

PROFORMA FOR INSPECTION OF VOLUNTARY ORGANISATION RECEIVING GRANT IN AID FOR THE WELFARE OF THE OTHER BACKWARD CLASSES

1. Name of the Scheme : Scheme of Assistance to the Voluntary Organisation for the Welfare of Other Backward Classes

2. Date of Inspection : / /

DD MM YEAR

1. Time of commencement of inspection
2. Time of completion of inspection

3. Composition of the Inspection Team :

Team Composition	Name	Designation	Agency Represented with address	Signature
1.	Team Leader			
2.	Member			
3.	Member			
4.	Member			

4. Name and Complete Address : of the Organization

5. Date of Registration of the organization

6. Brief Description of the Project
(Mention the nature of the Course being run with duration of each course and hours of daily training)

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(a) Title of the Project :

(b) Date of commencement of the Project / /

(c) Year of commencement of Grant-in-aid from G.O.I. for the project : / /

(d) Whether the Project is recognized by the State Government : Yes No

7. Project Location :
- (a) Complete Address of location / location where programme / project / scheme is being implemented
- (b) Distance from the nearest organisation running Operating similar project.
- (c) Name and Location of nearest Govt. Institution / NGO providing similar services location of such (nearest) project :

8. Whether building is RENT or OWNED RENTED OWNED

9. If on rent indicate the name and full particulars or Owner as well as the rent paid per month.

10. Is the building space adequate enough to run the project : Yes No

(a) Indicate the number of rooms and the size & usage of each

(b) Whether the fixtures / fittings e.g. electrical fittings are in working order. Yes No

11. Whether separate project-wise accounts have been maintained for grants sanctioned earlier ? Yes No

12. Whether principle of joint operation of banks accounts is being followed ? Yes No

13 (a) What are the principal sources of funds of the Organisation

(b) Comment on the Organisation's capacity for additional resources mobilisation :

14. Whether the Organisation's is charging user fee / fees : Yes No

15. If YES then the details indicating :

(i) the monthly charges

(ii) annual charges

(iii) charges structured on income gradation basis (if any)

(iv) Whether the user charges collected are reflected in the accounts of the NGO Yes No

16. The following checks may be made:

(i) check the entries made on the grants received from the Ministry.

(ii) check whether the same has been deposited in their Bank accounts

(iii) check the Bank passbook entries to corroborate on entries made as at Sl. No. (i)

(iv) check on the pay bill register

(v) enquire with those on payroll on disbursement of pay and amount received.

(vi) Whether subsidiary accounts of the Government grant is maintained as required by GFR 150(5)

17. The number of Trainees / Beneficiaries

	OBC		OTHER	
	M	F	M	F
(i) Number of beneficiaries as per Project sanction				
(ii) Number found present at the time of Inspection.*				

* Again serial no. (ii) of table, if no. of beneficiaries were found to be lesser than that was sanctioned, give reasons thereof :
 (May also cross-check with other trainees on names / number of absentee trainees)

(i) Working Hours of the centre, give shift-wise break-up :-
Shift - I : Fr. : To
Shift - II : Fr. : To
Shift - III : Fr. : To
Shift - IV : Fr. : To

18. Information of Process and Procedure of selection of beneficiaries during the year

- (a) Whether there is a proper application : Yes No
form for admission to the training
- (b) Number admitted during the relevant year :
- (c) Whether Backward Caste Certificates are obtained : Yes No
- (d) Mode of selection and broad criterion adopted :
- (e) The number of training batches conducted annually :
- (f) Age group of beneficiaries :
15 yrs - 20 yrs
15 yrs - 20 yrs
15 yrs - 20 yrs
- (g) Date of commencement of the Batch of Trainees :
1st Batch
2nd Batch
3rd Batch
- (h) Medium of instruction :

- 19. Total no. of Beneficiaries :
Out of the above :
 - (i) Those passed out of the Institution successfully :
 - (ii) No. of drop outs :

20. Details of the training equipment given at the centre :
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(Are these in working condition ?)

21. Whether Practical Note Books / Work Books are maintained by the Trainees : Yes No

22. Whether the skills imparted have the potential for gainful self employment or placement :

23. Total no. of Beneficiaries successfully trained and have left the Centre during last three years :
- Out of the above : 7***
- (i) Those who got employed / placements :
- (ii) Those who are self-employed :
24. Whether Trainees have been interviewed (if 'Yes' summary of finding be attached an Annexure) :
25. Whether Composition of Managing Committee enclosed :
- Date of last election of the Managing Committee :
26. The qualification held by the teachers / instructors to be attached as an Annexure.
27. Maintenance of records :

Whether for following records are maintained

Whether maintained in prescribed proforma

Whether the records are up-to-date

- | | | | | |
|---|----------------------------------|---------------------------------|----------------------------------|---------------------------------|
| (a) Cash Book : | <input type="text" value="Yes"/> | <input type="text" value="No"/> | <input type="text" value="Yes"/> | <input type="text" value="No"/> |
| (b) Ledger : | <input type="text" value="Yes"/> | <input type="text" value="No"/> | <input type="text" value="Yes"/> | <input type="text" value="No"/> |
| (c) Register of Assets : | <input type="text" value="Yes"/> | <input type="text" value="No"/> | <input type="text" value="Yes"/> | <input type="text" value="No"/> |
| (d) Register for consumable items : | <input type="text" value="Yes"/> | <input type="text" value="No"/> | <input type="text" value="Yes"/> | <input type="text" value="No"/> |
| (e) Honorarium Payment Register : | <input type="text" value="Yes"/> | <input type="text" value="No"/> | <input type="text" value="Yes"/> | <input type="text" value="No"/> |
| (f) Attendance register for trainees : | <input type="text" value="Yes"/> | <input type="text" value="No"/> | <input type="text" value="Yes"/> | <input type="text" value="No"/> |
| (g) Year wise record of minutes of GBM : | <input type="text" value="Yes"/> | <input type="text" value="No"/> | <input type="text" value="Yes"/> | <input type="text" value="No"/> |
| (h) Whether accounts on the proceeds of the sale of items produced from the raw materials funded by the Ministry are maintained (i.e. product of trainees of Craft, Carpentry, Tailoring, Dari-making Centers etc.) | <input type="text" value="Yes"/> | <input type="text" value="No"/> | | |

28. Details of networking arrangements made with other institutions to obtain the benefits of services which it cannot provide internally.

29. Comments of the Inspection Team on the functioning / implementation of the project :

30. Specific suggestions by the Inspection Team for the improvement in conducting the programme etc :

31. Recommendation of the Inspecting Team on the continued support to the project with specific reference to the relevant year.

Date :

Place :

Signature
Full Name (In Capital Letters)
Designation
Official Stamp