form shall be a disqualification.

2. Theme of Earth Day 2021 is proposed as “Restore our Earth”. A variety of topics and activities are given for the selection. The details are placed on the website of the Ministry (i.e. HYPERLINK "http://www.moes.gov.in")

3. The competition for the following age groups and corresponding time duration mentioned below:
   (i) Students of Primary class level for 1 hour duration.
   (ii) Students from class 6th onwards and upto Secondary class (10th standard) level for 1 ½ hour duration.
   (iii) Students from Senior Secondary (11th standard) and upto graduation level from college for 2 hour duration.

   **Differently abled students**
   (i) Students of Primary class level for 1 hour duration.
   (ii) Students from class 6th onwards and upto Secondary class (10th standard) level for 1 ½ hour duration.
   (iii) Students from Senior Secondary (11th standard) and upto graduation level from college for 2 hour duration from 1 Hour to 3 Hour depending on the proposed creative activity

4. **Guide lines:**
   a) There are few topics and variety of activities mentioned separately, either the choice can be made from the list (Para 5) or you can select as per your choice, but, it must be within the theme as proposed by the Ministry.
   
   b) The Grant can be utilized on Prizes (1st Prize-Rs 5000/-, 2nd Prize-Rs 4000/- and 3rd Prize-3000/-, Consolation Prize-Rs.2000/-), Refreshment, Stationary, Transport for students etc.
   
   c) It is mandatory for each Institution/NGO to submit the Utilization Certificate (prescribed Performa) and audited statement of expenditure by the head of the Institution along with prize winning painting competition sheets/craft/models of all categories and a complete Report to the Ministry within one month positively. The best three prize winners out of all in each category will be felicitated with a prize on the Foundation Day of the Ministry (i.e. 27th July).
   
   d) All the organizers (school, colleges-Universities, NGO’s with Centers) are requested to issue a certificate to the participants. It will be mandatory for NGOs and Professional Society to either do activity jointly with and/or produce endorsement of concerned school/college/univ/Govt Institute for the purpose. Ministry can depute an officer or from attached offices/autonomous Institutions of the Ministry to attend the function of the Earth Day Celebrations.
   
   e) The school, college/University, NGO/Centre are advised to submit the application in the prescribed Performa (as attached, available on website of the Ministry) with a covering letter address to Head, Outreach Programme, Ministry of Earth Science, ”Prithvi Bhawan”, Lodhi Road, New Delhi 110003. The proposals (hard copy duly signed by the competent authority) should be submitted by 28th February 2021. In addition, if felt required, the scanned copy of same (duly filled and signed application) may be send to email: outreach.awareness@gov.in by 28th February 2021. Proposal received after the due date will not be considered.
f) In case, the Inst/NGO fails to submit the painting competition sheets within the prescribed period any proposal from that particular Inst/NGO will not be entertained for next two years.

g) Drawing sheets (white) 22”x15” should only be used for drawing.

h) The decision of the Ministry will be the final.

5. **Topics**

There are few topics given below, either the choice can be made from this list or you can select as per your choice, but, it must be within the theme as proposed by the Ministry.

a) Sustenance of various ecosystems.

b) Ocean resources (Living & Non living resources).

c) Impact of Climate change.

d) Deforestation & A forestation and their significance.

e) Atmospheric Ocean.

f) Polar Science.

g) Sustainable use of natural resources.

h) Biosphere.

6. **Type of activities**

There are few activities mention below, selection can be made out of this list or you can make as per your creativity.

a) Drawing/Painting competition.

b) Poster competition

c) Craft competition.

d) Model competition.

7. If activity is to be performed by differently abled / organization serving differently abled, then apart from aforesaid Para (5, 6), following activities may be performed as per specific creativity:

Music/Songs/Poetry/Play, etc on the theme of Earth Day 2021

8. It will be essentially mandatory for ensuring all possible precautionary safety measures by the organizers(s) for saving participants/students from any communicable disease and hazards, and in this regard strictly follow the instructions issued by Govt of India (Ministry of Home Affairs, Min. of Health & Family Welfare, etc) /state Govt – where activity is proposed.

