

SCHEME OF ASSISTANCE TO VOLUNTARY ORGANISATIONS FOR THE WELFARE OF OTHER BACKWARD CLASSES

1. OBJECTIVE

The programme of giving grant-in-aid to Voluntary Organizations under the Backward Classes sector has been taken up by the Govt. of India during the Ninth Five Year Plan. The main purpose behind the scheme of grant-in-aid to voluntary organisation for taking up welfare activities among the OBCs is, to improve the educational and socio-economic conditions of these communities through voluntary efforts.

The aim of the scheme is to involve the voluntary sector to improve educational and socio-economic conditions of the target group i.e. OBCs, with a view to upgrade skill to enable them to start income generating activities on their own or get gainfully employed in some sector or the other. The principle that good voluntary organisations should not only be assisted but also consciously built up, has been the guiding spirit behind the formulation of the scheme.

2. TARGET GROUP AND ELIGIBILITY CRITERIA OF OBCs

The NGOs will select only such OBCs as indicated below :-

- (a) The beneficiaries should belong to OBCs as per notified list in the Central List of Backward Classes.
- (b) The beneficiaries whose parents / guardians income from all sources including the income of the beneficiary does not exceed Rs. 1.00 Lakhs annually will be eligible for availing the benefit under the scheme.

3. SCOPE

Assistance under the scheme will be given to eligible voluntary organisations fulfilling the eligibility conditions laid down as under:-

In order to be eligible for assistance under this scheme, an Organisation should have the following characteristics :

- (a) It is a registered body under an appropriate Act so that it gets a corporate status and a legal personality and a group liability is established for its activities.
- (b) It has an appropriate administrative structure and a duly constituted managing / executive committee.
- (c) The aims and objects of the organisation and programmes in fulfillment of those aims and objects are precisely laid down ;
- (d) The organisation is initiated and governed by its own members on democratic principles, without any external control ; and
- (e) It should not run for profit to any individual or body of individuals.

The Ministry will identify reputed and established NGOs which could be asked to set up facilities in those areas where various facilities for OBCs have not developed and rural and other inaccessible areas either themselves or in partnership with other NGOs.

Under the scheme, grants shall be sanctioned subject to terms and conditions enclosed at Annexure-II and provided application for the same is received as per prescribed proforma.

4. TYPE OF ACTIVITIES COVERED

Assistance under the scheme will be admissible for establishing centers and developing services which may equip the OBCs by upgrading their skills to enable them to start income generating activities either through self-employment or wage-employment.

An illustrated list of activities for which grant-in-aid will be extended are enclosed at Annexure-III.

5. EXTENT OF ASSISTANCE

The quantum of assistance shall be determined in each case on merit. The Government of India may, however, meet 90% of the approved expenditure on any or all of the items enumerated in para-6 of the Terms & Conditions (**Annexure-II**). The remaining expenditure is to be met by the concerned voluntary organisation from its own sources.

In the event of Ministry of Social justice & Empowerment itself executing any element of the programme i.e. engagement of Consultants, for project formulation, monitoring and evaluation, as well as expenses towards cost of training of NGO functionaries etc., full cost shall be borne from the budgetary provision of the scheme.

TERMS AND CONDITIONS OF GRANTS-IN-AIDS UNDER THE SCHEME OF ASSISTANCE TO VOLUNTARY ORGANISATIONS FOR THE WELFARE OF ACKWARD CLASSES

1. The Scheme will come into effect from 28.09.1998.
2. The beneficiaries should belong to OBCs as per notified list in the Central List of Backward Classes and beneficiaries whose parents / guardians income from all sources including the income of the beneficiary does not exceed Rs. 1.00 Lakh annually will be entitled to the benefits under the scheme. The scheme will be meant for OBCs and will provide for training in various trades in a particular centre depending upon existing infrastructure as well as the employment potential in the proximity of the proposed location. Only after the need and the possibility of vocational trained OBCs are established clearly the proposal would be considered.
3. 90% grant-in-aid will be provided to the agencies / organisations eligible for assistance as specified in para 3 of the scheme.
4. Grant-in-aid will be sanctioned for the new projects under the new scheme after the information is supplied as per the application from alongwith the recommendation including reports of the State Government / UT Admns., National Commissions, Tribal Research Institutes of State Governments and any other agency so designated by the Ministry of Social Justice & Empowerment for this purpose.
5. The organisations will be given grant-in-aid to run new projects either in rented building or in the building owned by the organisation.
6. Recurring / non-recurring grant will be sanctioned as per norms developed by the Ministry for following admissible items:-
 - (a) Rent for the building in which the project is being run;
 - (b) Purchase of furniture;
 - (c) Purchase of equipment and machinery;
 - (d) Honorarium to the staff;
 - (e) Stipends to students and trainees;
 - (f) Material for use in learning the skills and creating awareness;
 - (g) Stationary;
 - (h) Contingencies which includes TA/DA and other such expenditure.

The above is not exhaustive but merely an illustrative list of items for which assistance may be provided. The norms to be adopted for various activities as per list illustrative activities as **Annexure-III** are enclosed at **Annexure-IV**.

7. The agencies running the vocational training centers shall also arrange for loan and subsidy either through State Channelising Agencies of National Backward Classes Finance & Development Corporation or through any other Agency for enabling each successful trainee for starting his / her new job.
8. The organisation desirous of getting grant-in-aid under the scheme shall be sanctioned grant under the scheme as per the procedure laid down under Rule-149 of General Financial Rules, 1963 as amended from time to time and on the recommendation of the State Govts./UT Admns. National Commissions, Tribal Research Institutes of the State Govts. and any other agency to be designated by the Ministry of Social Justice & Empowerment for this purpose. Grants for the new cases under the scheme will be released as soon as possible in the year to which the application pertains in two equal installments.
9. No grants in aid will be sanctioned where there is a reasonable suspicion or suggestion of corrupt practices unless the organisations concerned are cleared of the allegations. The Government reserves its right to nominate its representations on any grantee institution, which depends upon the Central Government grant-in-aid for more than 50% of its annual recurring expenditure. Any other special terms and conditions or procedure for transaction, shall be incorporated in the Bylaws / Articles of Association of institutions concerned before release of grant-in-aid.
10. If the actual expenditure on the items for which the assistance was sanctioned fall below and there accrues unspent balance out of the grant, the organisation shall be liable to refund unutilised portion of the grant to the Government of India unless adjusted from the future.
11. The funds should be spent exclusively for the purpose for which they are meant and the organisation running the complex should not run for profit to any individual or body of individual. The organisation shall not accept assistance for the same purpose more than one source. The facilities provided by the organisation with the assistance of Government of India should be free from any encumbrance and no contribution or fee should be charged from the beneficiaries studying the complex.
12. Before a grant is released, the grantee institutions will have to execute a bond on non-judicial stamp paper worth Rs. 5/- with two sureties to the President of India to the effect that it will abide by the terms and conditions attached to the grant and that in case of its failure to abide by the same, it will refund to the Government the total grant-in-aid sanctioned to it for the purpose with interest @ 6% per annum thereon or the same specified under the bond. Execution of bond will not apply to quasi-Government institutions and institutions whose budget is either approved by the Government or Government has nominated its representative in the Managing Committee / Governing Body.
13. Institutions or Bodies receiving grants should, irrespective of the amount involved, be required to maintain subsidiary accounts of the Government Grant.

