



DY. No. 487/DMC/ADMN.  
DATED 9/9/13



**DIRECTORY  
OF  
WELFARE SCHEMES FOR MINORITIES  
IN  
NATIONAL CAPITAL TERRITORY OF DELHI**

**VOLUME-II Appendix**  
**Application forms, Guidelines and other details of the schemes**



**DELHI MINORITIES COMMISSION  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF  
DELHI  
C – BLOCK, FIRST FLOOR, VIKAS BHAWAN  
I P ESTATE, NEW DELHI – 110110**

**PREPARED BY  
INSTITUTE OF OBJECTIVE STUDIES (IOS)  
162, JOGA BAI MAIN ROAD, JAMIA NAGAR  
NEW DELHI – 110025 (INDIA)**

## BACKGROUND

### A. APPLICATION AND NON STATUTORY FORMS (GRIVENCES REDRESSAL CELL)

There is only single contact point of the commission with the public where the complaints are received, for which a format has been developed and the same is appended herewith.

This is the only public dealing activity of the Commission. The complaints on the prescribed format are received from the aggrieved persons of the Minority Communities. The same are examined to assess if any discrimination or bias is prima facie established from the contents of the complaints. If so, the matter is taken up with the concerned departments/Govt./Semi Govt. bodies and the outcome is communicated to the complainant.

### Downloaded letter of Complaint

#### Format of letter of Complaint

To  
The Secretary,  
Delhi Minorities Commission,  
1<sup>st</sup> Floor, C Block, Vikas Bhawan,  
New Delhi

Subject: \_\_\_\_\_

Sir/Madam

I \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_  
Sh./Smt. \_\_\_\_\_ r/o \_\_\_\_\_ do hereby present my  
under mentioned complaint against \_\_\_\_\_ for the kind perusal of the Commission and  
taking further necessary remedial measures under intimation to me.

I do hereby solemnly declare that my under mentioned complaint is not being pursued in any other forum or court of law and is not barred by any judgment. I also undertake not to prefer this case to any other court of law during the pendency of the case in this Commission. I further assure that any development in the case will promptly be communicated to the Commission.

Yours faithfully,  
Signature of the Complainant

#### Contents of the Complaint

## B. DELHI MINORITIES COMMISSION; CITIZEN'S CHARTER

Delhi Minorities Commission has been created by an Act of the Legislative Assembly of Delhi to safeguard the rights and interests of Minorities in the connected there with or incidental there to.

### ADVISORY ROLE

The Commission has an advisory role while:

- ❖ Examining the working of various safeguards provided in the Constitution of India or laws enacted by Parliament and the laws passed by the Legislative Assembly of Delhi for the protection of the minority communities, and to make recommendations to ensure their effective implementation.
- ❖ Submitting a special report on matters of public importance pertaining to the interests of the Notified Minority Communities.
- ❖ Having right to be heard by the Minister in charge i.e. the Hon'ble Chief Minister.
- ❖ Preparing an annual report, this is to be laid before the Assembly.
- ❖ The Commission is a redressal forum for grievances received from members belonging to Notified Minority Communities.
- ❖ An aggrieved individual belonging to any Notified Minority Community Can file a Complaint either online or in persons or by post in duplicate against any discrimination on the grounds of his/her religion. The Commission calls for a report from the concerned Department or Agency on the complaint. The report is examined in the Commission vis-à-vis facts given in the complaint. After examination, the complainant is apprised of the report asking him/her to send some fresh facts if any or objections to the report is called from the concerned department or agency in the light of the fresh facts and then the from the concerned department or agency in the light of the fresh facts and then the from the of the fresh facts and then the individual is again apprised of the same. In case no fresh facts are received from the complainant within a period of 15 days, after perusal of the report, the complaint is failed.
- ❖ For the convenience of the Members belonging to the Notified Minority Communities, Jansunwayees are held in areas of Minorities concentration. The aggrieved persons of such communities can present their grievances before the Commission.
- ❖ The complaints received from other than Notified Minorities Communities, anonymous complaints and against the matters which are subjudice, are not entertained.
- ❖ As a redressal forum, the Commission is a quasi judicial body having all powers of a Civil Court to the extent of enforcing attendance of witnesses and summoning record, recording evidence on oath, while trying a suit.