*******
PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE APPLYING FOR FINANCIAL SUPPORT.

1. Earth day is the largest, most widely celebrated International event as it provides a chance to remember what an amazing planet we live on. It is the only planet in our solar system teeming with incredible biodiversity. People all over the world celebrate this day and make efforts to protect planet and its environment.

2. The application (Hard Copy) for seeking support dully filled and signed by the convener and Head of the Institution, needs to be submitted through proper channel to “Head, Outreach & Awareness, Government of India, Ministry of Earth Sciences, PRITHVI BHAWAN, Lodhi Road, New Delhi 110003, with the following relevant enclosures:

   (i) Registration Certificate, (ii) Articles/Memo of Association, (iii) By-Laws, (iv) Audited Statement of Accounts of the Society etc for the last 3 years, (v) Sources & Pattern of Income & Expenditure etc (vi) list of present office bearers, (vii) Memorandum of Association, copy of rules and regulation of the society (viii) Income-Tax Returns (ITRs) for the last three years (applicable for non-professional bodies engaged in the outreach activities in related areas of Earth System science), (ix) Registration Number NITI Aayog portal if applicant is NGO.

Upon completing the procedural formalities the final decision shall be communicated to you In case no decision is conveyed before the commencement of event it may be assumed that financial support is not sanctioned. No assumption on part of the applicant shall be valid to consider the case for reimbursement of expenditure after the event is over. In all such cases organizers have to bear the expenses and no case for reimbursement shall be entertained. Canvassing in any form shall be a disqualification.
Application forms which are incomplete in any form or are not provided with the copies of required documents / certificates / details (such as : UCs, by-laws and other as mentioned at para 2 a(क)) shall be summarily rejected by MoES and no correspondence shall be made in this regard with the applicant. It is therefore reiterated that all applicants must read guidelines carefully and comply with all terms and conditions before submitting the application to MoES for financial support.

5. If the organizers received a grant for seminars, symposia, earth day, ozone day etc earlier, from the Ministry of Earth Sciences [earlier Department of Ocean Development or Ministry of Ocean Development] the copies of all Utilization Certificates (four sets in original) and statement of total income from all the funding sources and expenditure for these seminars should be enclosed and unspent balance, if any, plus with bank interest for that period, should be refunded by Demand Draft drawn in favour of Drawing and Disbursing Officer, Government of India, Ministry of Earth Sciences, New Delhi-110003, immediately otherwise the Application will be rejected.

6. Wherever an Institute/ University/ Organization and a Registered Society/ Association or any other body are jointly organizing a Earth day the responsibility of furnishing the Utilization Certificate and Statement of Total Income and Expenditure will lie with the authority to whom the funds are released. Funds will however be released to the recognized organization only for proper accounting.
Support will be considered only for Prizes, Refreshment, Stationary, Transport for students etc.

In case of part fundings, it is necessary to indicate other funding agency if any financial assistance/support & the quantum of funding sought.

7. The documents to be submitted within one months from the date of completion of the event are (i) The Utilization certificate in original (ii) Report (iii) Total Income details for this event and audited Statement of expenditure, (iv) Recommendations and follow-up actions, (v) other achievements from this event (vi) Other enclosures if any.

8. The application for Earth Day-2021 should be submitted before 28th February 2021. The Proposal submitted after due date will not be considered.

9. ECS/RTGS information as per the format provided should be duly completed and endorsed by the bank.

10. In case there is a pending Utilisation Certificate with your organisation, release of Sanction Order/Grant shall not be taken up by the Ministry until settlement.

11. Please furnish verification, if issued by the concerned state Science & Technology council for the society/NGO.

12. To view of all the pending UCs of earlier grants released to your Institutions is available in net and to view the same please visit the link http://164.100.31.179/Report/PendingUCs.aspx

May ensure no pending U.C.

Before submitting any proposal kindly ensure that the prescribed form is filled-in in all respect failing which the application of the proposal should cancelled and no communication should be made by MoES.
13. All NGOs must be registered at NITI Aayog portal and should obtain unique identifiers before submitting their applications for grants from any Ministry. While giving unique identifiers to NGOs, PAN and Aadhaar numbers of all trustees and office bearers should be provided.

