

Scheme for Financial Assistance for 'Setting Up, Promotion and Strengthening of Regional and Local Museums'

1. Objective

The objective of the scheme is to provide financial assistance for setting up of new Museum by the Society or Autonomous body under the State Government and to promote the strengthening and modernization of existing museums at the regional, state and local level and to further strengthen the museum movement in the country

2 Scope

Financial assistance will be given for professional development of museums, managed by voluntary organizations, institutions, societies, trusts, local bodies, etc. including universities & colleges registered under the Registration of Societies Act of 1860 (XXI) or under any other law for the time being in force as well as those managed by the State Government

The broad range will include museums for promotion of:

- a) Antiquities
- b) Numismatics
- c) Paintings
- d) Ethnological collections
- e) Folk art
- f) Others including Art & Crafts, Textiles, Stamps, etc.

3. Eligibility

3.1 New Museums

Society or autonomous body under the State Government having land in its own name can apply for setting up of new Museums

Conditions:

- i. The land should be in the name of the society/autonomous organization.
- ii. Developed land with approach road should be made available.
- iii. Justification of choice of the selection to be given by the State Government / autonomous organization.
- iv. Detailed project report along with Plan & Estimates for this purpose should be from PWD.

3.2 Existing Museum:

All voluntary Institutions, Societies and Trusts registered as a society under the Indian Societies Act of 1860 (XXI) or as a Public Trust under any law at the time being in force are eligible for grants. They should fulfill the following conditions:

- i. They should have been in existence for at least three years for being eligible for receipt of grants. However, this condition can be relaxed in exceptional cases at the discretion of the Expert Committee, and with the approval of the Secretary(C) as Chairman of the Standing Finance Committee, the reasons for which should be recorded in writing.
- ii. They should have a well-defined constitution;
- iii. The quantum of assistance will be related to the nature of collection and the number of objects possessed which should be clearly indicated in the project report;
- iv. Be able to maintain the Museum and bear all recurring costs;
- v. Existence of infrastructural facilities, resources and personnel to execute the work for which the grant is required;
- vi. Their work should have been reported as being satisfactory by the respective State Government; and
- vii. They should not be run for personal profit.

Other conditions:

a) Any organization eligible for consideration under the scheme should have a project proposal with the 3 distinct components as mentioned below:

- i. The state of the museum and a diagnostic study;
- ii. A vision and strategy spelling out how the museum is proposed to be modernized and developed; and
- iii. An action Plan containing detailed costing, sequencing and a timeframe for each of the measures proposed to be taken to modernize the museums.

b) Each component of the project proposal should address the various aspects of Renovation/Repairs, Extension and Modernization of galleries, Modernization of Reserve Collection, Publication, Conservation, Laboratory/ Conservation Projects, Museum Library, Equipment and Documentation etc. Furthermore, the project report should spell out clearly how the matching resources will be raised and indicate a specific timeframe.

4. **Categorization of Museums:** For the purpose of support under this scheme, museums have been classified into two categories, namely –
- i. State museums and renowned museums with exquisite collections hereafter to be referred to as Category I; and
 - ii. Other museums hereafter to be referred to as Category II.

As a rule, the scale of assistance to Category II museums will be 50% of that given to Category I museums.

5. **Financial Assistance:**

5.1 Maximum financial assistance to the eligible institutions noted above admissible under various components of this scheme will be as follows:

Sl. No.	Purpose	Maximum financial assistance admissible (Rs. in Lakhs)	
		For Category I	For Category II
1	<p>Setting up of New Museum by the society or autonomous body under the State Government</p> <p>Note:</p> <ol style="list-style-type: none"> 1. It will be one time grant and further requirement, if any, will be met by the State Government. 2. Government of India's financial liability will be limited to providing infrastructural facilities and not for running the museum. 	600.00	300.00
	<p>Development of Infrastructure of Existing Museum</p> <ol style="list-style-type: none"> 1. Renovation/Repairs 2. Extension and Modernization of galleries 3. Modernization of Reserve Collection 4. Publication 5. Conservation Laboratory/ Conservation Projects 6. Museum Library 7. Equipment 8. Documentation <p>Assistance up to these limits will be provided only once in 10 years to the selected museums.</p>	500.00	250.00

