

Ministry of Culture
S&F Section

Dated: 20th January 2020

NOTICE TO ALL GRANTEES RECOMMENDED GRANT IN 43RD
MEETING OF CFPG

The Minutes of the 43rd Meeting of Cultural Function & Production Grant Scheme (CFPG) have been uploaded on the website of Ministry of Culture on 07.01.2021.

All the organizations who have been approved grant in the 43rd Meeting of CFPG are requested to adhere to the following in order to receive grant:-

- 1) **Mandatory filing of Expenditure in EAT MODULE**: It is mandatory for all Grantees to file all their transactions pertaining to the CFPG grant in the EAT [Expenditure, Advance & Transfer] MODULE of PFMS as per the instructions of Govt. of India, Ministry of Finance. Filing of transaction is necessary for receipt of 1st instalment of grant under the Scheme. Instructions in this regard are already available on the website of this Ministry – www.indiaculture.nic.in -> Schemes -> Scheme of financial assistance for promotion of art and culture -> Cultural Function and Production Grant (CFPG).
- 2) **Linking of Scheme Name and Code**: All those Grantees who are getting grants from other Government agencies are required to add the Scheme Name: 'Kala Sanskriti Vikas Yojana' and Scheme Code: 1914 (Scheme component code 03.03) to their Bank Account in PFMS by themselves. However, the addition of Scheme Details will be done by Program Division (PD) level i.e. S&F Section in case of new grantees.
- 3) **Login ID**: For the new Grantees under this Scheme, Login ID for entering the PFMS website shall be provided by the S&F Section, P.Arts Bureau, Ministry of Culture from Program Division (PD) Level on their registered email after due process of registration on the PFMS Portal based on the details provided by Grantees in their application and CPSMS form. They are expected to keep their emails and telephone numbers as given by them in working condition.

- 4) **Registration with NGO Darpan Portal**: All new Grantees are to mandatorily register in NGO Darpan Portal and their NGO Darpan ID should contain current email and telephone number so that they are able to get OTP for working in EAT MODULE.
- 5) **Mandatory uploading of Utilization Certificate on PFMS**: The Utilization Certificate after finalization is to be uploaded on the PFMS portal of the organization by themselves under 'Manage UC' as per the directions of the M/Finance, Deptt. Of Expenditure.
- 6) **Correctness of Name and Continuation of Bank Account**: All Grantees are to ensure that the name of their Organization is correctly recorded in their Bank Account to avoid Bill Return cases due to 'Agency Name Mismatch' during releases. It may also be ensured that the same bank account is to be maintained till release of 2nd instalment.
- 7) **Update on Bank Details**: In the event of bank merger, IFSC Code change etc., Grantee are required to keep the Section informed and send the Bank Authorization Format duly filled and signed from the Bank by hard copy as well as soft copy. The said format is available in the Scheme on the Website in CFPG-Forms.
- 8) **Sanction Order**: The sanction Orders for release of 1st and 2nd instalment are uploaded in the website under 'sanction letters' after the issue of these orders to the PAO. The grantees are expected to download the same from the website.
- 9) **Frequent visit to Website for updates**: All grantees are expected to keep a watch on website of this Ministry under CFPG for any new guidelines, instructions, circulars that are issued from time to time.
- 10) **Communication Email**: The Login ID to all new grantees will be provided from S&F Section's new email ID i.e. – cfpg-culture@gov.in. The same email ID i.e. cfpg-culture@gov.in should be used by all the grantees of 43rd meeting for correspondence.
- 11) **Submission of Documents**: North Central Zone Cultural Centre (NCZCC), Prayagraj is the nodal institution for the CFPG Scheme and as such all documents (*whether fresh application/proposal or the documents submitted for release of 2nd instalment*) are to be necessarily forwarded to that Office for record and proper scrutiny and not directly to the Ministry / Section.