14. Please mention, if proposed program is of differently abled / by organization which serves the differently abled persons. In order to bring differently abled people to common platform proposals are invited specially from organizations, schools, institute, NGO, organization etc. dealing with differently abled people towards organising Earth Day 2021. Ministry may like to provided adequate financial support to hold such special programme.
1. Application form for Earth Day 2021

**Theme “Restore Our Earth”**

2. Details of the Event:

   ………………………………………………………………………………………………………
   ………………………………………………………………………………………………………
   ………………………………………………………………………………………………………

   दिनांक: _22/04/2021_ 
   वार्षिक: _22/04/2021_ से _22/04/2021_

Date …22/04/2021.; However the activities related to Earth Day (April 22) may be initiated one week prior to the Earth Day.

स्थान का पूरा पता : __________________________________________

__________________________________________________________________________

Complete address of the venue: ……………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

3. Name and Address of the Organization/ College/Society:

संस्थान का नाम: __________________________________________

Institute's name: ……………………………………………………………

विभाग: ……………………………………………………………

Department: ……………………………………………………………

पता: …………………………………………………………………

__________________________________________________________________________

Address: …………………………………………………………………

ई-मेल: …………………………………………………………………
पिन : ........................................................................................................

Pin: ........................................................................................................

4. यदि संयुक्त संगठन है तो दूसरे संगठन का नाम और पता:

4. In case of Joint Organization: Name and Address of the Second Organisation:

संस्थान का नाम: ........................................................................................

Institute's name: .........................................................................................

विभाग: ......................................................................................................

Department : .............................................................................................

पता: ...........................................................................................................

Address: .................................................................................................

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ई-मेल : ....................................................................................................

E-mail ........................................................................................................

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5. संगठन/संगठनों का स्तर:

5. Status of the Organisation (s)

(क) आईआईटी/आईआईटीएम  a) IIT, IIM, (ख) विश्वविद्यालय b) University, (ग) प्राइवेट कॉलेज c) Private Colleges, (घ) सरकारी सहायता प्राप्त कॉलेज d) Government aided Colleges, (ड) सरकारी कॉलेज e) Government Colleges, (प) पंजीकृत सोसायटी f) Registered Society, (छ) व्यावसायिक निकाय g) Professional Bodies, (ज) राष्ट्र सरकार h) State Governments, (ञ) अन्य संस्थान संगठन i) Research Organizations (ञ) अन्य (कृपया उल्लेख करें) j) Others (Please Specify) ______________________________

(कृपया किसी एक पर "सही" का निर्देश लगाएं)

[please tick any one] [ ]

6. संपर्क किए जाने वाले व्यक्ति का नाम और पता:

6. Name and Address of the Contact Person:

नाम: ........................................................................................................

Name: .....................................................................................................

पता : ....................................................................................................

Address: .............................................................................................

................................................................. ........................................

ई-मेल : ....................................................................................................

E-mail ........................................................................................................
7. Name and Address of the President/ Patron of the event:

Name: ............................................................................................................

Address: .......................................................................................................

E-mail: ........................................................................................................

Phone Nos: (off) ..............................................(res),

Mobile: ...................................................................................................

Fax Nos: .........................................................

8. Name and Address of the chief of the organization empowered to receive the financial grant (which will be released only in favor of the institutions/ recognized society, if approved:)

Name: ............................................................................................................

Address: .......................................................................................................

E-mail: ........................................................................................................
फोन न. _____________ (कार्यालय) _____________ (आवाम) _____________

Phone Nos:…………(off.) …………………..(res.)

मोबाइल _______________

Mobile:………………………………

फै‍स नं: _______________ Fax Nos: ………………..

९. उस प्रधिकारी का नाम जो उपयोग प्रमाण-पत्र तथा धन उपलब्ध करने वाले सभी ब्रांडों में प्राप्त कुल आय का विवरण

प्रस्तुत करेगा। यह विवरण संस्थान के चार्टर्ड एकाउंटेंट/लेखा अधिकारी, वित्त अधिकारी द्वारा हस्ताक्षरित हो (सरकारी

संगठनों के लिए):

9. Name of the Authority who will be submitting the Utilization Certificates and total income from all the

funding sources dully signed by the Charted Accountant/Account Officers, Finance Officers of the

Institute (For Government organization):

नाम : _______________________________________

Name: …………………………………………………….

पता: __________________________________________________________________

Address: ……………………………………………………………… ……………… …….