- 5.2 For all purposes grant would be in the ratio of 80:20. A maximum of and up to 80% of the estimated cost would be provided by the Central Government and a minimum of 20% and balance, if any, will be met by the State Government/Institution, as the case may be.
- 5.3 However, in the case of Museums in NE region including Sikkim, for all purposes grant would be in the ratio of 90:10. A maximum of and up to 90% of the estimated cost would be provided by the Central Government and a minimum of 10% and balance, if any, will be met by the State Government/Institution, as the case may be.
- 5.4 Wherever the work has been assigned to agencies other than Govt. Agencies, the agencies should be selected after inviting open tender and quotations. A report should be submitted to this Ministry to this effect.

6. Development of Infrastructure of Existing Museums

The broad head for providing grants for promotion and strengthening of existing museums will be under various sub-heads is mentioned below:

6.1 Renovation/Repairs, Extension and Modernization of Galleries, Modernization of Reserve Collection:

- i. Plan & Estimates for this purpose should be from PWD for Government Museums and from PWD/Registered Architect in the case of University / NGO's Museums
- ii. A completion-cum-valuation certificate from the PWD for Government Museums and from PWD/Registered Architect in the case of University / NGO's Museums should be supplied within three months of the completion.

6.2 Publications

Publications, which will qualify for financial assistance under this scheme, are as below:

- a. Catalogues
- b. Museum Guides
- c. Gallery-sheets
- d. Photo-Index cards
- e. Picture Post cards
- f. Folios containing prints of museum objects
- g. Monographs
- h. Hand Lists, etc.

Ten copies of the published document should be sent to the Central Government before release of the final installment. The following line should be added on the cover page of the document thus published "Published with the financial assistance received from the Ministry of Culture, Government of India."

6.3 Conservation Laboratories/Conservation Project

Assistance under this scheme will be for setting up of, expansion and up-gradation of conservation laboratories and for conservation of objects in a prescribed proforma. The grant will be subject to the condition that the laboratory has suitably trained staff. Where trained staff are not available, the persons entrusted with this work shall be required to undergo training at any of the following institutions or the conservation work be done through any of the following:

- a. National Museum Institute of History of Art, Conservation & Museology, Janpath, New Delhi.
- b. Indian National Trust for Art & Cultural Heritage.
- c. National Research Laboratory for Conservation of Cultural Property, Lucknow, Uttar Pradesh
- d. Egmore Museum, Chennai.
- e. Indian Museum, Kolkata.

Application for this purpose is to be made in the prescribed proforma (FORM-C) annexed with this scheme. Before release of the final instalment, conservation report will be submitted by the organization.

6.4 Museum Library

Grant will also be made available for upgrading existing Museum Libraries and for increasing the collection.

6.5 Equipment

Financial assistance will be given for purchase of the following equipments:

- I. Equipment (General)
 - a) Display items such as podiums and panels.
 - b) Special lighting for display of museum objects.
 - c) Computers for documentation.
 - d) Cameras, Slide Projectors and Screen.
 - e) CCTV.

II. Equipment for Security System (*for Category I Museums only*)

Door Frame Metal Detector, Hand held Metal Detector, Vehicle Inspection Mirrors, Radio sets, Hand Baggage X-Ray Machine, CCTV and Recording systems, Magnetic Latch for the door, Glass Break Detectors, Magnetic Switches, Vibration Detectors, Alarm System, Video Motion Detectors, Passive Infra Red Devices, Infra Red Beam Barriers etc.

Any other equipment that may be considered to be essential, by the Expert Committee.

A list of equipments purchased out of the grant will be submitted by the organization.

6.6 Documentation:

All museums should endeavour to have a complete and comprehensive documentation of their collection making optimal use of proven and emerging technologies such as photo-documentation and digitalization. The Institutions should furnish details of cost estimates of bringing out pamphlets, brochures etc. or any other documentation. The details of the documentation would should be submitted by the organization.