14. The organisation should be agreeable to occasional visit of the Government officers and consider their suggestions for improvement in the working of the scheme.
15. The accounts of the organisation will be subjected to the test check by the Comptroller and Auditor General of India at his discretion.
16. The organisation will have no authority to dispose of any capital equipment and property purchased out of grant-in-aid, sanctioned, without prior approval of the Government. In the event of the organisation discontinuing the scheme or being wound up, the ownership of such equipment and property would vest in Government of India. The organisation will also maintain the audited record of all assets acquired wholly or substantially out of the Government grants (property of a capital nature where the value exceeds Rs. 1000/-).
17. The organisation would agree to make reservations for the Scheduled Castes, Scheduled Tribes and Other Backward Classes (OBCs) in the posts on the lines of reservations provided in the services under the Central Government for these communities.
18. The funds will not be used for party, political or antigovernment propaganda. If it is found that this has been done future grants will be withheld and those already sanctioned recovered.
19. The organisation will submit to the Government of India, a details reports of the work done with the statement of accounts audited by a registered auditor within three months of the close of the financial year. The Agencies provided with the central assistance for running the courses in the trades which lead to production of finished products shall market these products to earn income to making these VTVs self sustainable in future. The sale proceeds accrued out of marketing of finished products should be reflected in their Annual Accounts.
20. The Chief Instructor / Instructors / Master Craftsman to be engaged under the Scheme to impart training should be technically trained in the respective trades adequately and preferably on the pattern being adopted in the like institutions by the Government.
21. The Government of India is free to make any modification in the aforesaid conditions when ever deemed necessary.

LIST OF ILLUSTRATIVE ACTIVITIES

1. CARPENTARY
2. COMPUTER CENTER
3. CRAFT CENTER
4. DARI MAKING TRAINING
5. DIESEL PUMP SET REPAIR TRAINING
6. ELECTRICIAN TRAINING
7. FRUIT PRESERVATION TRAINING
8. GEM CUTTING TRAINING
9. MOTOR WINDING & FITTING TRAINING
10. PHOTOGRAPHY TRAINING
11. PLUMBING TRAINING
12. PRINTING, COMPOSING & BOOK BINDING TRAINING
13. SCOOTER / MOTOR CYCLE / AUTORIKSHAW REPAIR TRAINING
14. SPINNING & WEAVING TRAINING
15. TYPING & SHORTHAND CENTER
16. TIE & DIE TRAINING
17. LEATHER ART TRAINING
18. SPRAY PAINTING & DENTING TRAINING
19. WELDING & FITTER TRAINING
20. TV, VCR, RADIO REPAIR TRAINING

Note: The above is not exhaustive but merely an illustrative list of activities.

CARPENTRY (40 TRAINEES)

Duration of Training: One Year

Working Hours : 6 to 8 hrs per day

Timing: Say : 9.00 AM to 5.00 PM

A. Non-Recurring Items	Rate (Rs.)
1. Tools & Equipment/machinery	10,000.00
2. Furniture & Fixtures (for 5 years)	5,000.00
3. Block Board-1	1,000.00
B. Recurring Items	
1. Honorarium (per month)	
(a) Senior Instructor-1	3,000.00
(b) Instructor-1	2,500.00
(c) Clerk-cum-Accountant-1	1,800.00
(d) Peon-cum-Sweeper-1	1,200.00
(e) Watchman-1	1,200.00
2. Stipend to trainees (per month per trainee)	1,00.00
3. Training material (per month per trainee)	75.00
4. Rent for building (per month)*	2,000.00
5. Contingencies (per year)	5,000.00
6. Audit fees (per year)	3,000.00

* (in case of own building maintenance cost 10% of the admissible rent)

CENTRE FOR TRAINING ON COMPUTERS

No. of beneficiaries to be covered:30

Duration of Training: 6 months

Working Hours : 6 to 8 hrs per day

Timing: Say : 9.00 AM to 5.00 PM

I. Non-Recurring	Amount (in Rs.)
1. Computer Hardware (as per Annexure-IA)	2,43000.00
2. Software Cost	30,000.00
3. Installation Cost (Site preparation, UPS, AC, Stabilizer, Electrical Fittings)	35,000.00
4. Furniture	10,000.00
II. Recurring (Honorarium)	
1. Instructor cum Systems Manager-1	6,000.00 p.m.
2. Assistant Instructor cum Junior Programmer-1	3,000.00 p.m.
III. Recurring (other than Honorarium) (per year)	
1. Library, Stationary, Floppy	5,000.00
2. Miscellaneous Charges	5,000.00
3. Maintenance of Hardware from 2nd year of the purchase @ 10%	24,300.00
4. Rent for building	25,000.00
5. Audit Fee	3,000.00
6. Stipend @ Rs. 150 PT PM	150 PT PM

Note :

1. The requirement of Computer Hardware and software would be subject to version as per prevailing rates.
2. The syllabus be covered in six months for 30 students is given at **Annexure-II-B**.
3. The Computer Hardware are to be purchased from authorized National level Computer Vendors of the likes of HCL, Wipro, etc.
4. Guidelines for computer training centre as per **Annexure-III-C**.