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फोन न. _____________ (कार्यालय) _____________ (निवाम) _____________

Phone Nos:…………(off.) …………………..(res.)

मोबाइल _______________

Mobile:………………………………

फै‍स नं: _______________ Fax Nos: ………………..

१०. विचार-गोष्ठियों, आदि के लिए पृथ्वी विज्ञान मंत्रालय (पूर्व में महासागर विकास विभाग/महासागर विकास मंत्रालय)

से पहले प्राप्त किए गए अनुदान का व्यौरा :

10. Details of the previous grant received from Ministry of Earth Sciences (Earlier Department/Ministry

of Ocean Development) for , Symposia etc.

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<th>क्रम संख्या</th>
<th>मंजूरी आदेश स. और तारीख</th>
<th>संगठन का नाम</th>
<th>उपयोगिता प्रमाण-पत्र और कुल आय एवं व्यय विवरण प्रस्तुत करने संबंधी स्थिति</th>
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<td>Sanction Order No. &amp; date</td>
<td>Title of the Event</td>
<td>Status of submission of Utilization Certificate &amp; Statement of Total Income &amp; Expenditure</td>
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11. समारोह के लिए अनुमानित व्यय का विस्तृत व्यूह (रुपयों में) :

Broad details of Estimated Expenditure for the event (in Rupees):

- रेखन सामग्री / Stationary:
- सचिवालय सहायता / Secretarial Assistance:
- पुरस्कार/Prizes:
- जलपान/ Refreshment:
- विज्ञापन एवं प्रचार / Advertisement & Publicity:
- परिवहन / Transport:
- विविध (विवरण) / Misc. (details):
- सकल जोड़ (रुपये)/ Grand Total (Rs.):

12. राष्ट्रीय संदर्भ में समारोह के महत्व को दर्शाते हुए, उद्देश्यों का संक्षिप्त विवरण:

(विवरण अलग कागज पर दें) :
यदि समारोह दिव्यंगजन व दिव्यंगजन संस्था द्वारा हो तो उल्लेख करें:
12. Brief statement of Objectives of the Event highlighting the importance in National context (details on a separate paper should be attached):

If program is proposed by any organization/school/NGO/ institute etc. which serves the differently abled persons may please be mentioned.

(क) समारोह की अत्याधुनिकता की पुनरीक्षण:
A) Review the State of Art of the event:
(ख) विशिष्ट कार्यक्रम और कार्य योजना तैयार करना:
B) Formulate the specific programme and action plan
(ग) समारोह के परिणामस्वरूप प्रभाव और फायदे का व्यवस्थित होने:
C) How the user communities will be benefited from the outcome of the event
(घ) अन्य (कुपया उल्लेख करें)
D) Other (please specify)

13. वित्त-पोषण के बोधों का व्यूह:
13. Details of funding sources:
(क) केंद्रीय और राज्य सरकार के मंत्रालय/विभाग/संगठन इत्यादि:-
### A) क्रमबंधुता अथवा प्राप्त की गई राशि के लिए अनुमोदन मांगा गया है

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### B) निर्देशन द्वारा अनुमोदन मांगा गया है

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### C) विकल्प द्वारा पंजीकरण द्वारा (रुपये)

### D) विकल्प द्वारा विज्ञापन द्वारा (रुपये)

### E) विकल्प द्वारा सोसाइटी/संगठन द्वारा अंदाजा (रुपये)

### F) Societies/Organisations (Rs.)

### G) Contributions by Society/Organisation (Rs.)

### H) अन्य (रुपये)

### I) Other (Rs.)
14. Details of Financial Assistance requested to MoES for this Conference:

- लेतन सामग्री / Stationary:.........................
- सचिवालय सहायता / Secretarial Assistance:......................
- पुरस्कार/Prizes :........................................
- जलपान / Refreshment:.................................
- विज्ञापन एवं प्रचार / Advertisement & Publicity
- परिवहन / Transport:
- विविध (विवरण) /Misc. (details): ..................................

- सकल जोड़ (रुपये)/ Grand Total (Rs.) :....................

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<th>विषिक मद्दे</th>
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कुल __________
Total ------------

15. प्रतिभागियों का व्याख्या : Details of the participants

Please enclose the List of Invitees/Participants : .................