### PROGRAMMES & WELFARE ACTIVITIES

- ❖ The Commission can monitor various welfare activities undertaken by Government departments in respect of Notified Minority Communities:
  1. Maternal and Child health under primary health care scheme undertaken by MCD.
  2. Grant of Minorities status to the educational institutions run by the Minority Communities.
  3. Economic upliftment through income generation activities.

4. Grant of loans for self-employment to people of Notified Minority Communities by Delhi SC/ST/OBC/Minorities & Handicapped Financial Development Corporation Limited, Government of Delhi.
5. The Commission carries out Empanelment of NGOs working in the field of minority welfare and extends financial support to such NGOs under DMC-NGO Partnership Scheme for the Accomplishment of the mandate of the Commission.

#### **RESEARCH AND EVALUATION**

- ❖ Research studies are conducted to make recommendations to the Government and monitor and evaluate the various schemes of the different Government agencies pertaining to the welfare of the Minorities for effective service delivery and filling-up of gaps in implementations.

#### **SEMINARS AND WORKSHOPS**

- ❖ The Commission also conducts workshops and seminars on issues pertaining to Notified Minority Communities.

#### **EDUCATION AND AWARENESS CREATION ON VARIOUS ISSUES**

- ❖ The Commission works for education and awareness creation on issues pertaining to the Welfare/interest of the Notified Minority Communities, as the means of empowerment along with promotion of communal harmony through Quami Ekta Sessions through the Union Territory.

#### **FOR INFORMATION PLEASE CONTACT:**

Sh. Safdar H. Khan, Chairman	-23370825
Sh. Pushpender Singh, Member	-23379744
Sh. A. C. Michael, Member	-23379756
Ms. M. S. Rinku Dhugga Secretary	-23370824
Dy. Secretary/Public Information Officer	-23370823
Office Supdt./Assistant Public Information Officer	-23378093

**C. ADDRESSES OF THE IMPLEMENTING AGENCIES OF THE SCHEMES**

S No	Section No.	Ministry, Department, Organization and NGOs	
		Names	Addresses
1	Section-1, 2, 3	Ministry of Minority Affairs	11 <sup>th</sup> Floor, Paravaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110001 Ph.-01124364271, Website: www.minorityaffairs.gov.in.
2	Section-3	Muslim Education Trust- Abul Fazl Enclave	E-3, IDBI Scholarship Program, Jamia Nagar, New Delhi-110025 Ph: 01126957004, 26941028, 26941354 Email: met Delhi@ gmail.com Website: www.metdelhi.org
3	Section-3	Aamir Mustafa Kidwai Trust	Mrs. Aziza Kidwai, Address: B-28, West End Colony, New Delhi - 110021 Tel. 011-24670009, Mob: 09868679107
4	Section-3	Bharat Seva Trust	12 A, Connaught Place, New Delhi-110001 Tel. 01123323917
5	Section-4, 5	Ministry of Minority Affairs	11 <sup>th</sup> Floor, Paravaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110001 Ph.-01124364271 Website: www.minorityaffairs.gov.in
6	Section-6.1	Maulana Azad Education Foundation	Social Justice Service Centre Opp. New Delhi railway Station, Chelmsford Road, New Delhi-110001 Fax No. 01123561945, Ph. No.01123583788/23583789 Website: www.maef.nic.in
7	Section-6.2	Maulana Azad Scholarship for Meritorious Girl	Social Justice Service Centre Opp. New Delhi railway Station, Chelmsford Road, New Delhi-110001 Ph. No.011-23583788/23583789, Fax No.011-23561945 Website: www.maef.nic.in;
8	Section-6.3	Maulana Azad Fellowship	28, Akbar Road, New Delhi-110001 Tel: 23795782, Fax No : 23795021 Email: dmc_nct@rediffmail.com,
9	Section-7	University Grants Commission	35.Firozshah Road, New Delhi-110001 Ph 01123389283 Website: www.ugc.nic.in
10	Section 8.1	(MHRD) National Council for promotion of Urdu Language	(Department of Secondary Education & Higher Education), Govt. of India, West Block -1, Wing-6, R. K .Puram New Delhi-110066 Ph-01126103381, 6103938, 26179657 Fax No. 01126108159 Website: www.urducouncil.nic.in