7. Time Limit:

The project should be completed within three years from the release of 1st installment. If there is any delay in the execution of the project permission may be sought from the Ministry giving full justification for the delay failing which subsequent installment will not be released.

8. Procedure for the release of Grant

- i. For all purposes, the share of the Central Government will be released in 3 installments in the ratio of 2:1:1. The first installment, being 50% of the Central Government's share, will be sanctioned and released immediately on approval by the Expert Committee.
- ii. The second installment, being 25% of the Central Government's share, will be released only after the grantee has utilized 80% of first installment released by the Central Government, as well as their proportionate matching contribution.
- iii. The third & final installment, being the balance 25% of the Central Government's share, will be released only after the grantee has fully utilized the first and second installment released by the Central Government, as well as their matching share.

- iv. The subsequent installment will be released after receipt of a utilization certificate and an audited statement of accounts by a firm of Chartered Accountants in respect of the previous installment and the corresponding proportionate matching share of the organization. This statement should also certify that the previous installments, as well as the matching share of the institution have been utilized for the purpose for which the grant was sanctioned.
 - v. In respect of a museum other than the State Government's Museum, the Deputy Commissioner/Collector of the district where the museum is located, should inspect the utilization of the grant and also verify the Utilization Certificate. The release of the second installment will also be subject to furnishing other documents, if any, required/asked for by the Government.
 - vi. In case of the grant given to any organization is rupees one crore or more, their accounts have to be audited by the Accountant General of India and UC has to be obtained from the Accountant General of India.
- 9.. Application for financial assistance under this scheme will be invited every year through advertisements in the newspapers. Application received with the recommendation of the concerned State Government will only be accepted. In respect of the museum other than State Museums, the application for financial assistance under the scheme should be sponsored by the Deputy Commissioner/Collector of the district (in which a particular museum is located) to the respective State Government before it is finally recommended to the Ministry. District administration should make a comment on the activities of the applicant and status of the land in which the museum has been established. The scheme will be implemented by the Ministry of Culture, Government of India. The advertisement calling for applications will be released in the beginning of the financial year.
10. There will be no fixed last date for receiving project proposals. Applications will be received through out the year and processed and appraised on first come first served basis.
11. In additions to the prescribed applications forms (Form-I for Setting up of Museums and Form-II for Promotion & Strengthening of Regional and Local Museums with Annexures mentioned there in), the applicants should submit the proposals in the form of a Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared and authenticated by a reputed agency in the field. The project proposal should also contain the existing visitor's profile of the concerned museum and projected changes in such profiles after implementation of the project.

12. The quantum of assistance under the scheme is commensurate with the number and value of the artifacts proposed to be exhibited in the Museum
13. The applications will be scrutinized by an Expert Committee under the Chairmanship of the Joint Secretary set up by the Ministry of Culture, which would include the Director General, National Museum, Director, NRLC, Director General, National Archives, a representative of the Planning Commission and five (5) experts, preferably one from each region. The expert committee may also inspect the museums receiving grants under the scheme to ensure proper utilization.
14. National Museum Institute or any other institutions/organizations will be engaged to carry out pre and post appraisal activities such as processing of applications, convening meetings of Expert Committee, evaluation and follow up visits and inspection of experts as and when required by the Expert committee of the Ministry of Culture. Expenses on this account to be borne out of the scheme fund.
15. Training and refresher courses for the museum staff will be part of the scheme. Such trainings will be organized by the Ministry of Culture from time to time through an appropriate organization/institution. The organization should include Training and refreshers courses for museum staff as an integral part of the proposal

Note: Misutilisation of funds or non-submission of Utilization Certificates in time will be viewed seriously and the defaulter organization will be blacklisted and debarred from receiving future grants from Govt. of India, as well as appropriate action under the law may also be taken by the Government.

Application for financial assistance for “Setting up of museums”.

