NOTES FOR SUBMISSION OF APPLICATION FOR EARTH DAY 2016 THROUGH EITHER INTERNET www/moes.gov.in OR BY POSTING THE HARD COPY TO THE MINISTRY DIRECTLY.

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 worlds celebrate and make efforts to protect planet and its environment.

Ministry is celebrating Earth Day on 22nd April each year for past few years and to continue the previous year activities and encourage the children on this occasion.

2. सहायता हेतु संस्था नेके संयोजक तथा प्रमुख द्वारा विधिवत रूप से भरे हुए तथा हस्ताक्षरित आवेदन पत्र (हाई कॉपी) को उज्जि माध्यम से प्रभाग प्रमुख, डॉ. एन. खरे, निदेशक/वैज्ञानिक ‘एफ’-भारत सरकार, पृथ्वी विज्ञान मंत्रालय, ‘पृथ्वी भवन’ लोदी रोड, नई दिल्ली-110003 को निम्नलिखित संबंधित दस्तावेजों के साथ भेजा जा सकता है:-

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 of the Division Dr. N.Khare, Director/Scientist-F, Government of India, Ministry of Earth Sciences, “PRITHVI BHWAN”, Lodi Road, New Delhi 110003 with the following relevant enclosures:

For Registered Society, Private Colleges / schools, Government aided Colleges, Non-Government Organizations, Deemed University etc are required to enclose copies of: (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)
For International Conference being organized by recognized Research Organizations copies to be enclosed are (i) Approval of Administrative Ministry, (ii) Clearance of Ministry of External Affairs, (iii) Clearance of Ministry of Home Affairs

It may please be noted that established NGOs with good track record and which are involved exclusively in scientific activities related to Earth System Science domain only shall be considered for financial support by MoES.

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.

No correspondence / communication in this regard shall be entertained in between by MoES.

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 3 a) shall be summarily rejected by MoES and no correspondence shall be made in this regard with the applicant. It is therefore reiterated that all applicant must read guidelines carefully and comply with all terms and conditions before submitting the application to MoES for financial support.

The successful applicants shall be informed by Ministry and the future correspondence should contain the Ministry’s reference no. only. The Ministry’s decision is final and no further correspondence will be entertained.
4. Either Awardees or their organization may apply for grants from the Ministry of Earth Sciences (earlier Ministry of Ocean Development or Department of Ocean Development) to meet the financial expenses incurred for these seminars. The copies of all such items should be submitted with bank receipts to the recognized organizations only for proper accounting.

5. If the organizers received any grant for Seminars, Symposia 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 favor of Drawing and Disbursing Officer, Government of India, Ministry of Earth Sciences, New Delhi-3, immediately otherwise the Application will be rejected.

6. (क) निम्न मद्दें के लिए अनुदान दिया जाएगा अथवा मंत्रालय से कोई अन्य निकाय संचालित का रहें हैं तो उपयोगिता प्रमाणपत्र तथा दूसरे एवं योजना प्रस्ताव प्रस्तुत करके का दावी उस प्रधानकारी का होगा जिसे निधियों जानी की जा रही है। तथापि, निधियों उपचित लेखा रखने वाले मान्यता प्राप्त संगठन का ही जानी का जानी।

Wherever an Institute/ University/ Organization and a Registered Society/ Association or any other body are jointly organizing a seminar, 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.

The grant will be released to items (i) TA/DA for Young Scientists (Indian) (ii) Stationary (iii) Secretarial Assistance (iv) Prizes (v) Refreshment (vi) Advertisement & Publicity (vii) Transport (viii) Miscellaneous items.

(ख) इस मामले में, आयोजकों को इस आशय का प्रमाणपत्र प्रस्तुत करना होगा कि वे निधि प्रदान करने वाली किसी अन्य सरकारी एजेंसी से कोई धनराशि अनुदान प्राप्त नहीं करेंगे।

In this case, organizers have to submit a certificate that they will not receive any funds/grants from any other government agencies.

(ग) अन्य देशों के वैज्ञानिकों को अंतर्राष्ट्रीय यात्रा अनुदान प्रदान करने का कोई प्रावधान नहीं है।

There is no provision to provide international travel grant to other country Scientists.

(घ) आंतरिक निधि के मामले में , यदि किसी और विषय प्राप्त एजेंसी से कोई अन्य वित्तीय सहायता/समर्थन और निधि की मात्रा मांगी गई है, तो उसके बारे में अवश्य बताएं।

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 month 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. ECS/RTGS information as per the format provided should be duly completed and endorsed by the bank. This is a mandatory requirement and proposal that do not contain this document shall not be processed.