11	Section 8.2	Al-Ameen institute of information Technology	UG-12, Essel House, 10-Asaf Ali road, New Delhi -110002 AND 76A/1; Okhla Main Bazar, Jamia Nagar, New Delhi -110025, Ph: 26845691, Fax: 26839968
12	Section 9.1	Ministry of Human Resource Development	C-Wing, Shastri Bhawan, New Delhi-110001 Ph.01123384359, 23382298 Fax No. 23070036 Website: www.educationindia.nic.in
13	Section 9.2	(MHRD) National Council for promotion of Urdu Language	(Department of Secondary Education & Higher Education) Govt. of India, West Block -1, Wing-6, R. K. Puram, New Delhi-110066 Ph.-011-26103381, 26103938, 26179657; Fax No. 011-26108159 Website: www.urducouncil.nic.in
14	Section 9.3	Digital Urdu Language, Department of Higher Education, GOI, (MHRD)	Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi-110 025 Ph: 011 49539000; Fax : 49539099
15	Section 10.1, 10.2, 10.3	(MHRD) National Council for promotion of Urdu Language	(Department of Secondary Education & Higher Education) Govt. of India, West Block -1, Wing-6, R. K. Puram, New Delhi-110066 Ph-011-26103381, 6103938, 26179657 Fax No. 011-26108159 Website: www.urducouncil.nic.in
16	Section 11.1	National Minorities Development and Finance Corporation	Core II Second Floor, Scope Minar, Laxmi Nagar, Delhi-110092 Ph-01122441442/44/52/53/55 Fax No. 01123070036 Website: www.educationindia.nic.in
17	Section 11.2 to 11.7	(MHRD) National Council for promotion of Urdu Language	(Department of Secondary Education & Higher Education) Govt. of India, West Block -1, Wing-6, R. K. Puram, New Delhi-110066 Ph-011-26103381, 6103938, 26179657 Fax No. 011-26108159 Website: www.urducouncil.nic.in
18	Section 11.8	Delhi SC, ST, OBC, Minorities & Handicapped Financial & Development Corporation	Ambedkar Bhawan, Institutional Area, Sector - 16, Rohini, Delhi - 110085 Tel: 01127570627; Fax: 27572630
19	Section-12	Ministry of Minority Affairs	11th Floor, Paravaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110001 Ph.-01124364271, Website: www.minorityaffairs.gov.in.
20	Section-13.1	Central Wakf Council	Shahjahan Road, New Dehi-110011, Ph. 011-23384465, Fax-011-23070881 Website: www.central_wakfcouncil.org