1. Name of the Museum/Institution/Society/Trust
(in capital letter)
Postal Address (with Pin Code),
Telephone, Fax, e-mail etc.

2. Number & Date of Registration (copy to be enclosed)

3. Bank details (Name, Branch & Account No.)

4. Name , Designation and Address, Telephone Number of the officer in charge of the Project :

5. Details of Land
 - a) Area
 - b) Geographical location and constraints if any
 - c) Proof of Ownership
 - d) Nature/status of land: Whether freehold/leased etc
Non encumbrances Certificate from the a competent authority to be furnished
 - e) Distance from City/Town

6. Details of Artifacts available for exhibition:
 - a) Details of artifacts
 - b) Sources from where obtained
 - c) Whether valuation made if any Present value
 - d) Whether ever put on exhibition or not

7. Details of Building Plans:

8. Project proposal – Details of item-wise-Assistance sought:

A Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared authenticated by a reputed agency in the field. The project proposal should also contain the existing visitor's profile of the concerned museum and projected changes in such profiles after implementation of the projects from PWD should be enclosed.

9. Whether the State Government has resources to run the Museums on its own after it has been set up by providing regular grants to the Society or Autonomous Body. Please furnish the details:

10. Estimated cost of Setting up of the Museum:

11. Project completion target:

- a) Commencement
- b) Completion

12. Arrangements made to raise the balance amount and matching share

13. Documents attached:-

The following documents are required to be attached along with application otherwise the proposal will not consider for the grant:

- i) Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared authenticated by a reputed agency in the field. The project proposal should also contain the existing visitors profile of the concerned museum and projected changes in such profiles after implementation of the project.
- ii) Copies of the audited statement of accounts for the last three years
- iii) Latest Annual Report/Activity Report
- iv) Approved Plan & Estimates from PWD
- v) Details of other sources of funding the project
- vi) Documents regarding ownership and possession of land in the name of organization(Attested English/Hindi Version)
- vii) Details showing the value of land paid at the time of its acquisition.
- viii) Certificate as per rule 209(1) GFR 2005 (In the Performa enclosed).
- ix) Bond (In the Performa enclosed).
- x) Authorization letter for sending grant directly into Bank(In the Performa enclosed).
- xi) Copy of the Memorandum of Association of the Institution

- xii) Copy of the Rules/by laws of the Society/Trust
- xiii) Registration Certificate
- xiv) Copies of visitors remarks

Signature
Name

Designation

Place:

Date:

Application for financial assistance for Promotion and Strengthening of Regional & Local Museums”

1. Name of the Museum/Institution/Society/Trust
(in capital letter) and Status (whether Government or NGO/Private/
Postal Address (with Pin Code),
Telephone, Fax, e-mail etc.

2. Number & Date of Registration (copy to be enclosed)

3. Bank details (Name, Branch & Account No.)

4. Project proposal – Details of item-wise-Assistance sought:

In additions to the prescribed applications forms, the applicants should submit the proposals in the form of a Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared authenticated by a reputed agency in the field. The project proposal should also contain the existing visitors profile of the concerned museum and projected changes in such profiles after implementation of the project

5 Existing Museums

- i. Renovation/Repairs
- ii. Extension and Modernization of galleries
- iii. Modernization of Reserve Collection
- iv. Publication
- v. Conservation Laboratory/ Conservation Projects
- vi. Museum Library
- vii. Equipment
- viii. Documentation

(For i, ii and iii Details of approved Plan &Estimates in case of Govt. Museum by PWD and in the case University Museum / NGO's by PWD/Registered Architect. Otherwise this item will be not considered for the grant)

6. Total Estimated Cost:

7. Arrangements made to raise the balance amount
(20% of cost i.e. matching share of the organization)

8. Grants/assistance received from Ministry of Culture, Govt. of India

No	File No.(ref. of Ministry of Culture	Year of Sanction	Grant Sanctioned	Grant Received

9. Grants/assistance received during the last 3 years from any of the following:

- (i) Any Department/Ministry of Govt. of India
- (ii) State Government
- (iii) Any other source