Hardware for Computer Training Programme

1. Computer Systems	Quantity
Specification (Minimum)	
Intel Celeron 450 MHz with 801 Chipsets	4
64 MB RAM	
4.3 GB Hard Disk	
1.44MB Floppy Drive	
48 X CD ROM Drive	
14" Colour Monitor	
100MBPS LAN CARD	
PS2 Key Board	
PS2 Mouse	
Mouse Pad	
Window 98 Preloaded with media	
2. Printers	
i) Laserjet 4ppm	1
ii) Dot Matrix Printer	3
Total Computer Hardware	

VOCATIONAL THEORY-I
COMPUTER FUNDAMENTALS, OPERATING SYSTEMS AND UTILITIES

OBJECTIVES

1. To introduce understanding of computers and their applications
2. To familiarise with various operating systems
3. To impart knowledge of office automation tool like MS office

CONTENTS

1.1 Computer Fundamentals

1.1.1 Basic Anatomy of computers

- Introducing of computing
- What is computer
- Characteristics of computers (speed, storage, accuracy versatile, automation, deligence)
- Data representation within computer (bits, Bytes, EBCDIC, BCD, ASCH, number system)
- Basic structure of computer (input, process, output)
- Memory, RAM, ROM, EPROM, DRAM, CACHE, CDROM

1.1.2 Input / Output Devices

Input Devices

- Keyboards, Mouse, Touch Screen, MICR, Light Pen, Joy Stick
- Digitizer, Scanner

Output Devices

- VDU
- Printers (Impact, Non Impact)
Impact - Dot Matrix, Line Printer, Daisy Wheel, Drum Printer, Poltter
Non Impact - Laser, Inkjet, Thermal

1.1.3 Data Storage Devices

- Magnetic Tape
- Magnetic Disk
- Floppy Disk
- Hard disk
- Cartridge
- Compact Disk
- Optical Disk

1.1.4 Introduction to Computer Languages

- Machine Language
- Assembly Language
- High Level language
- Compilers and Assembles
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VOCATIONAL THEORY-II

DATA BASE MANAGEMENT SYSTEM

Objectives :

1. Understanding the concepts of DBMS
2. Applying DBMS concepts in commercial application using Foxpro
- 3.1 Data Base Concept
 - Introduction to DBMS
 - Types of Databases
 - Hierarchical
 - Network
 - Relational
 - Security and privacy concepts
- 3.2 Programming in FOXPRO
 - Getting acquainted with Foxpro
 - Greeting database structure
 - Opening & Closing database files
 - Modifying 2nd copying structure of database files
 - Adding, editing and viewing data
 - Using queries and logical expressions
 - Understanding indexes and expressions
 - Memory variables and functions
 - Managing numbers and dates
 - Commands files
 - Programming with Foxpro
 - Designing custom screebs
 - Developing application using
- 3.3 MS-ACCESS
 - Designing of table, forms, reports queries and macros
 - Understanding visual basic codes
 - Using the menu builder

VOCATIONAL THEORY-III

DESK TOP PUBLISHING (DTP)

Objectives :

1. To introduce concepts of DTP
 2. Using and creating
 3. To make effective graphical designs using CORAL DRAW
 4. Concept of DTP
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- 4.1.1 Introduction to DTP
 - What is Desk Top Publishing
 - Uses of DTP and Print documents
 - Uses of Fonts, Frames, Page Layout, WHY IW YG etc.
 - Advantages of DTP over Word Processing
 - 4.1.1 Document Planning
 - Page Layout
 - Margin
 - Header, Footer, Fonts, Styling
 - 4.2 Desk Top Publishing using Page Maker
 - Installation of PageMaker and minimum configuration required for installation
 - Use of file, edit, page, frame, font, graphics and options menus
 - Creation of style sheets
 - Preparation of table of contents, index
 - Usage of width table, add / remove fonts
 - Commands to take hard copy
 - 4.3 Coal Draw
 - 4.3.1 Installation of Coral Draw and minimum configuration requirements
 - 4.3.2 Surfing through opening interface for all tools and menus
 - 4.3.3 Working with Text
 - Edit, special effects, fonts and choosing artistic and paragraph text.
 - 4.3.4 Using the Coral Clip Board
 - 4.3.5 Special effects
 - Appetisers
 - Object perspectives
 - Movement of objects
 - Use of depth-width and colour
 - Use of contour and lens effects
 - 4.3.6. Cropping and bitmaps

2. Operating Systems

1.2.1 OS Concepts

- What is operating system
- Batch Processing
- Multi Programming / Multi Processing / Multi Tasking
- Time Sharing
- Real Time
- Computer networks
- Distributed processing (including client - server)

1.2.2 MS DOS

Internal Commands

External Commands

FORMAT, BACKUP, RESTORE, CHKDSK, XCOPY, DISKCOPY, DISKCOMP, ATTRIB, LNDELETE.

Batch Files

- Batch file commands

Editors

- Edit
- Control functions

1.2.3 MS Windows

- Introduction to Windows
- Advantages of Windows
- Control Panel
- File Manager Windows Explorer
- Accessories

Calendar, Calculator, Card file, WordPad, Paint brush UTILITIES (MS-OFFICE)

1.2.4 - Overview

- MS Word
- MS Excel
- MS Power Point
- MS Access
- MS Outlook

VOCATIONAL PRACTICAL-I
COMPUTER FUNDAMENTAL, OPERATING SYSTEM AND UTILITIES

- 1.1 Installation of DOS
- 1.2 Fine tuning MS DOS
- 1.3 Use of internal and External Commands of DOS file operation
- 1.4 Creating and usage of batch files - Auto exec. Bat
- 1.5 File manipulation, text manipulation commands, pipeline, fillers, printing, splitting and sorting
- 1.6 Standard file and directory commands
- 1.7 Installation of Windows
- 1.8 Study of different menus available in Windows
- 1.9 Create Windows, edit and print a document file, using MS WORD
- 1.10 Create a document using tables and graphics using MS WORD
- 1.11 Designing spreadsheet and manipulation using different arithmetic functions
- 1.12 Printing a spreadsheet with a proper format with headers and footers.
- 1.13 Generate and print a graph using MS Excel
- 1.14 Design simple presentation advance features using animation and 3-D features.

VOCATIONAL PRACTICAL-II
DATA BASE MANAGEMENT SYSTEM

Creating a database and adding records to it

- 2.1 For the given database, execution of different commands
- 2.2 Programmes on sorting and indexing databases
- 2.3 Programmes on selecting records from a given database based on simple and compound conditions
- 2.4 Programmes using arrays
- 2.5 Programmes on maintenance of database
- 2.6 Programmes on updation on database
- 2.7 Programmes on screen manipulation
- 2.8 Programmes using subprograms and procedures
- 2.9 Programmes using multiple files.