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

10. Please furnish registration number issued by the Planning Commission under NGO Registration/Certificate, if any, issued by the State Council for Science & Technology.

************
1. पृथ्वी दिवस 2016 के लिए आवेदन प्रपत्र
1. Application form for Earth Day 2016

Theme “Caring Mother Earth”

2. कार्यक्रम का विवरण:
2. Details of the Event:

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

दिनांक: __________ अवधि: / / से / /
Date …………………………………; Duration from / / to / /
स्थान का पूरा पता : 

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

3. संगठन/कॉलेज/सोसायटी का नाम और पता:
3. Name and Address of the Organization/ College/Society:

संस्थान का नाम: ____________________________
Institute's name: ……………………………………………………………………………
बिभाग: ____________________________
Department: ………………………………………
पता: ……………………………………………

Address: …………………………………………………………………………………
ई-मेल: …………………………………………………………………………………
E-mail: …………………………………………………………………………………
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: ……………………………………………………………………………
बिभाग: ____________________________
Department: ………………………………………
पता: ……………………………………………

Address: …………………………………………………………………………………
ई-मेल: …………………………………………………………………………………
E-mail: …………………………………………………………………………………
5. Status of the Organisation (s)
(a) IIT, IIM, (b) Universities, (c) Private Colleges, (d) Government aided Colleges, (e) Government Colleges, (f) Registered Society, (g) Professional Bodies, (h) State Governments, (i) Research Organizations (j) Others

Please tick any one [ ]

6. Name and Address of the Contact Person:
Name: ……………………………………………………
Address: ………………………………………………………………………… ………
E-mail: ………………………………………………………………..
Phone Nos:…………(off) ……………………(res), Mobile: ………………………………..
Fax Nos: …………………..

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: ………………………………………………………………………… ………
ई-मेल: .................................................................
E-mail: .................................................................
फोन न. ___________ (कार्यलय) ___________ (आवास) ___________
Phone Nos: ...........(off.) .....................(res.)
मोबाइल ______________
Mobile:...........................
फैक्स नं: ______________ Fax Nos: .................

9. उस प्राधिकारी का नाम जो उपयोग भ्रमण-पत्र तथा धन उपलब्ध करने वाले मध्ये ब्योधों में प्राम कुल आय का विवरण प्रस्तुत करेगा। यह विवरण संस्थान के चार्टेड एकाउंटेंट/लेखा अधिकारी, विस्त 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):

Name: .............................................................
पता: ......................................................................

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

फोन न. ___________ (कार्यलय) ___________ (विवास) ___________
Phone Nos: ...........(off.) .....................(res.)
मोबाइल ______________
Mobile:...........................
फैक्स नं: ______________ Fax Nos: .................

10. विचार-गोष्ठियों, आदि के लिए पृथ्वी विज्ञान मंत्रालय (पूर्व में महासागर विकास विभाग/महासागर विभाग मंत्रालय) से पहले प्राम 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.

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

युवा वैज्ञानिकों (भारतीय) के लिए यात्रा भत्ता/मंगाई भत्ता : .................
TA/DA for Young Scientists (Indian) : .........................
लेखन सामग्री / Stationary: .........................
सचिवालय सहायता / Secretarial Assistance: .........................
पुरस्कार/Prizes : .........................
राष्ट्रीय संदभ मंसारोह के महत्व के दशा ते इसके उद्देश्यक का संक्षिप्त विवरण:
(विवरण अलग कागज पर दें) : 
12. Brief statement of Objectives of the Event highlighting the importance in National context (details on a separate paper should be attached):

(क) समारोह की अत्याधुनिकता की पुनरीक्षा:
A) Review the State of Art of the event:
(ख) विशेष कार्यक्रम और कार्य योजना तैयार करना:
B) Formulate the specific programme and action plan
(ग) क्या किसी राष्ट्रीय, अंतरराष्ट्रीय जर्नल, पत्रिका में कार्यवाहियाँ/लेख इत्यादि छापे जा रहे हैं?
C) Bring out the proceedings/papers etc. in any National, International journals, magazines
(घ) समारोह के परिणामस्वरूप प्रयोक्ता समुदाय किस प्रकार लाभावन्त होंगे:
D) How the user communities will be benefited from the outcome of the event
(ङ) अन्य (कृपया उल्लेख करें)
E) Other (please specify)

13. वित्त-पोषण के बारे में व्यूह:
13. Details of funding sources:
(क) केंद्रीय और राज्य सरकार के मंत्रालय/विभाग/संगठन इत्यादि:-
Ministry/Department/Organisation etc. of Central and State Government

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>Sources</th>
<th>Amount requested</th>
<th>Amount Committed or received</th>
<th>Items for which grant is requested</th>
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(ख) गैर सरकारी एजंटिसियों द्वारा वित्त-पोषण:
B) Funding by governmental agencies:

