

Government of India
Ministry of Development of North Eastern Region

Proforma for application of Grant-in-Aid under the Plan Scheme “Capacity Building & Technical Assistance”

Organisation Profile:

a)	Name of the Organisation	
b)	Address, Street, District State Pin Code, Phone & Fax No. (with STD code) E-Mail	
c)	Name & Designation of Chief functionary	
d)	Name of other key functionaries & their contact No. & Address	
e)	Registration details Act under which registration date of registration	
f)	FCRA No. (if available)	
g)	Activities in Brief	
h)	Thrust Area	
i)	Experience in the area in which funding is sought	
j)	Source of Funds (last three years)	

National/International agency(ies)	Name of the Project	Amount Received	Year
k)	Banking Details (Account No. name and Address of the Bank)		
l)	Has the work of your organization been evaluated by any independent agency, if yes, please attach the evaluation report		

Project Profile:-

1.	Title of the Project	
2.	Aims & Objectives	
3.	Duration & Total Cost of the Project	
4.	The Project description needs to include the following details	
	a. Project goal	
	b. Project area	
	c. Target Group	
	d. Problems to be addressed	

	e. Details of any 'need assessment' done in the area before deciding on the project	
5.	Beneficiary(ies) Type & No.	
6.	Strategy/Action Plan	
7.	Detailed Cost estimate: Programme-wise/ Year-wise (Recurring and Non-recurring)	
8.	Monitoring & Evaluation indicators	
9.	Project Sustainability (How will the activities be sustained after project support is completed)	
Attachments to be furnished*		
1.	Registration Certificate	Yes/no
2.	By-laws & Memorandum of Association	Yes/no
3.	Annual Report – (Latest one year)	Yes/no
4.	Audit Statements – (for last three years)	Yes/no
5.	Latest list of Executive Committee Members	Yes/no
6.	List of Employees	Yes/no

Annexure-I

(BOND to be executed by grantee agency/ organization on Rs.100/- Stamp Paper)

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 the sum of Rs. _____ (in words Rs. _____ only) with interest therein @10% per annum 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 favour 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 proposed amount with the stipulation that obligor will be bond up to this amount or by the actual amount approved/sanctioned by the Government,

whichever is less. The obligor is also willing to accept all terms and conditions mentioned in the "Letter of Sanction" to be issued by the Government.

4. Now the condition of the above written obligation is that if the obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall not be enforceable. 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 10% (ten 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 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 Secretary/Trust, in respect of all matter relating to the monetary value mentioned above to be surrendered/ paid to the Government.

6. The member 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 organization (s); and
- (c) abide by any other conditions specified in the agreement governing the grants in aid.

In the event 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 @10% per annum thereon.

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 Grantee/Obligors shall bear the stamp duty payable on these bonds.

In witness whereof those present, bond has 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/Executive Committee of the obligors, a copy whereof is annexed hereto as Annexure B.

(_____)
Signed for and on behalf of
Signature of the grantee

Name of the Obligor Association, as Registered. Full Mailing Address _____	1. Registration Number of
Telephone Number/Mobile No. _____ (RA) _____	2. Date of Registration
E-mail address (if available) _____ _____	3. Registration Authority
FAX No. _____ RA _____	4. Mailing Address (RA)
	5. Telephone Number/Email etc. of RA _____

(in the presence of) Witness name, address and signature

(i)
(ii)

(Sign)
Accepted for and on behalf of the
President of India

Designation
Date
Name & Address

Ministry of Development of North Eastern Region

(Plan Scheme – Capacity Building and Technical Assistance)

(Grantee agency must submit progress report of the sanctioned project in the prescribed format)

Progress Report

1. Physical

1. Period _____ to _____
2. Recipient
3. Purpose

S.No.	Name of course	No. of courses to be run	Duration of the course	No. of students to be covered per course	Total no. of students to be covered under the course

4. Duration of the project period
5. Total amount sanctioned
Date and order no.
6. Releases upto _____

S.No.	Sanction No. and date	Amount
Total		

7. Process of selection of trainees
8. Total no. of trainees selected
9. Break-up of trainees

S.No.	State	Male	Female	Total	Educational background

10. Conduct of proposed courses

S.No.	Name of course	No. of courses to be run	Start of the course	End of the course	No. of trainees	Nature of evaluation	Month of completion of evaluation	No. of successful trainees
Total								

11. Assistance for placement of successful candidates by the institute
12. No. of dropouts and reasons
13. Remarks and suggestion of the institution

II. Financial

14. Releases and Utilisation Certificates

Sanction order No. and Date	Total Amount Sanctioned	Release			Utilisation Certificate	
		Order No.	Date	Amount	Date of certificate	Amount

15. Future requirement of funds

Date:

Signature of authorized person