VOCATIONAL PRACTICAL-III
DESK TOP PUBLISHING (DTP)

- 3.1 Installation of package
- 3.2 Create style sheets
- 3.3 Preparation of one page / two column
- 3.4 Use of header, footer, foot notes in designing of page layout
- 3.5 Development of multichapter publication with contents, index, graphics and tables
- 3.6 Preparation of New Paper Layout
- 3.7 Designing of corporate logos and image rendering

VOCATIONAL PRACTICAL-IV COMPUTER NETWORKS

- 4.1 Usage of public Internet Services for following :
1. E-Mail
 2. Internet Fax
 3. Web Surfing
 4. File transfer
 5. Creating and hosting of Web pages
 6. Use of Search Engines for querying

VOCATIONAL PRACTICAL-V COMPUTER COMMERCIAL APPLICATION

- 5.1 To conduct market survey for the launch of Pentium Microprocessor based computers for home segment
- Project should include following
 - Product positioning
 - Product pricing
 - Market segmentation
- 5.2 City level study of computer sales, peripherals, maintenance services, software development and training with respect to data collections, revenue figures, key vendors, and their market share.
Use graphical tools : hardward Graphics, or MS Excel for decision making.
- 5.3 Develop trial balance for a private limited computer organisation dealing with sales of computer for the following brand.
1. HCL
 2. PCL
 3. WIPRO
 4. ZENITH
 5. CMS
- 5.4 Give desire profit and less statement for a partnership firm covering capital investment, working capital, fixed assets, Non-cash costs, depreciation and interest.
- 5.5 Field visit to computer retail stores and services centers to analyse the sales related data.

GUIDELINES FOR COMPUTER TRAINING CENTRES

Target beneficiaries (whom to train). It is known fact that Computers have now become the core constituent of the formal School / College Curricular. The objective here, however is not to supplement the curricular inputs in formal education. Rather the computer / IT. Training Projects would focus on the target groups which would mainly comprise of those who do not have the wherewithal and the opportunity formal IT Literacy courses. The focus would then be to imbibe basic IT Skills which would place them at an advantageous position in seeking for the lower end IT functionaries, e.g. Data Entry Operator or Console Operators as the case may be. The focus of these Centres is primarily not for imparting Programming or to churn out Programmers or Software expertise. As the Course Contents suggested would indicate, these training would be for those who are either self-employment aspirants or job seekers. Thus the target beneficiaries would be and large constitute the *adult unemployed, school/college drop outs* (but at least 10+pass). The reference here is primarily for the socially weaker sections.

2. While the above would be the basic expectation and focus of these Computer Training Centres, *opportunity for individual excellence* must be encouraged and should there be cases where demands for higher level IT Literacy courses, the Centres/ Institutions would be expected to amalgamate the identified target group beneficiaries into their advanced training curricular. The cost of which would have to be worked out on @ Training Cost per Beneficiary, for the Course.

3. With reference to the Disabled it is not difficult to appreciate why Computer Literacy is needed for them. The Computer Literacy or Vocational IT Skills would be beneficial in all respects for persons with disabilities, the main benefit will however to prepare them to be worthy of recruitment by providing the requisite credentials with a view to facilitate their induction in the identified posts set aside for them in establishments. When is felt to be crucial is the Institution to whom this task would be entrusted. The availability of expertise in IT would not be enough. Thus, barring for the OH, it would be required that the Instructors for the Centre for persons with disabilities should be proficient with instructing skills for the various category amongst the PWD. Further, there would be special demands for Hardware & Software requirements. It is proposed that PSUS under IT Ministry (like C-DAC, CMC) beroped in, besides the reputed professional IT Institutions.

4. **Project Location :** Among the various factors that need to be taken into account while drawing up the guidelines for the Computer Training Project, one area that needs to be brought out in clear terms is the project location of these Centres. Much would depend on the location of these computer centres. Locating these centres in Metros would not be desirable keeping in view the presence of top institutions in Metros, and also of the fact that outsourcing training to these top institutions would be in any case a more feasible proposition. At the same time, to have these centres in rural areas would be equally undesirable, since problems of availability of faculty, and other infrastructural drawbacks like lack of constant power supply etc. would be a few of the major hinderance one could think of. Thus the benchline should be that these **Computer Training Centres should be set up in no less than District (HQ) Townships.**

5. **Implementing Agencies** : The success of implementing the Computer Training Projects will largely be contingent on the capacity of the Organisation to deliver the goods. Thus, there is a need to seek out those institutions which would be suitable to carry out these projects. For instance, programs may be entrusted to University and its Branches / Wings. The DOEACC Institutions wherever available, may be deployed. Further, the IT / Electronics Wing or the State Government would also be expected to carry out these programs. Besides these established private Institutions of national repute may also be entrusted selectively.

Target Group	IT Input	Institutions / Implementing Agency.
(A) Adult unemployed School College Drop outs (atleast 10+ (SC/OBC/Minorities)	Spread Sheet Management, Networking	1. Programs under Universities. 2. State level IT / Electronics. 3. DOEACC institutions. 4. PSUs under IT Ministry. (e.g. CMC, C-DAC)
(B) Job Seekers +2 or Graduates (SC / OBC / Minorities)	Office Management (Word Processing etc.) Data base Management, Spread Sheet Network Basics (LAN).	5. NIT / APTECH, etc. 6. DRDA, IRCS 7. Reputed Private Institutions**
(C) Person with Disabilities Other that OH	Specially designed Courses (eg, Job Induction oriented courses for VH, HH)	Besides above - Nationally reputed IT institutes or IT PSUs with support of Nis.

** The private institutions should not be only have expertise and experience, these centres should be well-equipped and well-laidout to facilitate a congenial learning ambience, with air conditioning, reliable power supply or provisions for UPS etc. It is also required that the IT faculty can use English effectively while imparting the training.

On Course Contents: The Course Contents for basic Computer Literacy has been drawn up. This is however subjected to modification depending on the need of the times.

