

**Form -I**

NAME OF THE SCHEME :

**LIST OF BENEFICIARIES**

- (i) Name of the Organisation :  
(ii) Name and address of the project :  
(iii) Year

S. No.	Name of the beneficiary	Father's/ Mother's Name	Date of Birth	Sex	Education Qualification	Address	Date of entry in Institution	Remarks about outcome/ results
1								
2								
3								
4								
5								

**Note:**

The list should preferably be in alphabetical order or some other well-defined order and followed from year to year.

**Form -II**

NAME OF THE SCHEME :

**DETAILS OF OFFICE -BEARERS/MANAGING COMMITTEE OF THE ORGANISATION**

- (i) Name of the Organisation :  
(ii) Name and address of the project :  
(iii) Year :

S. No.	Name	Occupation	Address	Tel. No.	Education Qualification	Remarks
1						
2						
3						
4						
5						



## 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 organization, 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, 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 utilised 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 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 utilised 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 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/Schedule Tribe candidate/Disabled persons 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 other (Govt , Private or foreign ) source .

*Yours faithfully*

Signature of the Authorised Signatory

**Name** :  
**Designation** :  
**Address** :  
**Date** :  
**Office Stamp** :

## FORM GFR 19A

See Government of India's Decision (1) below Rule 150)

### FORM OF UTILISATION CERTIFICATE

\* \* \* \* \*

S.No.	Letter Number and Date	Amount
1.		

Certified that out of Rs. \_\_\_\_\_ of grant-in-aid sanctioning during the year 2000 - 2001 in favour of

under this Ministry/Department's letter No. given in the Margin and Rs \_\_\_\_\_/- on account of unspent balance of the previous year,

a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of Maintenance of Old Age Home/Day Care Centre/Mobile Medicare Unit Under the scheme of Integrated Programme for Older Persons for which it was sanctioned and that the balance of Rs. -- remaining utilized at the end of the year has been surrendered to Government (vide No. -- dated -- will be adjusted towards the grant-in-aid payable during the next year .

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised:

1. Audited Statement of Accounts signed by Chartered Accountant.
2. Formal utilization certificate signed by the Chartered Accountant.
3. Progress Report