

**MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
(T.D. DIVISION)**

FORM NO 1

Name of Scheme: WELFARE OF SCHEDULED CASTE

1. Organisation:

Name:

Phone:

Fax:

Telex:

Email:

Grams:

2 A

- I. Name of the Act under which registered:
- II. Registration No and date:
(please attach a photocopy)

**B Any other Organisation/institute:
Body, if applicable, give details**

3. Registration under foreign contribution Act: Yes/No

**4. Memorandum of association and
Bye law (Please attach photocopy)**

**5. Name and Address of the members:
Of the board of Management/Governing
Body**

6. List of documents to be attached

- a) A Photocopy of the annual report
For the previous year which
Should contain the balance sheet
(including receipt and payment account)

7. Details of the project for which Grant – in aid is being applied

**8. Grant in aid applied for the current year
Non- recurring**

Recurring:

**9. Details of the staff employed
Appendix I**

10. List of additional papers If any given

I have read the scheme and fulfill the requirements and the conditions of the scheme. I undertake to abide by all the conditions of the scheme

Date:
Place:

Signature:

Name of secretary/president

Office Stamp of the organisation

Note: Wherever not applicable, especially in case of new organisation, please write NA

**ANNEXURE II
(PARA 7.1)**

II APPLICATION FROM FOR 1ST INSTALLMENT FOR ONGOING PROJECTS FOR THE YEAR

Name of Scheme: WELFARE OF SCHEDULED CASTE

Organisation:

Name:

Phone:

Fax:

Telex:

Email:

Grams:

1. Audited/Unaudited accounts for the previous year indicate the expenditure incurred on each sanctioned item vis-avis the grant sanctioned
2. Budget Estimates for the financial year for which grant in aid is required (show recurring and non recurring items separately)

Date

Signature

Place:

Name Of Secretary/President

Office Stamp of the organisation

III APPLICATION FORM FOR 2nd INSTALLMENT FOR ONGOING PROJECT FOR THE YEAR

1. Organisation:

Name:

Phone:

Fax:

Telex:

Email:

Grams:

2. Grant in aid (in Rs.)	Recurring	Non –Recurring	Total
a. Applied in the current year			
b. Received as first installment			
c. Applied for 2 nd Installment			

2. The applicant Organisation should enclose the following papers

- (i) Annual Report of the Previous Year
- (ii) Audited statements of accounts of previous year(Receipt and payment statement and balance sheet)
- (iii) Audited Utilisation Certificate with item wise expenditure as per the sanctioned norms of grants
- (iv) Details of staff employed as per Appendix – I
- (v) Details of the beneficiaries as per Appendix II
- (vi) Assets acquired wholly or substantially out of government grants under GFR 19 as per appendix II
- (vii) Any other information considered necessary by the organisation or as asked for

Place:

Signature: ()

Date:

Name of the Secretary/President

Seal of the organisation