21	Section-13.2	Scheme for Computerization of Records of State Wakf Boards during 2009-2012 (Wakf)	State Wakf Board Project Management Unit National Informatics centre HQ), C.G.O. Complex, Lodhi Road, New Delhi-110003 Ph- 01124305348 Email: nicpmu[at]wake[dot]gov[dot]in
22	Section-14	Ministry of Culture	Room No.334-A, C-Wing, Shastri Brawn, Dr. Rajindra Road, New Delhi-110001 Ph.011-23382331, 23384867 Website: www.indiaculture.nic.in
23	Section 15	Department for the Minorities & Handicapped Financial & Development Corporation	Ambedkar Bhawan, Institutional Area, Sector 16, Rohini, Delhi - 110085 Ph: 01127570627, Fax: 27572630
24	Section-16	National Commission for Minorities And Delhi legal services authority	5th floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003
25	Section-17.1	Aga Khan Foundation (UK)	Aga Khan Foundation, 6 -Sarojini House, Near Bhagwan Das Road, Connaught Place, New Delhi-110001 Ph:01123782173, Fax: 01123782174 Email: akfisp.2013@gmail.com
26	Section-17.2	Agha Khan Program for Islamic Architecture for study of architecture at MIT and Harvard	IIInd floors, New Horizon School Road, Sunder Nursury, Battashe wala complex, Hazrat Nizamuddin, New Delhi-110013 Ph.-01140700701, Email: Akfktc.2013@gmail.com
27	Section-18	Dr. Zakir Husain Memorial Trust	Louise Khurshid, 4, Gul Mohar Avenue, Jamia Nagar, New Delhi-110025 Ph-01126849662, M: 9899887736, Fax No. - 01126921451 Email: louise_khurshid@hotmail.com
28	Section-19	Kasturba Gandhi Balika Vidyalaya	Shyam Suri, IAS (Retd.), Kasturba Gandhi balkier (No Suggestions), Ishwar Nagar, Mathura Road, New Delhi-110025 Ph- 01126912483/91- 9810130433 Email: shyamssuri@gmail.com; kbv_1944@rediffmail.com
29	Section-20	Hamdard National Foundation	Hamdard National Foundation, Asaf Ali Road, New Delhi- 110002





7. Permanent Address:

Name																				
House No																				
Mohalla/Street																				
City/Town/Village/PO																				
District																				
State																				
Pin Code																				
Telephone no/Mobile no if any																				
Email ID if any																				

8. Date of Birth (Please enclose certificate):

D	D		M	M		Y	Y	Y	Y

9. Whether male or female:

10. Nationality:

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11. Religion:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

12. Details of educational qualifications from matriculation/SSSLC/SSC/onwards  
(Please enclose copies of certificates attested by a gazetted officer:

Examination Passed	School/Institute/Board/Council of Examination	Main Subject	Year of Passing	Percentage of Marks	Division/Class/Grade

13. Details of course for which scholarship is being sought:

- (i) Name of class:
- (ii) Duration of class:
- (iii) Academic year:
- (iv) Class last attended/academic year:
- (v) Total Marks obtained and percentage in last examination:  
(In the case of students of Class I, the income criteria only would be applicable)

14. Details of school/institute, including residential ones:

- (i) Name of the school/institute where admitted:
- (ii) Address of school/institute:

15. For renewal of scholarship

Name of examination Passed	Year	Marks obtained	Full marks	% of marks

**16. Total Annual course fee: Rs.....**

(Break up of course such as admission fee, admission fee, tuition fee, library fee, examination fee, etc. other than refundable deposits)

S.No.	Item	Annual fee
1		
2		
3		
Total		

**17. Details of bank account of student:**

(These details would be required only after sanction of scholarship and before disbursement of scholarship amount)

- (i) Name of the payee (as in the bank accounts)
- (ii) Name of the Bank
- (iii) Bank Branch (full address) \_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ District \_\_\_\_\_ Pin \_\_\_\_\_
- (iv) Branch Code number
- (v) Receipt in accordance of scholarship in the previous year duly countersigned by the Head of the School/Institutes.
- (vi) Bank Account Number \_\_\_\_\_  
(in words \_\_\_\_\_)
- (vii) Type of bank Account \_\_\_\_\_ Saving/Current  
MICR code of the Bank \_\_\_\_\_
- (viii) Mode of Electronic transfer available in the Bank

**18. Annual Income of parents/guardian of the student: Rs. \_\_\_\_\_**

(Declaration of annual income is to be given in the prescribed format given below and is to be signed by the parents/guardian of the student and enclosed along with the application. In case parents/guardian are employed, income certificate from the employer be enclosed).