<table>
<thead>
<tr>
<th>क्रम</th>
<th>खोल</th>
<th>मांगी गई राशि</th>
<th>वचनवद्वंत्बता अथवा प्राप्त की गई राशि</th>
<th>किन मद्दों के लिए अनुमोदन मांगा गया है</th>
</tr>
</thead>
<tbody>
<tr>
<td>संख्या</td>
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<td>मांगा गया है</td>
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(ग) पंजीकरण द्वारा ________________ (रुपये)
C) By Registration (Rs.) : ______________________________
(घ) विज्ञापन द्वारा ________________ (रुपये)
D) By Advertisement (Rs.) : ______________________________
(ड) सोसाइटी/संगठन द्वारा अंशदान ________________ (रुपये)
E) Contributions by Society/ Organisation (Rs.) : ______________________________

14. इस सम्मेलन के लिए पृथ्वी विज्ञान मंत्रालय से मांगी गई वित्तीय सहायता का विवरण:
14. Details of Financial Assistance requested to MoES for this Conference:

युवा वैज्ञानिकों (भारतीय) के लिए यात्रा भत्ता/मंहगाई भत्ता : ..............
TA/DA for Young Scientists (Indian) : ..............
लेखन सामग्री/Stationary: ..............
सचिवालय सहायता / Secretarial Assistance: ..............
पुरस्कार/Prizes : ..............
जलपान/ Refreshment, ................
विज्ञापन एवं प्रचार/Advertisement & Publicity ..............
परिवहन/Transport:
विविध (विभाग) /Misc. (details): ..............
सकल जोड़ (रुपये)/ Grand Total (Rs.) : ..............

<table>
<thead>
<tr>
<th>विशिष्ट मद्दें</th>
<th>राशि (रुपये)</th>
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<tbody>
<tr>
<td>स्पेसिफिक आइटम्स</td>
<td>Amount (Rs.)</td>
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कुल __________
Total __________
15. **Details of the participants**

K. Number of Foreign Young Scientists

B) No. of foreign Scientists

G. Number of Indian Young Scientists

D) No. of Indian Scientists

E) TA/DA to Indian Young Scientists

F) TA/DA to Senior Scientists

G) Please enclose the List of Invitees/Participants

16. **Is this Earth Day held annually? If yes, please give a brief statement on the follow-up of the recommendations of the Earth Day held in past 3 years (may attach separate sheet).**

17. **Details of past events organized on the proposed topic in India indicate title, date, venue and brief details.**

18. **In case of International Conference, please give details of resources for International Travel and Local Hospitality:**

19. **If foreign participants are being invited, whether clearance of Ministry of External Affairs, Administrative Ministry and Ministry of Home Affairs for their participation obtained (copy to be attached).**

20. **Details of the Technical Programme for the event may attached. Please give names of Chairman of Technical Sessions and keynote speakers.**

21. **Brief statements on the steps you plan to take to implement the recommendations of the Earth Day 2015.**
22. 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:

आवेदक/आयोजनकर्ता सचिव संस्थान के प्रमुख अथवा सोसायटी के अध्यक्ष के हस्ताक्षर
Signature of applicant/Organizing Secretary

स्थान:
Place:

तिथि:
Date:
26. RTGS Details

MANDATE FORM

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

| A. DETAIL OF ACCOUNT HOLDER:—                  |
| NAME OF ACCOUNT HOLDER                        |
| COMPLETE CONTACT ADDRESS                      |
| TELEPHONE NUMBER/FAX/EMAIL                    |

| B. BANK ACCOUNT DETAILS:—                     |
| BANK NAME                                      |
| BRANCH NAME WITH COMPLETE ADDRESS,            |
| TELEPHONE NUMBER AND EMAIL                    |
| WHETHER THE BRANCH IS COMPUTERISED?           |
| WHETHER THE BRANCH IS RTGS ENABLED? IF YES,   |
| THEN WHAT IS THE BRANCH’S IFSC CODE?          |
| IS THE BRANCH ALSO NEFT ENABLED?              |
| TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT) |
| COMPLETE BANK ACCOUNT NUMBER (LATEST)         |
| MICR CODE OF BANK                             |
| 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 reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(..........................................................)
Signature of Customer

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 upgradation to “RTGS Enabled” branch, please submit the information again in the above proforma to the Department at earliest.
27. 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 alongwith 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 events 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
Date:........................

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
Date:...................

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
Date:...................

Signature of grantee
Name of Grantee
Designation

Place: New Delhi
Date:.................

Signature of grantee
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, alongwith 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.