

स्वयं सेवी संस्थाओं को अनुदान योजना( राज्य प्रायोजित योजन)

**GRANT-IN-AID TO Voluntary Organisations (State Sponsored)**

Annexure-I

Directorate of SJ&E, Government of Himachal Pradesh.

General:- (Form of application) see Rules 9 of SJ&E Department, Grant-in-Aid Rules.

1. Name and full address of the institution
2. Date of establishment
3. Is the organisation a registered Body
4. If so, give its date of Registration
5. Management of the institution, whether run by an individual or by a Managing Committee elected or non-elected. Give details of its constitution with the name of its members.
- b Aims and objects of the organisation with its rules and Regulations framed for Its day-to-day functions
6. Is the organization: -
  - (a) A Branch of any parent organisation. If so, the name of the parent organisation.
  - (b) Open to all sections and communities under the Constitution of India.
7. Description of the building occupies by the organisation covered or rested.

**B- PROGRAMME AND ACTIVITIES**

1. Fields of welfare activity in which the organisation is mainly engaged.
2. Details of present activities.

	<b>Below 10 yrs</b>	<b>11-15 yrs</b>	<b>16-21 yrs</b>	<b>22-35 yrs</b>	<b>above 35 yrs</b>	<b>Total</b>
<b>i. Women</b>						
<b>ii. Children</b>						
<b>iii. Men</b>						

4. Criteria and procedure for admission to the institution.
5. Details of existing staff      Supervisors      Technical      Clerical
  - (a) Honorarium
  - (b) Paid

**C- FINANCIAL POSITION:-**

1. Details of income/expenditure.      Income      Expdt.      Deficit      Surplus  
for the past 3 years
2. Details of annual income/ grant
3. if any, from:-

**a) Central Social Welfare Board.**

- a) State Government
- b) Local Bodies
- c) Donations
- d) Subscriptions
- e) Sale of Products
- f) Miscellaneous

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Total

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- 3. Regular source of income on which the organisation depends.
- 4. Assets and liabilities, if any.
- 5. Method adopted in matters of sanctioning expenditure, operation of bank account checking and maintenance of accounts.

**D- NEW PROGRAMME.**

- 1. Brief detail of the scheme.
- 2. Amount of Grant-in-Aid required with programme and purpose for which grant-in-aid is sought.
- 3. Budget, give item wise break up of probable annual expenditure both recurring and non-recurring on the completed programme.
- 4. Estimated capacity of the organisation for raising contribution in addition to maintain the present level.
- 5. Will the organisation be able to utilise the grant with in the current financial year, in the vent of it being sanctioned.
- 6. Any other information, which may be useful.

Signature  
President/Secretary to the  
Organisation.

Certified that the above information is correct to the best of my/our knowledge and nothing has been concealed. It is further certified that I/We are legally authorised persons to apply for the grant on behalf of the organisation. The H.P. Welfare Deptt. Grant-in-Aid Rules have been gone through and the organisation shall abide these Rules.

Signatures.

**ANNEXURE II**

(grant-in-aid bills)

Head of account..... Received a sum of Rs.....  
.....(rupees.....) from the Govt. of  
H.P. through the Director of SJ&E H.P., Shimla as grant-in-aid for the running and  
maintenance of..... for the year ..... as installment  
sanctioned by the H.P. Govt., SJ&E Department Sanction Order  
No..... dated..... (Copy enclosed for ready  
reference). The H.P SJ&E Department grant-in-aid Rules and the terms and conditions in  
which the grant has been sanctioned, are acceptable to us.

Signature of the guarantor  
with full name and Designation.

Counter signed for Rs.....  
(Rupees.....)  
Signature of countersigning authority.

ANNEXURE-III  
AGREEMENT FORM.

BY THIS BOND, I  
.....(Principal) and  
Resident of .....(Surety  
No. 1.)

..... and Sh.....  
(Surety No.-2) are jointly and severally bound to the President of India in the sum of Rs.  
..... (Rupees.....)  
only grant-in-aid as grant to be paid to the said ..... (Principal)  
or to his/her successors in office for which payment is to be made. We bound ourselves  
administrators or assigns jointly and severally be these presents.

WHERE AS THE President of India has granted a sum of Rs.....  
(Rupees.....) only as a grant for. ....  
..... through ..... (Particulars of which are given in the  
scheduled here to be annexed) to be utilized in accordance with the Scheme approved and  
sanctioned by the H.P. Govt. The said..... (principal) subject to  
his/her entering into a bond for a sum of Rs.....( Rupees .....  
.....) only with the two sureties in the same and whereas the  
said..... Principal has agreed to enter into the above written bond  
and said ..... and Sh..... have agreed to enter into the  
same bond as sureties for the said .....( Principal).

NOW THE CONDITIONS OF THIS BOND is such that if the said .....  
..... (Principal) fails to utilize the amount of the grant for the proposed for  
which it was sanctioned and fails to abide by the grant-in-aid rules of SJ&E Department  
and other terms and conditions, if any attached to the grant-in-aid accordance with the  
scheme approved and sanctioned by H.P. Govt. within a period of one year or stipulated  
period in the sanction order monitored to the above and if also he/she fails to surrender  
the unspent portion of the grant to the H.P. Govt. and further during the utilisation period  
she/he fails to permit persons duly authorised by the H.P. Govt. to visit the said site of the  
scheme, Institution of the grant as the case may be and to generally supervise the  
utilisation of the said ..... (Principal) and said Sh.  
..... (Surety No.-1) of said their heirs, executors administrations of  
assigns shall pay to the said President a sum of Rs..... only together  
with interest at a rate of 6% and in case of failure to repay the amount and the interest  
thereon, the total amount shall be receivable from the jointly as well as individually as  
arrears of land revenue. The stamp will be borne by the guarantee.

Signed and delivered to ourselves at Shimla this Day of .....

Surety No.1 .....  
Surety No. 2 .....

(PRINCIPAL)

**ANNEXURE-IV**

**PROFORMA**

Reregister of Assets acquired wholly or substantial out of Government Grants (to be maintained by the Guarantors Institutions)

S . N o	Name of the Gauranter Institution	Brief purpose of the grant	No. and date Amount of sanction
1	2.	3.	4.

Whether any condition regarding the right of ownership of Govt. in the property or other assets acquired out of the grant as incorporated in the grant-in-aid sanctioned	Particulars of assets actually created or acquired.	Value of the assets as on.
5	6	7

Purpose for which utilised at	Encumbere d or not.	Reasons if disposed or encumbered not.	Reasons & authority if any for disposal.
8	9	10	11

Amount realised on disposal	Remarks.
12	13

Note:- (1) A Separate proforma should be maintained in respect of each sanctioning authority.

Note:-(2) A copy of the proforma should be submitted annually to the Head of the Department.

PROFORMA

Block account of assets acquired wholly of substantially out of Govt. grants.  
(to be maintained by the Head of the Deptt.)

S.No.	Name of grantee institution	No.& Date of sanctioned & sanctioning authority.	Amount of the sanctioned grant.	Brief puppies grant.
1	2	3	4	5

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.	Particulars of assets actually created acquired.	Value of the assets as on
6	7	8

Purpose for Which utilised at president	Encumbered or not.	Reasons, if disposed encumbered or not.
9	10	11

Reasons & authority if any for disposal	Amount realised on disposal	Remarks.
12	13	14