**19. Documents enclosed with the application**

- (i) Self-attested passport size photograph with signature.
- (ii) Attested copies of certificates of educational qualifications as mentioned up in para 12.
- (iii) Income declaration - affidavit on non-judicial stamp paper for self-employed parents/guardian or income certificate from the employer for employed parents/guardian.
- (iv) Proof of permanent residence.
- (v) Receipt in acknowledgment of scholarship in the previous year duly countersigned by the Head of the school/institute.
- (vi) Minority community declaration - affidavit on non-judicial stamp paper by the student that he/she belongs to any one of the minority communities notified by Central Government

**20. Declaration:**

- (i) I hereby declare that the information given above is correct.
- (ii) I am not availing any other scholarship for this purpose from any other source.
- (iii) I shall abide by the terms and conditions for sanction of the Pre-matric Scholarship.

- (iv) I undertake that if, at any stage, it is found to the satisfaction of the sanctioning authority in the concerned State Government Administration that the information given by me is false or if I violate the terms and conditions of the scholarship, the scholarship sanctioned to me, may be cancelled and the entire amount of scholarship will be refunded by me or recovered from me, apart from such penal action as warranted

Date:  
Place:

Signature of the student  
(Signature/Thump impression  
of student's parents/guardian for  
students of Class I to V)

**Part-II [to be filled up by the Head of the school/institute]**

**21. Details of school/institute including residential ones:**

- (i) Name of the school/institute where admitted:  
(ii) Address of school/institute:  
(iii) Telephone no:  
(iv) Fax no:  
(v) E-mail address:  
(vi) If a private institute, is the school/institute recognized? If so, the name of authority which has recognized it:

**22. Verification/information to be furnished by the Head of School /Institute:**

- (i) It is certified that the information filled in the above mentioned columns by  
Shri/Kumari \_\_\_\_\_ s/o / d/o Shri \_\_\_\_\_ who is  
admitted in class \_\_\_\_\_ for the academic session \_\_\_\_\_ in  
\_\_\_\_\_ School /Institute is correct.
- (ii) He/she is a day scholar or hosteller of the school/institute:-  
or  
He/She is staying in hostel provided by State Government/UT Administration.
- (iii) He/She is a fresher admitted in the school/institute for academic year \_\_\_\_\_.  
or  
He/She has been promoted from \_\_\_\_\_ to \_\_\_\_\_ in the academic year \_\_\_\_\_.

**23. Details of bank account of school/ institute/controlling office (For deposit of course fee):**

- (i) Name of the payee (as in the bank accounts)  
(ii) Name of the Bank  
(iii) Bank Branch (full address) \_\_\_\_\_  
State \_\_\_\_\_ District \_\_\_\_\_ Pin \_\_\_\_\_  
(iv) Branch Code number  
(v) Bank Account Number \_\_\_\_\_  
(in words \_\_\_\_\_)  
(vi) Type of bank Account \_\_\_\_\_ Saving/Current  
(vii) MI CR code of the Bank \_\_\_\_\_  
(viii) Mode of Electronic transfer available in the Bank -  
ECA/RTGS/NEFT/CBS/ code number (if any):-

**24. For Renewal of scholarship:**

It is certified that the above mentioned student has passed the \_\_\_\_\_  
examination for \_\_\_\_\_ (year) and has obtained \_\_\_\_\_ % of marks.

It is also certified that the student has not changed the course of study and/or the school/institute of the study for which the scholarship was originally awarded/has changed the course of study and/or school/institute with prior approval of the State Government (please strike out which is not applicable).

Date:  
Place:

Signature of Head of the school/college/institute  
With official seal

**B. DECLARATION OF PARENTS'/GUARDIAN'S INCOME**  
(Specimen)  
(on non-judicial stamp paper of Rs. 10/-)

I .....(Parents/Guardian) of..... (Name of Student) who is studying in ..... hereby declare that my annual income from all sources is ..... (in figures)

Rupees.....only (in words).

If any stage, is found that the information given by me is false/not true, all benefits given to under the scheme of Pre-matric scholarship for students belonging to the minority could be withdrawn and legal action as deemed fit, may be taken against me or my ward.