CRAFT CENTRE (50 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

A. Non-Recurring Items	Rate (Rs.)	Amount	Remarks
1. Sewing machines 10 With Pedals	2,500.00 each		
2. Embroidery Machines-1	7,500.00 each		
3. Furniture & Fixture	13,200.00		
4. Scissors & T-Scales-12 sets (per 3 years)	150.00 per set		
5. Black board-1	1,000.00		
6. Books/Magazines/Periodicals	1,300.00		
7. Knitting Machines 3 nos. @	5,000.00 each		
8. Knitting tables-3	1,200.00 each		
9. Additional furniture for Knitting Trade (for 5 years)	1,000.00		
B. Recurring Items			
1. Honorarium (per month)			
(a) Instructor-2	3,000.00 each		
(b) Clerk-cum-Accountant-1	1,800.00		
(c) Peon-cum-Sweeper-1	1,200.00		
(d) Chowkidar-1	1,200.00		
2. Rent for building (per month)*			
Class-1/Capital Cities	2,000.00		
Other Areas	1,660.00		
3. Stipend (per trainee per month)	100.00		
4. Training material (per trainee per month)			
(i) for Cutting, tailoring & Embuidery	100.00		
(ii) for cutting, tailoring, Embroidery & Knitting	150.00		
5. Contingencies (per year)	6,600.00		
6. Maintenance/Repair (per machine per month)	40.00		
7. Audit fees (per year)	3,000.00		

* (in the NGO is having its own building maintenance allowance up to 10% of the admissible rent.

DARI MAKING TRAINING (50 TRAINEES)

Duration of Training: One Year

Working Hours : 6 to 8 hrs per day

Timing: Say : 9.00 AM to 5.00 PM

Sr. Items	Rate (Rs.)	Amount	Remarks
Non-Recurring			
1. Machinery & Equipments	25,000.00		
2. Furniture & Fixtures (for 5 years)	5,000.00		
Recurring Items			
1. Honorarium			
(a) Instructor-1	3,000.00 PM		
(b) Clerk-cum-Accountant-1	1,800.00 PM		
(c) Peon-cum-Chowkidar-1	1,200.00 PM		
2. Rent for building (*)	2,000.00 PM		
3. Stipend to 50 trainees P.M.	100.00 P.T		
4. Training material *	75.00 P.T.P.M.		
5. Contingencies including office maintenance	4,000.00 PA		
6. Audit fees (per year)	3,000.00		

* (in the NGO is having its own building maintenance allowance @ 10% of admissible rent.

DIESEL PUMP SET REPAIR TRAINING (25 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr. Items	Rate (Rs.)	Amount	Remarks
Non-Recurring			
1. Diesel pumpset 8 H.P.-1	10,000.00		
2. Tool kits, spare parts etc.	4,000.00		
3. Furniture (for 5 years)	2,500.00		
Recurring			
1. Honorarium (per month)			
(a) Instructor-1	3,000.00		
(b) Clerk-cum-Accountant-1	500.00	(Part time)	
(c) Peon-cum-Sweeper-1	1,200.00		
2. Stipend	100.00		
3. Training material	1,000.00 P.A.		
4. Rent (*)	1,500.00		
5. Contingencies (per year)	5,000.00		
6. Audit fees	3,000.00 P.A.		

* (in the NGO is having its own building maintenance allowance @ 10% of admissible rent.

ELECTRICIAN TRAINING (30 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr.	Items	Rate (Rs.)
Non-Recurring		
1.	Tools & Equipment	10,000.00
2.	Furniture & Fixtures (for 5 years)	2,000.00
Recurring		
1.	Honorarium (per month)	
	(a) Instructor-1	3,000.00
	(b) Accountant-cum-Clerk-1 (Part time)	500.00
	(c) Peon-cum-Sweeper-1	1,200.00
2.	Stipend	100.00 P.T.P.M.
3.	Training material	1,500.00 P.M.
4.	Rent (*)	1,500.00 P.M.
5.	Contingency	3,000.00 P.A.
6.	Audit fees	3,000.00 P.A.

 * (in the NGO is having its own building maintenance allowance @ 10% of admissible rent.

FRUIT PRESERVATION TRAINING (25 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Machineries & Equipments	20,000.00		
2.	Furniture (for 5 years)	4,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1	500.00 (Part time)		
	(c) Peon-cum-Chowkidar-1	1,200.00		
2.	Training material (*)	1,500.00 P.M.		
3.	Rent for building (*)	1,500.00 P.M.		
4.	Stipend	100.00 P.T.P.M.		
5.	Contingencies (per year)	2,000.00		
6.	Audit fees (per year)	3,000.00		

* (in the NGO is having its own building maintenance allowance @ 10% of admissible rent.

GEM CUTTING TRAINING (40 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
	Machines-10	18,000.00 each		
	Furniture (for 5 years)	5,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00 PM		
	(b) Accountant-cum-Clerk-1	500.00 PM (Part time)		
	(c) Peon-cum-Sweeper-1	1,200.00PM		
2.	Stipend to 40 trainees	1,00.00 P.T.P.M		
3.	Training Material	1,500.00 PM		
4.	Rent (*)	1,500.00 PM		
5.	Audit fees (per year)	3,000.00 PM		

* If the NGO is having its own building, maintenance allowance @ 10% of admissible rent.

MOTOR WINDING & FITTING TRAINING (25 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Stabilizers including voltage stabilizer, fans, elect. Motors (old)	40,000.00		
2.	Tools kit	5,000.00		
3.	Electric wires etc.	15,000.00		
4.	Furniture (for 5 years)	4,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00	PM	
	(b) Accountant-cum-Clerk-1	500.00	PM	
			(Part time)	PM
	(c) Peon-cum-Watchman-1	1,200.00	PM	
2.	Rent for building (*)	1,000.00	PM	
3.	Stipend	100.00	P.T	PM
4.	Contingencies (per year)	2,500.00	PA	
5.	Training material (P.T. P.M.)	75.00		
6.	Audit fees (per year)	3,000.00	PA	

* If the NGO is having its own building maintenance allowance @ 10% of admissible rent.

Photography Training (30 Trainees)

Duration of Training: One Year

Working Hours : 6 to 8 hrs per day

Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Camera & Flash gun with stand-3	10,000 Per Set		
2.	Darkroom equipment & Material	10,000		
3.	Furniture & fixture (for 5 years)	5,000		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000		
	(b) Artist-1	2,500		
	(c) Accountant-cum-Clerk-1 (Part time)	500		
	(d) Peon-cum-Sweeper-1	1,200		
2.	Rent (*)	2,000		
3.	Stipend	1,00 P.T		
4.	Contingencies (per year)	3,000		
5.	Training material (P.T. P.M.)	100		
6.	Audit fees (per year)	3,000		

* If the NGO is having its own building maintenance allowance @ 10% of admissible rent.

PLUMBING TRAINING (40 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr. No.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Tools & equipment	15,000.00		
2.	Furniture & Fixture (for 5 years)	5,000.00		
3.	Black Board-1	1,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1	500.00 P.T		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Rent for building (*)	2,000.00		
3.	Stipend	100.00 P.T		
4.	Contingencies (per year)	3,000.00		
5.	Training material (P.T. P.M.)	75.00		
6.	Audit fees (per year)	3,000.00		

* If the NGO is having its own building maintenance allowance @ 10% of admissible rent.