यदि दिव्यांगजन सम्बंधित है, तो संख्या एवं विवरण:

If differently abled participants then details (Number/Activity, etc.): .................

16. यदि आवेदक ने पिछले तीन वर्षों के दौरान पृथ्वी दिवस आयोजित किया है, तो कृपया गतिविधि के बारे में शीर्षक, तिथि, स्थान, सम्मिलित प्रतिभागियों की संख्या, आदि सहित संक्षिप्त विवरण दें।

16. If applicant has organized the Earth Day during past three years, then may please provide the brief description of activity along with title, date, place and number of participants, etc. (may attach separate sheet).

17. पृथ्वी दिवस 2021 के कार्यक्रम के लिए किन उपायों की योजना बनाई गई है, उन का संक्षिप्त विवरण:
17. Brief statements on the steps you plan to take to implement the recommendations of the Earth Day 2021.

18. आयोजकों को “पृथ्वी दिवस समारोह में सम्मिलित होने वाले छात्रों / प्रतिभागियों की कोविड-19/ किसी भी प्रकार की संगठित बीमारियों व नुकसान से बचाव हेतु यथा संभव प्रयास एयम इस संबंध में भारत सरकार (मुख्य मंत्रालय, स्वास्थ्य मंत्रालय, आदि) / राज्य सरकार (गतिविधि के स्थानानुसार) के निर्देशों का पालन सुनिश्चित करने” का लिखित व हस्ताक्षरित अंडरटेडकंग जमा करना होगा।

18. Duly signed undertaking by organizer(s) mentioning “It will ensured all possible precautionary safety measures by the organizer(s) for saving participants/students from Covid-19 / communicable disease and hazards, and in this regard strictly following the instructions issued by Govt of India (Ministry of Home Affairs, Min. of Health & Family Welfare, etc) /state Govt – where activity is proposed”.

19. इलेक्ट्रॉनिक हस्तांतरण की सुविधा के लिए केंद्रीय योजना स्वीकार मॉनीटर योजना (मुख्य मंत्रालय, स्वास्थ्य मंत्रालय) के अंतर्गत अनुदान की स्वीकृति की स्थिति में कुछ निम्नलिखित सूचना दी जाएः

19. In event of Sanctioning of Grant and to facilitate the release the following information under Central Plan Scheme Monitoring Systems (Controller General of Accounts, Ministry of Finance) may please be furnished to facilitate electronic transfer:

(a) Bank Name:
(b) Bank Branch & Address:
(c) Branch Name & code:
(d) Account number:
(e) Agency name as per Bank:
(f) ECS/RTGS details:
(g) IFSC code:
(h) MICR code:
(i) Act/Registration No:
(j) Date of Registration (DD/MM/YYYY):
(k) Registering Authority:
(l) TIN Number:
(m) TAN Number:
(n) PAN No:
(o) Registration Number of NITI Aayog (If Applicable):

आवेदक/आयोजककर्ता सचिव के हस्ताक्षर
Signature of applicant/Organizing Secretary

संस्थान के प्रमुख अध्यक्ष के हस्ताक्षर
Signature of Head of Institution or President of Society
**ECS/RTGS Details**

**MANDATE FORM**

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

<table>
<thead>
<tr>
<th>A. DETAIL OF ACCOUNT HOLDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Account Holder</td>
</tr>
<tr>
<td>Complete Contact Address</td>
</tr>
<tr>
<td>Telephone Number/Fax/Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. BANK ACCOUNT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
</tr>
<tr>
<td>Branch Name with complete address, telephone number and email</td>
</tr>
<tr>
<td>Whether the branch is computerised</td>
</tr>
<tr>
<td>Whether the branch is RTGS enabled? (Yes/No)</td>
</tr>
<tr>
<td>Type of bank account (Current/Cash Credit)</td>
</tr>
<tr>
<td>Complete bank account number (latest)</td>
</tr>
<tr>
<td>MICR code of bank</td>
</tr>
</tbody>
</table>

**Date of Effect:**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for want of incomplete or incorrect information, I would not hold the bank responsible. I have read the option invitation form and agree to discharge responsibility expected of me as a participant under the Scheme.