Signature

(Father/Mother/Guardian)  
Residential Address

Date:

**C. For the use of Educational Institutions only**

Format for providing details of students recommended for award of scholarship

Details of students category-wise and Institution-wise (School/Institute)

Please enclose separate list for Government and Private School/Institute

(Std. Ist to X only)

S no.	Name of Student	Son/Daughter of	Male/Female	Religion	Percentage Of marks in previous Final examination	Annual Income of Parents/Guardian	Name And Address of the School/Instt Currently Studying	Govt (G)/Aided (A) Private (P)	Class In which Studying	Whether		Amount of scholarship				
										D	H	Admn fee	Tuition fee	Maintenance Allowance (For 10 months)	Total Rs	
3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

**D. Proposal for seeking release of grant-in-aid under the scheme of PRE-MATRIC SCHOLARSHIP for students belonging to the minority communities**

1. Indicate the budget head of account for pre-matric scholarship scheme and the fund provision for the current financial year.

Budget head of account	Budgeted provision in Rupees Lac

2. Information relating to implementation of the scheme in the previous year

(a) Statement on disbursement of scholarship of the previous year

No. of pre-matric scholarships sanctioned in the previous year by the Ministry of Minority Affairs which have been <b>disbursed</b> to students			
Community	No. of students		
	Male	Female	Total
Muslim			
Christian			
Sikh			
Buddhist			
Parsi			
<b>Total</b>			

(b) Utilization certificate of grant-in-aid for previous year in the prescribed format:  
(Please attach original copy. In case of any discrepancy in figures, please explain clarifying the reasons and indicate in the forwarding letter the likely date, when it would be rectified and full U.C. sent)

3. Proposal for the year \_\_\_\_\_

**I. Proposal for FRESH scholarships**

Community	No. of Scholarships	No. of students applied for award of scholarship				No. of students selected for award of scholarship				Total no. of students selected for award of scholarship		
		Govt. school/college/institute		Private school/college/institute		Govt. school/college/institute		Private school/college/institute				
Allocated	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
Muslim												
Christian												
Sikh												
Buddhist												
Parsi												
<b>Total</b>												

(a) No. of students proposed to be awarded scholarship (Physical)

Community	Total No. of students selected for award of scholarship	Course fee including admission fee (Rs in Lac)	Maintenance allowance (Rupees in Lac)						Total amount (ii + Viii) (Rs in Lac)
			Hosteller		Day Scholar		Total		
			No.	Amount	No.	Amount	No.	Amount	
	i	ii	iii	iv	v	vi	vii	viii	

Govt. school/ college/institute									
Private school/ college/institute									
<b>Total</b>									

(b) Fund requirement for FRESH scholarship (Financial)

## II. Proposal for RENEWAL scholarships

(a) No. of students proposed to be awarded scholarship (Physical)

Community	No. of Scholarships Allocated	No. of students applied for award of scholarship				No. of students selected for award of scholarship				Total no. of students selected for award of scholarship		
		Govt. school/ college/ institute		Private school/ college/ institute		Govt. school/ college/ institute		Private school/ college/ institute		Male	Female	Total
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Muslim												
Christian												
Sikh												
Buddhist												
Parsi												
<b>Total</b>												

(b) Fund requirement for RENEWAL scholarship (Financial)

Community	Total No. of students selected for award of scholarship	Course fee including admission fee (Rupees in Lac)	Maintenance allowance (Rupees in Lac)						Total amount (ii + Viii) (Rupees in Lac)
			Hosteller		Day Scholar		Total		
			No.	Amount	No.	Amount	No.	Amount	
	i	ii	iii	iv	v	vi	vii	viii	
Govt. school/ college/institute									
Private school/ college/institute									
<b>Total</b>									

## III. Fund requirement for administrative expenses

Sl. No.	Item	No. of units/personnel	Unit cost (Rupees in Lac)	Total amount (Rupees in Lac)
1				
<b>Total</b>				

\* One-time expenditure expected to be proposed in the first year of implementation of scheme

## IV. Total of paras 3. I(b) & II(b) and III

Sl. No.	Item	Total amount (Rupees in Lac)
I	Fund requirement for fresh scholarship	
II	Fund requirement for renewal of scholarship	
III	Fund requirement for administrative expenses (2%)	
IV	Balance Amount [Previous Financial Year] (-)	
<b>Grand total of I, II and III</b>		