PRINTING, COMPOSING & BOOK BINDING (60 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
A.	Non-Recurring			
1.	Paper Printing Machines	45,000.00		
2.	Paper Cutting Machine	22,000.00		
3.	Stitching Machine	6,000.00		
4.	Perorating Machine	1,800.00		
5.	Dab Press	2,000.00		
6.	Proof Press	800.00		
7.	Imposing stone	1,800.00		
8.	Spacing & Other Materials of Non-recurring nature	15,000.00		
	Furniture & Fixture (for 5 years)	12,000.00		
B.	Recurring			
1.	Honorarium (per month)			
	(a) Supervisor/Training Coordinator-1	3,000.00		
	(b) Instructor-2	3,000.00 each		
	(c) Accountant-cum-Clerk-1	1800.00		
	(d) Peon-cum-Sweeper-1	1,200.00		
	(e) Watchman (Night)-1	1,200.00		
2.	Rent for building (per month) (If the NGO is having its own building)	2,500.00		
3.	Training material (per year)	10,000.00		
4.	Contingencies (per year)	5,000.00		
5.	Stipend (per student per month)	100.00		
6.	Audit fees (per year)	3,000.00		

Note :- If case of offset printing, grant for only recurring items listed above will be given.

SCOOTER/MOTOR CYCLE/AUTORICKSHAW REPAIR TRAINING (50 TRAINEES)

Duration of Training: One Year

Working Hours : 6 to 8 hrs per day

Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
A. Non-Recurring				
1.	Scooter secondhand-1	10,000.00		
2.	Motorcycle secondhand-1	12,000.00		
3.	Autorikshaw-secondhand-1	20,000.00		
4.	Tools & Spares	5,000.00		
5.	Furniture & Fixture (for 5 years)	5,000.00		
B. Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Clerk-cum-Accountant-1	1,800.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
	(d) Watchman-1	1,200.00		
2.	Rent for building (PM)*	2,000.00		
3.	Training material (PM)	1,500.00		
4.	Contingenzcies (per month)	5,000.00		
5.	Stipend (PT. P.M.)	100.00		
6.	Audit fees (per year)	3,000.00		

* (If the NGO is having its own building maintenance allowance @ 10% of admissible rent.)

SPINNING & WEAVING TRAINING (30 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Machines-6	5,000.00 each		
2.	Furniture (for 5 years)	2,000.00		
3.	Tools & equipment	5,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1	1,800.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Rent for building (PM)*	1,500.00		
3.	Raw Materials*	1,500.00		
4.	Contingencies (per year)	4,000.00		
5.	Stipend to 30 trainees	100.00 PT PM		
6.	Audit fee (per year)	3,000.00		

 * (If the NGO is having its own building maintenance allowance @ 10% of admissible rent.)

TYPING & SHORTHAND CENTRE (40 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr.	Items	Rate (Rs.)		Amount	Remarks
		Class 1 Cities	Other Areas		
		Proposed	Proposed		
A. Non-Recurring					
1.	Typewriter-5	7,000.00	7,000.00		
		each	each		
2.	Furniture	12,500.00	12,500.00		
3.	Black Board-1	1,000.00	1,000.00		
4.	Steel Almirah-1	3,000.00	3,000.00		
B. Recurring					
1.	Honorarium (per month)				
	(a) Typing Instructor-1	3,000.00	3,000.00		
	(b) Shorthand Instructor-1	3,000.00	3,000.00		
	(c) Accountant-cum-Clerk-1	1,800.00	1,800.00		
	(d) Peon-cum-Sweeper-1	1,200.00	1,200.00		
	(e) Chowkidar-1	1,200.00	1,200.00		
2.	Building Rent (per month) (*)	1,500.00	1,250.00		
3.	Electricity and Water charges (PM)	150.00	150.00		
4.	Stipend (per month per student)	100.00	100.00		
5.	Stationery and Educational material (PM)	1,000.00	1,000.00		
6.	Contingencies (per annum)	2,500.00	2,500.00		
7.	Audit fee (per annum)	3,000.00	3,000.00		
8.	Maintenance of Machine (PA)	500.00	500.00		

* (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

TIE & DIE TRAINING (30 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Tools & equipment	5,000.00		
2.	Furniture & Fixture (for 5 years)	2,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1 (part time)	500.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Rent (*)	1,500.00		
3.	Stipend	100.00 p.tr.p.m.		
4.	Training Material	1,000.00 p.a.		
5.	Contingency	3,000.00 p.a.		
6.	Audit fee	3,000.00 p.a.		

* (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

TRAINING IN LEATHER ART (25 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Leather sewing machines-2	8,000.00 per set		
2.	Furniture (for 5 years)	5,000.00		
3.	Tools & Equipments	3,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1 (part time)	500.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Rent for building (*)	1,500.00		
3.	Stipend to 25 Trainees	100.00 p.tr.p.m.		
4.	Training Material*	1,500.00		
5.	Contingency	3,000.00 p.a.		
6.	Audit fee	3,000.00 p.a.		

* (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

TRAINING IN SPRAY PAINTING & DENTING (25 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr. Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring			
1. Spray Gun Machine-1	13,000.00		
2. Painting column No. 1 to 10 (10 Sets)	200.00 per set		
3. Brushes 5 to 1 (10 set)	200.00 per set		
4. Gas Cylinder and Carbide Tank	3,500.00		
5. Service Cylinder with air compressor	5,000.00		
6. Oxygen gun with B.B.P. pipe	1,500.00		
7. Drill Machine	5,000.00		
8. Scale Cutter	1,650.00		
9. Tools for denting	5,000.00		
10. Furniture (for 5 years)	5,000.00		
11. Body Cooler	1,350.00		
Recurring			
1. Honorarium (per month)			
(a) Instructor-1	3,000.00		
(b) Accountant-cum-Clerk-1	1800.00		
(c) Peon-cum-Sweeper-1	1,200.00		
2. Rent for building (*)	1,500.00		
3. Stipend	100.00 p.tr.p.m.		
4. Training Material*	50.00 p.tr.p.m.		
5. Contingency	3,000.00 p.a.		
6. Audit fee	3,000.00 p.a.		