10. Documents attached:-

The following documents are required to be attached along with application otherwise the proposal will not consider for the grant:

- I. Recommendation of the State Govt.
- II. Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared authenticated by a reputed agency in the field. The project proposal should also contain the existing visitors profile of the concerned museum and projected changes in such profiles after implementation of the project
- III. Copies of the audited statement of accounts for the last three years
- IV. Latest Annual Report/Activity Report
- V. Approved Plan & Estimates from PWD
- VI. Photographs of Museum, Galleries & Artifacts.
- VII. Details about the Museum(Annexure A-I)
- VIII. Form B, if assistance for Conservation Laboratory has been sought
- IX. Form C, if assistance for Conservation Project has been sought
- X. Certificate as per rule 209(1) GFR 2005 (In the Performa enclosed)
- XI. Bond (In the Performa enclosed)
- XII. Authorization letter for sending grant directly into Bank(In the Performa enclosed)
- XIII. Copies of visitors remarks

In additional to above the following documents are required for University/NGO's./Private Museums etc

- i. Recommendation of the District Authority (Dy. Commissioner/Collector)
- ii. Copy of the Memorandum of Association of the Institution
- iii. Copy of the Rules/by laws of the Society/Trust
- iv. Registration Certificate

Signature
Name

Designation

Place:

Date:

Recommendation of the Department of the State Government
dealing with Museums

(No part should be left blank)

1. The application of
..... is forwarded and recommended on the
basis of the report/comments of the Deputy Commissioner/Collector of the district, in
which the particular museum is located (except in the case of State Govt. Museums)
The report/comments of the DC is also enclosed.
2. Status of the Institution
3. Status of the Land on which Museum is located
4. The application has been examined and found eligible
5. Comments of the State Government with reference to the items for which grant has
been sought:
6. The financial arrangements made by the institution/organization to generate their
share and balance requirement, if any.

Place
Date

Signature
Name and Designation
Rubber Stamp of the Officer recommending the application

DETAILS ABOUT THE MUSEUM

1.	Name and Designation of the Officer whose is administratively controlling the Museum. (Detailed Address with Tel. No. & Fax, E-mail, etc.)	:	
2.	Does the Museum have its own Building? If so, the total floor area, wall area available for display of art objects.	:	
3.	Name the main sections of the Museum and Number of Galleries and their area.	:	
4.	Total Number of Exhibits and their Nature. Whether Original or Duplicate.	:	
5.	Details of Exhibits kept in reserve.	:	
6.	Is there any classified Inventory of the items mentioned above?	:	
7.	Have the art objects been registered by the Regional Registration Officer or an exemption has been obtained from the Archaeological Survey of India?	:	
8.	Rates of Admission Fee, if any and Visiting Hours & Weekly Holiday. Annual Income from tickets	:	
9.	Details of Visitors Profile	:	
10.	Details of Staff employed and Number of guides available	:	
11.	Item-wise Annual Budget and Expenditure during the last 3 years and Current year	:	
12.	Annual Income of the organization and Source of Income	:	
13.	Any other facilities like Auditorium, etc.	:	

Signature
Name & Designation
Rubber Stamp

FORM 'B'

(To be appended to Form 'A')

Project for Setting up/Upgrading Conservation Laboratory

1. Name of the Museum
2. City
3. District
4. State
5. Nature of collection
6. Total number of collection
7. Important/significance of collection
8. Trained Staff Structure available for Laboratory
9. Check list of Equipment (please tick the required items in the appended list)
10. Report on the nature of Conservation work already carried out in the Laboratory
11. Remarks of the recommending authority.