4. Provide copies of the first two and last two pages of the worksheets for each community through which the details at para 3.I and 3.II have been calculated: (Please attach)

5. The above and enclosures are certified. Further, the items provided in the checklist sent vide letter No. dated have been verified and confirmed as correct

Date:

Place:

Officer-in-charge of scholarship Cell

Secretary  
Minority Welfare/Affairs Department  
Government/Administration of \_\_\_\_\_

Date:

Place:



**E. Format for Utilization Certificate for educational institutions  
(Form GFR 19-A)**

S. No	Letter No.	Amount
	<b>TOTAL</b>	

Certified that out of Rs. \_\_\_\_\_ of grant-in-aid sanctioned during the year \_\_\_\_\_ in favour of \_\_\_\_\_ under this Ministry/Department Letter No. \_\_\_\_\_ given in the margin and Rs. \_\_\_\_\_ on account of unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the year has been surrendered to Government (vide

No. \_\_\_\_\_ dated \_\_\_\_\_)/will be adjusted towards the grants-in-aid payable during year \_\_\_\_\_.

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised.

- 1.
- 2.
- 3.
- 4.
- 5.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

## F. CHECK LIST for educational institutional institutes

Sl. No.	Item
1.	To furnish the proposal as per prescribed format.
2.	To check / certify the following:
	[a] A separate account for this scholarship scheme is maintained.
	[b] The claim belonging to a notified minority community i.e. Muslim, Christian, Sikh, Buddhist or Parsi has been verified and the State Government / UT Administration is satisfied with the claim.
	[c] The school / institute where students are studying are Government or recognized by State Government / UT Administration.
	[d] The students proposed for award of scholarship have secured not less than 50% marks in previous final examination and that students from BPL families, having the lowest income have been given preference in the ascending order.
	[e] As the students belonging to minority communities could also belong to OBC, SC or ST category, it has been ensured that a student does not enjoy more than one scholarship.
	[f] The annual income, from all sources, of parents or guardian of the students should not exceed Rs.1 Lac. Inter se selection weightage is to be given to poverty rather than marks.
	[g] Eligible girl students have been accommodated against the earmarked 30% scholarships for girl students, and where the balance have been transferred to boy students, it has been done only after the girl students' merit list has been exhausted.
	[h] The reimbursement for admission fee and tuition fee claimed by students studying in the school/ institute has been checked and worked out as per the scheme.
	[i] The students applying for award of scholarship have bank account.
	[j] Proposal for release of grant-in-aid under the scheme is sent for each minority communities in order of merit.

**SECTION 2**  
**SCHEME OF POST MATRIC SCHORSHIP FOR STUDENTS**  
**BELINGING TO THE MINORITY COMMUNITIES**

**A. FORMAT OF APPLICATION** (*Same as in A of section 1*)

**B. DECLARATION OF PARENTS' / GUARDIAN'S INCOME** (Specimen)  
(*Same as in the B of section 1*)

**C.Format for seeking release of grant-in-aid by institutions** (Annexure-IV)  
(State Governments /UT Administrations may modify/amend to suit their requirements)

1. Year.

2. Total number of students who applied for scholarship and the number of students selected for scholarship, religion-wise:

Religious' Community	No. of Scholarship for the year	No. of students who applied for scholarship (from Govt. School, college, Institute)		No. of students who applied for Scholarship (from Private School /college /Institute)		No. of students selected for Scholarship (from Govt. School/ college/ institute)		No. of students selected for Scholarship (from Private School/ college/Insti tute)		Total no. of students selected for disbursement of scholarship		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Muslim												
Christian												
Sikh												
Buddhist												
Parsi												
<b>Total</b>												

3. Fund requirement for disbursement of scholarship:

Category of school/college/ Institute	Total No. of selected students			Course fee including admission fee (Rupees in Lac)			Maintenance allowance						Total amount of scholarship		
							Hosteller			Day Scholar					
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Govt. school/ college/institute															
Private school/ college/institute															
<b>Total</b>															

4. Fund requirement for administrative expenses: (Please enclose details)
5. Utilization certificate of previous grant-in-aid in the prescribed format: (Please enclose)
6. Details of each student recommended for award of scholarship along with details of school/college/institute in the prescribed format: (Please enclose)
7. Information has been provided as per the check-list enclosed.