* (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

TRAINING IN WELDING & FITTER TRADES (40 TRAINEES)*Duration of Training: One Year**Working Hours : 6 to 8 hrs per day**Timing: Say : 9.00 AM to 5.00 PM*

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Machinery, Tools & Accessories for welding & fitter trade	60,000.00		
2.	Furniture & fixture (for 5 years)	20,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-2	3,000.00 (each)		
	(b) Accountant-cum-Clerk-1 (part time)	500.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Stipend	100.00 p.tr.p.m.		
3.	Training material (*)	1,500.00		
4.	Rent for building (*)	1,500.00		
5.	Contingencies	4,000.00 p.a.		
6.	Audit fee	3,000.00 p.a.		

* (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

TV, VCR & RADIO REPAIR TRAINING (40 TRAINEES)

Duration of Training: One Year

Working Hours : 6 to 8 hrs per day

Timing: Say : 9.00 AM to 5.00 PM

Non-Recurring Items	Rate (Rs.)	Amount	Remarks
1. Portable Type Black & White T.V.-2	2,500.00		
2. Colour T.V.-1	14,000.00		
3. V.C.R.-1	15,000.00		
4. Radio-2	600.00 each		
5. Tape Recorders-2	1,000.00		
6. Tools & equipment	4,000.00		
7. Furniture & Fixtures	10,000.00		
8. Books on the subject	2,000.00		
9. Black Board-1	1,000.00		

Recurring

1. Honorarium (per month)

(a) Instructor-1	3,000.00 (each)
(b) Accountant-cum-Clerk-1	1800.00
(c) Peon-cum-Sweeper-1	1,200.00
(d) Watchmen (Night)-1	1,200.00
2. Rent for building (per month)	2,000.00
3. Stipend PM. PT	100.00
4. Contingencies (per year)	7,000.00
5. Audit fee (per year)	3,000.00
6. Training Material (per year)	5,000.00

* (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

**APPLICATION CUM MONITORING FORM FOR GRANT-IN-AID TO VOLUNTARY
ORGANISATIONS WORKING FOR OTHER BACKWARD CLASSES
(for 1st instalment and new cases) (Training Programmes)**

PART-A

1. Financial year for which grant-in-aid is applied :
2. Name of the Organization :
3. (a) Nature of the project :
- (b) Date of commencement of 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
4. Date of Registration of the organization :
5. Address of Registered Office :
-
- (Ph. No.) (Fax No.) (E-Mail)
6. (a) Complete address of location / locations :
- where programme / project / scheme is
- being implemented :
- (Ph. No.) (Fax No.) (E-Mail)
- (b) Nearest Railway Station / Bus Stand :
7. Whether building is OWNED / RENTED :
- ON LEASE / DONATED
8. (a) Is the building being utilized exclusively : Yes / No
- for this program ?
- (b) If no. provide details of usage :
9. (a) Area of building :(in sq. meters)
- (b) Number of rooms :
10. Whether separate project-wise accounts : Yes / No
- have been maintained for grants sanctioned
- earlier?
11. Whether principle of joint operation of : Yes / No
- Bank Accounts is being followed ?

12. Details of bank accounts in which grant-in-aid released during last financial year were deposited

Sl. No.	Grant-in-aid for Financial Year	Sanction letter number	Dated	Amount recurring	Amount Non-recurring	Bank Account No.	Name & address of bank	Person operating the account
1.								
2.								
3.								
4.								
5.								
6.								

13. Whether the statements of accounts submitted along with the application : Audited / Unaudited

14. Grant-in-aid sought from the Ministry :

Cost Head Group	Rs. in Lakhs
(a) Recurring	
(b) Non-Recurring	
(c) Total	

15. Have you enclosed list of beneficiaries as per Statement-I : Yes / No

16. Have you enclosed list of managing Committee Members as per Statement-II : Yes / No

17. Have you enclosed the list of employees as per Statement-III : Yes / No

PART-B

18. Details related to beneficiaries and programmes (separately for each Institution)

- (i) Date of :
 - (a) Commencing Selection Process :
 - (b) Inviting applicants :
 - (c) Closure of applications :
 - (d) Completion of Selection :
 - (e) Notification of result :

- (ii) Whether any government nominee actually participated in the selection process? If yes, the name and designation of officer :

- (iii) Date of :
 - (a) Commencement of School session :
 - (b) Completion of School session :

- (iv) Details of Beneficiaries:
 - (a) No. of applicants :
 - (b) Beneficiaries selected (Indicating No. of Male & Female separately) :
 - (c) No. at beginning of Session :
 - (d) No. at completion of Session :
 - (e) No. of those passed :
 - (f) No. of dropouts during the year :

- (v) Details of Sanction
 - (a) Letter No. :
 - (b) Dated :
 - (c) Amount sanctioned Recurring :
 - Non-Recurring
 - (d) Amount utilized Recurring :
 - Non-Recurring

- (vi) Name of the Program Coordinator :

- (vii) No. of employees involved in the Program :

(viii) Details about beneficiaries
(Please indicate no. of beneficiaries against each column)

(a) Residential Status :

Urban :
Rural :

(b) Educational Level :

Illiterate :

Literate :

I - Middle :

II - 10th :

III - 10+2 & above :

(c) Family Income

(i) Less than Rs. 24,000 p.a. :

(ii) Rs. 24,000 - Rs. 50,000 p.a. :

(iii) Above Rs. 50,000 p.a. :

(d) Reasons for joining the courses :

(i) To become self-employed :

(ii) To become qualified for job :

(iii) To have additional qualification :

(e) Is the Centre assisting the trainees in jobs / placements

: Yes / No

(f) Is the Centre following up the performance of the trainees after they successfully completed the course

: Yes / No

19. Have you enclosed the incremental income of beneficiaries due to program / scheme during the last 3 years preceding current year as per Statement-IV

: Yes / no

PART-C

20. Details of Income and Expenditure during the year.

FOR THE ORGANISATION AS A WHOLE			FOR THIS PROGRAM SCHEME			
	Year Preceding receipt of first grant under the Scheme at S.No. 2	Previous Year	Current Year Budgeted / actual ?	Year preceding receipt of first grant under the Scheme	Previous Year	Current Year budgeted / actual ?
(a) Financial year						
(b) Total income, of which						
(i) funded by office-bearers, donations from private sector						
(ii) funded by foreign contribution.						
(iii) funded by local bodies & public sector organization						
(iv) funded by State Government						
(v) Grant from Central Govt.(please indicate from each Ministry / Deptt. / CAPART separately).						
(vi) Beneficiaries contribution / user charges / students fees.						
(vii) Miscellaneous income						
(c) Total Expenditure, of which						
(i) Non-recurring						
(ii) Recurring						

<p>(d) Expenditure on:</p> <p>(i) Salaries & Wages</p> <p>(ii) Traveling, daily etc. Allowances</p> <p>(iii) Other <i>Administrative Costs</i></p> <p>(iv) Rental (a) building (b) Furniture & Fixture (c) Plant & Machinery</p> <p>(v) Expenditure on beneficiaries : (a) in cash : (b) In kind :</p> <p>(vi) Material costs incurred by the ogn : (a) _____ (b) _____ (c) _____</p> <p>(e) Total no. of beneficiaries :</p> <p>(f) Cost per beneficiary:</p>						
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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 purpose 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 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 at his discretion.
- (c) If the State or Central Government has reasons to believe that the grant is not being utilised for approved purpose; 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 Plain 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 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.
- (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 :

List of documents to be submitted alongwith Application for Ist instalment for New case.

