

**Ministry of Social Justice & Empowerment**

**APPLICATION FORM FOR 2ND INSTALMENT**

(To be submitted in duplicate)

Name of the Scheme .....

**1. ORGANIZATION**

Name .....

Address .....

**2. Grant-in-aid applied for :**

	Recurring	Non-recurring	Total
1. Applied in the current year			
2. Received as Ist installment			
3. Applied for 2nd Installment			

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

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

(i) Receipt and Payment statement

(ii) Income & Expenditure Statement

(iii) Balance Sheet

(iv) Audited utilisation certificate with Item wise expenditure as per the sanctioned items of grant.

**5. Assets acquired wholly or substantially out of Government grants under GFR 19**

**6. Any other information considered necessary by the organization or as asked for:**

**7. Whether the organization is receiving or expecting to receive any grant from some other source for the project for which application is being made ?**

8. I 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 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 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 1st 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. No change will be made in the project location and timings without convincing reasons and prior approval of the Ministry.
- (g) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
- (h) The organisation will bear the balance of the estimated expenditure on the project or the organisation will bear ten percent of the expenditure or the organisation will not bear any expenditure and the entire balance will be borne by the State Government; and
- (i) The organisation agrees to make reservation for the Scheduled Casts / 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.

Yours faithfully

**Signature of the Authorised Signatory**

**Name :**

**Designation :**

**Address :**

**Date :**

**Office Stamp**