

Composition of Managing Committee/Governing Body

1. Name and Postal Address of the organization:

2. Details of Managing Committee/Governing Body

S. No.	Name of the Members	Sex (M/F)	Father's Name	Spouse's Name	Complete Residential Address	Whether SC/ST/OBC/GEN	Self Occupation	Occupation of the Spouse	Position held in the Managing Committee/Governing Body
1	2	3	4	5	6	7	8	9	10

3. Declaration:

1. Certified that the composition of the above Managing Committee/Governing Body is in accordance with the approved Bye laws and Memorandum of Association of the Organisation.
2. Certified that the above Managing Committee was elected by the General Body in its meeting held on _____. The life of the Committee is from _____ to _____.
3. Certified that the instant proposal has the consent of all the aforesaid members including the members belonging to Scheduled Tribes.

Place:
Date:

Signature of President/Secretary
Full Name of the signatory
Designation
Seal of the Organisation

ANNEXURE-II

DETAILS OF THE BENEFICIARIES

1. Name of the Organization:
2. Name and address of the Project:
3. Details of beneficiaries:

Year	Total No. of Beneficiaries	Male	Female	Beneficiaries' Age	
				Below 18 years	18 year and above
1	2	3	4	5	6
Previous Year					
Current Year					

4. Whether there is any change in beneficiaries from the previous year, if so give details:

Date:
Place

Signature of the Secretary/president
(Office stamp of the Organization)

Note:

(a) In case of hospitals, sex-wise details of indoor and outdoor patients shall also be given in addition.

(b) Except health projects, in case of all other categories of projects including educational projects, along with the aforesaid information a separate list of beneficiaries shall be mandatorily enclosed with Application Form indicating:

1. Name
2. Father's name
3. Sex
4. Date of Birth and age
5. Name of ST community (as per Government notifications) to which they belong

(c) In case of educational projects, list of beneficiaries shall be class-wise.

(d) In case of computer training courses, one column for educational qualification of candidates shall be added.

(e) In case of employment oriented trainings, trade wise details of beneficiary shall be given.

ANNEXURE-III

DETAILS OF THE STAFF EMPLOYED

1. Name and address of the Organisation
2. Name and address of the Project:
3. Details of Staff employed in previous year:
 - (i) Total no. of Staff employed:
 - (ii) No. of ST Staff:
 - (iii) No. of Males and females staff:
 - (iv) Details as follows:

S. No.	Name & Address	Sex (M/F)	Educational Qualification	Date of Appointment	Appointed as	Period for which Employed during the year	Honorarium Per Month	Total Honorarium	Remarks, if any
1	2	3	4	5	6	7	8	9	10

- (v) Whether there is any change in staff members from the previous year, if so, give details:

Date:
Place

Signature of the Secretary/president
(Office stamp of the Organization)

ANNEXURE-IV

Assets acquired wholly or substantially out of Government Grants

**Register maintained by Grantee Institution
Block Account maintained by Sanctioning Authorities**

[Vide Government of India’s Decision (7) (b) under General Financial Rule 149(3)]

Name of the Sanctioning Authority:

1.	Name of the Grantee Institution	
2	No. and date of sanction	
3	Amount of the sanctioned grant	
4	Brief purpose of the grant	
5	Whether any condition regarding the right of Govt. in the property or other assets acquired out of the grant was incorporated in the grant-in-aid sanction	
6	Particulars of assets actually credited or acquired	
7	Value of the assets as on _____	
8	Purpose for which utilized at present	
9	Encumbered or not	
10	Reasons if encumbered	
11	Disposed of or not	
12	Reason and authority, if any, for disposal	
13	Remarks	

Date:

Place:

Signature:

Full Name(In capital letters):

Designation:

Office Stamp of the organization

Note: In case there is no change from the previous year, a photocopy of the statement of the previous year be furnished with the following statement “No change from the year.....”.

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ANNEXURE-V

CERTIFICATE

Authorised Signatories Operating Bank A/C No. _____
In Respect of Organization _____

I- Signature:
Name:
Address:
Designation in organization

II- Signature:
Name:
Address:
Designation in organization:

Signature of Bank Authority with stamp _____

Name & Designation:

Name and address of Bank:

Date:

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ANNEXURE-VI

I/We _____ (Organisation Name) would like to receive the sums disbursed by the Ministry of Tribal Affairs electronically to our bank account detailed below. The account number duly verified by the bank on their letter & seal is enclosed:

Name of the payee as in bank account	Address	District	Pin code	State	Tele No. with STD code	Fax No.	E-mail Address	Name of the Bank	Bank Branch (full address with tele. no)	Bank Account No.	Account Type	Modes of Electronic transfer available in bank branch (RTGS/ NEFT/ ECS/ CBS)	IFSC Code	MICR Code

Signature (Name) _____
 Organisation _____

(To be furnished on Rs.20/- Stamp Paper)

BOND

KNOW ALL MEN BY THESE PRESENTS THAT we the

_____ (name of the organization as in Registration Certificates) an association registered under the Societies Registration Act , 1860 having been registered by the office of _____ (Name and full address of

Registering Authority), vide Registration Number _____ dated _____ office at _____ in the State of

_____ (herein after called the obligor/ obligors) are held and firmly bound to the President of India (hereinafter called the Government) in

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 union Ministry of _____ for Grants of Rs. _____ vide _____ his _____ Letter number _____ Dated _____ ; the

obligors has agreed to execute this bond in advance in favor of Union Ministry of _____ 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 condition mentioned in the "Letter of Section "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, than 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 14%(fourteen 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 undertakes 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 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 or 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 the 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 members of the executive committee of the grantee will
- (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 or entrust execution of the scheme or work concerned to other institution (s) or organisation(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 @14% per annum thereon. The stamp duty this bond shall be borne by the Government.

7. AND THESE PRESENTS ALSO WITNESS THAT

- (i) The decision of the Secretary to the Government of India in the Ministry of _____ Department 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 presents.

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 an 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

(Name and address)

Designation

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