(_________________________)

Signature of Customer

Date: [Date]

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

(Bank's Stamp)

(_________________________)

Signature of Customer

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your bank branch is presently not 'RTGS enabled', then upon its upgrade to 'RTGS enabled' branch, please submit the information again to the above department at earliest.
21. Bond in non-judicial stamp paper of Rs. 100/- as per Performa below

Bond Performa

KNOW ALL MEN BY THESE PRESENTS THAT we the

(name of the organization an in Registration certificate ) an association registered under the Societies Registration Act, 1860 having been registered by the office of…………………………………………………………………..(Name full address of Registering Authority), vide Registration Number……………………dated……………….office at

……………………………………………………….. in the State of ................................(herein after called the obligors) are held and firmly bound to the President of India (hereinafter called the Government) in the sum of Rs. ............. (in words Rs…………………………………………………….only ) well and truly to be paid to the President on demand and without demur, for which payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this………………day of ……………………..in the year Two thousand and ……..-

3. WHEREAS the obligors has sent a request proposal to Government, through the Ministry of Earth Sciences for Grants of Rs. .................. Vide Letter number ......................Dated …..........The obligors has agreed to execute this bond in advance, in favour of Ministry of Earth Sciences ....................for entire amount of Rs. .....................................as requested in the proposal sent to the Government. The obligor is willing to accept the proposed amount or any other amount approved/ sanctioned by the Government. The obligor is willingly executing this bond of higher proposed amount to accept the actual amount approved/ sanctioned by the Government. The obligor is also willing to accept all terms and conditions mentioned in the “Letter of Sanction” to be issued by the Government.

4. Now the condition of the above written obligation is such that if the obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors agree to refund the unspent balance along with interest at the rate of 10% (ten percent) per annum unless it is agreed by the sanctioning authority to be carried over to the next financial year. The amount of grant shall be refunded along with interest earned thereon.

5. The Society/ Trust agrees and undertake to surrender/ pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/ have received or derived through/ upon unauthorized use (such as letting out premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended of the property / building of other assets created / acquired/ constructed largely from out of Government grant. The decision of the Secretary to the Government of India in the Ministry of .................................Department of ..............................or the administrative Head of Department concerned shall be final and binding on the society/ Trust, in respect of all matter relating to the monetary value mentioned above to be surrendered paid to the Government.
6. The member of the executive committee of the grantee shall:

(a) abide by the conditions of the grants in aid by the target dates, specified in the letter of sanction and

(b) not divert the grants of entrust execution of the scheme or work concerned to other institution(s) or organization(s) and

(c) abide by any other conditions specified in the agreement governing the grants in aid.

In the event of grantee failing to comply with the conditions or committing breach of the conditions of the bonds, the signatories to the bonds shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest @10% per annum thereon.

7. AND THESE PRESENTS ALSO WITNESS THAT

(i) The decision of the secretary to the Government of India in the Ministry of………………………………………….on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the obligors; and

(ii) The Government shall bear the stamp duty payable on these present.

In witness whereof these presents have been executed as under on behalf of the obligors and day herein above written in pursuance of the Resolution No. ------------Dated------------------passed by the Governing Body of the obligors, a copy whereof is annexed hereto as Annexure B.

Signed for and on behalf of
Signature of the grantee.
(Name of the Obligor Association, as registered)
Full Mailing Address ---------------------------
Telephone Number / Mobile No.-----------------
E Mail address (if available)
Fax number

(in the presence of ) Witness name and address
(i)

(ii)

Accepted for and on behalf of the President of India

Date

_________________________________________Designation

(Name and address)
::Authorisation Letter for sending Grants-in-aid directly into the Bank Accounts of the organisation::

I/WE ……………………………………………………………………..(name of the entity/ Society / organization ) Would like to receive the grants in aid disbursed by the , Ministry of …………………………………………directly into the bank Account of the society / institution / organization etc. through electronic mode of transfer. The particular are as under

Name of the payee (as in the bank accounts)

Name of the Bank …………………

Bank Branch (Full address) ……………..State…………..District…………..Pin

Bank Account Number…………………………….(in words……………………………………………………………)