Minimum essential equipment required in a Conservation Laboratory in the Museum

Nature of collection

Oil Paintings

Electric Hot, Spatula, PH Metre, Binocular Microscope, Ultraviolet Lamp, Infra red viewer, Water distillation plant, Spray gun, Work tables 8X4 ft., Thermo hygrographs, Whirling Hygrometer, Lux meter, UV Monitor, Physical Balance, Hot Plate, Electric Oven, Vacuum Cleaner, Refrigerator, Table Lamp, Camera with attachments, Fume extractor,

Metals

Ultrasonic cleaner, Vibro tool, Dental tool, Water distillation plant, Thermo hygrograph, Whirling hygrometer, Physical balance, Electric oven, Hot plate, Refrigerator, Table lamps, Camera with attachments, Fume extractor,

Textiles

Washing table, Textile stand, Water distillation plant, Thermo hygrograph, Refrigerator, Table lamp, Camera with attachments, Whirling hygrometer, Physical balance, Electric oven, Hot plate, Vacuum cleaner, Lux meter, UV monitor, Fumigation chamber (insecticide and fungicide)

Paper

Light table, Manual press, Heat laminating machine, Paper cutting machine, Fumigation chamber (insecticide and fungicide), Refrigerator, Table lamps, Camera with attachments, Hot plate, Vacuum cleaner, Lux meter, UV monitor, Fume extractor,

Wood

Fumigation chambers (insecticide and fungicide), Refrigerator, Table lamp, Camera with attachments, IR lamp, Vacuum-impregnating equipment, Fume extractor

FORM 'C'
(to be appended to Form 'A')

Conservation Project Report

- Name of the Museum
- Place of the Museum State
- Museum under the Administrative control of Central/State/Autonomous /Private/University/Society & Others
- Nature of collection needing treatment
- Number of objects needing treating medium wise (Please tick)

Paintings	
Graphics	
Sculptures	
Decorative Arts	
Textiles	
Terracotta	
Arms	
Anthropological	
Any other	

- General report by the Conservator/Restorer/Technical Assistant
- Proposed course of action
- Whether project could be taken up at State Level/
National level/International level/Specialized/
Conservation laboratory

- Budget Estimate of the project
- Financial contribution of the Museums concerned
- Any other Financial Resources
- Any other suggestion

Name, Signature & Designation
with Name of the organization
Rubber Stamp

CERTIFICATE AS PER RULE 209 (1) OF GFR 2005

It is certified that _____
_____ (name of organization) has not obtained or
applied for grants for the same purpose or activity from any other Ministry or Department of
the Government of India or State Government.

Signature

Name

Designation

Rubber Stamp

Place:

Date

(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 (herein after
called the Government) in the sum of Rs. _____ (in words Rupees
_____ 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 agrees 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 conditions mentioned in the
“Letter of Sanction” to be issued by the Government.

4. Now the condition of the above written obligation is such that if the obligors duly fulfil and comply with all the conditions mentioned in the letter of grant then 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 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 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 Ministry or 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 targets 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 organizations(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 @ 10% per annum thereon. The stamp duty for 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 where of 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 Numbers/Mobile No. _____

E.Mail Address (if available) _____

Fax Number

1. Registration Number of Association _____

2. Date of Registration _____

3. Registration Authority(RA) _____

4. Mailing Address of (RA) _____

5. Telephone Number/Email etc of RA _____

(in the presence of) Witness name and address

(i)

(ii)

(Sign)

Accepted for an on behalf of the President of India

Designation

Date

Name and address

AUTHORIZATION LETTER

(I/We _____) Organization/Society/
_____) Organization/Society/
NGOs name) would like to receive the sum disbursed by the Ministry of
_____ to me/us electronically to our bank account; detailed below:-

Payee' Particulars

1. Name of payee as in bank account _____
2. Address _____
3. District _____
4. Pin Code _____
5. State _____
6. Telephone Number with STD code _____
7. Fax No. _____
8. E-mail Address (if any) _____

Bank Details

1. Name of the Bank _____
2. Bank Branch (Full address & Telephone Number) _____
3. Bank Account number _____
4. Account type _____
5. Mode of Electronic Transfer available (RTGS/NIFD/Any other) _____
6. IFSC code _____
7. MICR code _____

Signature (Name) _____

Name of Organization _____

Registration Number _____

Authority & Place of registration _____

Date of Registration _____

Account number has been verified by me

Manager
(Bank branch maintaining the Account)
(seal)