- (a) Accounts of the last two years in 4 parts for the project for which grant-in-aid is sought and for the organisation as a whole.
 - (i) Income & Expenditure Statement
 - (ii) Receipt & Payment Statement
 - (iii) Balance Sheet
 - (iv) Auditors Report
- (b) Budget estimates for the project for current year
- (c) Details of Employees - Proforma
- (d) Details of Beneficiaries in prescribed Proforma alongwith their Caste certificates issued by the competent authority
- (e) Copy of Registration Certificate
- (f) Name of the Bank alongwith A/C No., complete address and name & address of the persons operating the joint accounts in respect of grant-in-aid for project sanctioned by the Ministry.
- (g) Memorandum of Association, Aims & Objects, Rules & Regulation and Bye-laws / Articles
- (h) Utilisation Certificate in respect of grants released in the previous year.
- (i) Annual Report of the last two years.
- (j) Copy of rent agreement, project location and Map indicating route from the nearest Railway Station/ Bus Stand, shift-wise break-up of the OBC trainees and working hours (say: 9 AM to 5 PM)

Note 1 :- In case of new project accounts should be the audited version. Utilisation Certificate does not apply. The Audited Accounts and Annual Report for the last two years are to be submitted.

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

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)

.....

.....

.....

(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 :
.....
(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 :

<i>Whether for following records are maintained</i>	<i>Whether maintained in prescribed proforma</i>		<i>Whether the records are up-to-date</i>	
(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

Statement-I
DETAILS OF REMUNERATION FROM PLACEMENT:

Indicate the No. of self-employed under each range of earnings accruing from gainful employment / placement in Govt. of Private Sector preceding three years.

Below Rs. 1000 p.m.	Between Rs. 1000 p.m. to Rs. 4000 p.m.	Above Rs. 4000 p.m.	Total beneficiaries
(1)	(2)	(3)	(4)

Statement-II
DETAILS OF REMUNERATION FROM SELF-EMPLOYMENT :

Indicate the No. of self-employed under each range of earnings accruing from self-employment / preceding three years.

Below Rs. 1000 p.m.	Between Rs. 1000 p.m. to Rs. 4000 p.m.	Above Rs. 4000 p.m.	Total beneficiaries
(1)	(2)	(3)	(4)

FORM GFR 19

[See Government of India's Decision (7) (b) under Rule 149 (3)]
Assets acquired wholly or substantially out of Government grants
Register maintained by grantee institution
Block k Account maintained by Sanctioning Authorities

Name of the Sanctioning Authority

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

Place :

Date :

Signature of Secretary / President
Seal of the Organization

Note : In case there is not 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".

Signed

Statement-1

Name of the Scheme :

LIST OF BENEFICIARIES

(Indicating Male & Female in separate statements i.e. I (a) & I (b).

i. Name of the Organization :

ii. Name & Address of the Project :

iii. Year :

Sl. No.	Name of beneficiary	Father's Months's Name	Complete Address	Date of birth	Sex	Educational Qualification	Date of entry in instn	Remark about outcome/result
1.								
2.								
3.								
4.								
5.								

Sd/-
Secretary / General
Secretary
NGO NAME

Statement-1I

Name of the Scheme :

Details of Office-bearers / Managing Committee of the Organization

- i. Name of the Organization :**
- ii. Name & Address of the Project :**
- iii. Year :**

<i>Sl.</i>	<i>Name</i>	<i>Occupation</i>	<i>Complete Address</i>	<i>Tel. No.</i>	<i>Edu. Qualification</i>	<i>Post Held</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Sd/-
Secretary/General Secretary
NGO NAME

Statement-1II

Name of the Scheme :

DETAILS OF STAFF EMPLOYED IN THE INSTITUTION DURING THE YEAR

i. Name of the Organization :

ii. Name & Address of the Project :

iii. Year :

<i>Sl. No.</i>	<i>Name & address</i>	<i>Educational Qualification</i>	<i>Date of appointment the year</i>	<i>Period for which employed during the year</i>	<i>Salary per month</i>	<i>Total Salary paid during</i>	<i>Remarks</i>
1.							
2.							
3.							
4.							
5.							

INCREMENTAL INCOME OF BENEFICIARIES DUE TO PROGRAMME / SCHEME DURING THE LAST THREE YEARS PRECEDING

IMPACT OF PROGRAM ON BENEFICIARIES	IIIrd Year			IIInd Year			Ist Year		
	Below 25000	25,000 to 50000	Above 50000	Below 30000	30000 to 60000	Above 60000	Below 30000	30000 to 60000	Above 60000
a) No. of applicants									
b) Beneficiaries									
c) Number of employed									
d) Number of self-employed									
e) Drop-outs									

Name of the Scheme:

Details of Office-bearers / Managing Committee of the Organization

- i. Name of the Organization :
- ii. Name & Address of the Project :
- iii. Year :

<i>Sl.</i>	<i>Name</i>	<i>Occupation</i>	<i>Complete Address</i>	<i>Tel. No.</i>	<i>Edu. Qualification</i>	<i>Post Held</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Sd/-
Secretary / General Secretary

NGO NAME

Name of the Scheme:

DETAILS OF STAFF EMPLOYED IN THE INSTITUTION DURING THE YEAR

- i. Name of the Organization :
- ii. Name & Address of the Project :
- iii. Year :

<i>Sl. No.</i>	<i>Name & address</i>	<i>Educational Qualification</i>	<i>Date of appointment</i>	<i>Period for which employed during the year</i>	<i>Salary per month</i>	<i>Total Salary paid during the year</i>	<i>Remarks</i>
1.							
2.							
3.							
4.							
5.							