Type of bank Account……………………………Saving/ Current

MICR Code of the Bank ………………………………

Mode of Electronic transfer Available in the Bank – ECS/RTGS/CBS……………………………

Place: New Delhi

Signature of grantee

Name of Grantee

Designation / Rubber stamp

Full Address (village / sub division / district/ Pin / State)

Telephone number / Mobile number……………………………

Email (if any)

ACQUAINTANCE/ PRE- STAMPED RECEIPT (PSR)/PRE-RECEIPT/ ADVANCE RECEIPT

(form of Aquittance for grant-in-aid to be received through cheques/ D.D.’s)

Received a sum of Rs ………………………(Rupees ………………………………… only) by Cheque/ Bank Draft from Pay and Accounts Office, Ministry of ………………………………,New Delhi on account of the grant-in-aid sanctioned by the Ministry of ………………………………..,Govt. of India, New Delhi vide letter No……………………………………………………dated ……………………..

Place: New Delhi

Signature of granteee

Name of Grantee:

Designation

Rubber Stamp of the Organisation:
Annexure-I
::Terms and conditions attaching to Grant-in-aid to Voluntary Organizations / Individuals::

1. The grantee will execute a bond in favor of the President of India in the prescribed form. The bond shall be supported by two sureties if the grantee is not a legal entity.

2. The accounts of the project shall be maintained separately. Reports on progress of expenditure will be sent as and when asked for by Grantor. The accounts may be audited by the C&AD, at his discretion, in addition to audit by Registered Chartered Accountant. The account books on the implementation of the project shall be open to check by an officer of the government, deputed by the Grantor. The audited accounts shall be sent to the Grantor annually.

3. The grant shall be utilized for the purpose for which it is sanctioned and in the stipulated time schedule. The grantee shall not divert any portion of the grant received by him for any other purpose or organization or individual.

4. The grantee shall furnish, every quarter, progress of expenditure on the grants received up to the end of the previous quarter, along with a progress report on the implementation of the project. Release of further installments of grant will be made only on receipt of such reports. The reports will clearly indicate the targets fixed in the project and achievements there against. Lack of clarity in the report may lead to delay in release of further installments of grant. Further amounts may also not be released if the progress in implementation of the project is not clear from the report, or the achievement of project’s not given.

5. The grantee shall furnish a utilization certificate in the enclosed proforma and the grants received every year within 6 months of the close of the financial year.

6. Any portion of the grant that remains unutilized for the purpose granted shall be refunded to the Govt. by the grantee with interest except where it is adjusted against subsequent releases.

7. The grantee shall maintain a record of assets and other items of permanent value having a life of not less than five years and costing Rs. 10,000/- and above, acquired wholly or substantially out of the grants. Such assets should not be disposed off, encumbered or diverted for purposes other than for which the grant is sanctioned without the prior approval of the Government of India. Should the grantee organization cease to exist at any time, such assets etc. shall be surrendered to the Government of India.

8. When the Government of India/ State Government have reasons to believe that the grant is not being utilized for the purpose for which it sanctioned, the amount paid to the grantee are liable to be refunded to the Government of India.

9. The Government reserves the right to dominate a representative in the management of any grantee institution which receives grant-in-aid from Government of India amounting to more than 50% of its annual recurring expenditure.

10. Government may direct a grantee institution, to make suitable changes in the Byelaws and Articles of Association of the institutions concerned before release of grant-in-aid, if the purpose of the grant required.

11. Ownership of any building, or immovable property constructed wholly or partly out of to grant-in-aid, may vest with the grantee so long as it is utilized for the purpose for which the grant has been sanctioned. The responsibility for the maintenance of such buildings, etc. will also be that of the grantee institution concerned. If the organization ceases to exist, or the breach of the terms and conditions of the grant or the
building is not utilized for the purpose for which the grant was given, the ownership of the building which shall vest wholly or partly with the Govt.

12. Where the grantee institution-

i) Employee more than 20 persons on a regular basis and at least 50% of its recurring expenditure is not out of grant-in-aid from Central Govt.

ii) Is a registered society or a co-operative and as in receipt of a general purpose annual grant-in-aid of Rs. 2 lakhs and more out of the Consolidated fund of India, the grantee should provide for reservation for scheduled castes and tribes in recruitment to the posts and services under it, as contained in orders issued by the Government form time to time for recruitment to posts and services under it.