Officer-in-charge  
Scholarship Cell

Date:  
Place:

Secretary  
Minority Welfare/ Affairs Department  
Government of

Date:  
Place:

**D. Format for Utilization Certificate for educational institutions  
(Form GFR 19-A) (*Same as in the E of section 1*)**

**E. CHECK LIST for educational institutional  
(*Same as in the F of section 1*)**

**F. Courses, other than those listed below under merit-cum-means scholarship scheme,  
would be covered under the post-matric scholarship scheme, Section 3.**

**Engineering & Technology Courses (B.Tech/B.E./ M.Tech.)**

- (1) Aeronautical Engineering (AE)
- (2) Agricultural Engineering (AG),
- (3) Automobile Engineering (AUE),
- (4) Applied Electronics & Instrumentation (AEI),
- (5) Automation and Robotics (ARE),
- (6) Bio-Medical Engineering (BME),
- (7) Bio-Technology (BT),
- (8) Ceramic Engineering/Technology (CT),
- (9) Chemical Engineering (CH),
- (10) Civil Engineering (CE),
- (11) Computer Science and Engineering (CS),
- (12) Electrical Engineering or Electrical & Electronics Engineering (EEE),
- (13) Electronics and Communication Engineering (ECE),
- (14) Environmental Engineering (ENE),
- (15) Food Technology (FT),
- (16) Industrial Engineering and Management (IEM),
- (17) Information Technology (IT),
- (18) Instrumentation and Control Engineering (ICE),
- (19) Leather Technology (LT),
- (20) Marine Engineering (MRE),
- (21) Materials Science & Technology (MST),

- (22) Metallurgical Engineering (MT),
- (23) Mechanical Engineering (ME),
- (24) Mining Engineering (MN),
- (25) Oil & Paint Technology (OPT),
- (26) Polymer Science and Rubber Technology (PSR),
- (27) Printing Technology (PT),
- (28) Production Engineering (PE),
- (29) Pulp & Paper Technology (PPT),
- (30) Sugar Technology (ST),
- (31) Textile Engineering/Technology (TXT),
- (32) Transportation Engineering (TE).

### **Cement Technology**

- (1) Post graduate diploma in cement technology

### **Fashion Technology (Degree from National Institute of Fashion Technology)**

1. B.F Tech (Design): Fashion Design, Leather Design, Accessory Design, Textile Design, Knitwear Design, Fashion Communication.
2. B.F Tech (Apparel Production).
3. Me. F Tech: Management, Apparel Production, Design Space.

### **Management**

- (1) Post Graduate Diploma in Management (PGDM),
- (2) Post Graduate Certificate in Management (PGCM),
- (3) Executive Post Graduate Diploma in Management (Exec-PGDM),
- (4) Master in Business Administration (MBA).

### **Pharmacy**

- (1) B. Pharma
- (2) M. Pharma (PH).

### **Architecture & Town Planning (Under Graduate and Post Graduate level courses only)**

- (1) Architecture (AR),
- (2) Interior Design (ID),
- (3) Building Construction Technology (BCT),
- (4) Planning (PL).

### **Hotel Management & Catering Technology (Under Graduate and Post Graduate level courses only)**

- (1) Hotel Management & Catering Technology (HMCT)  
Applied Arts & Crafts (Under Graduate and Post Graduate level courses only)
- (1) Applied Arts & Product Design (APD),
- (2) Fine Arts/Applied Arts/Fine & Applied Arts (FA/AA/FAA),
- (3) Fashion & Apparel Design (FAD).

## MCA

### (1) Master in Computer Application (MCA)

Design (Degree from National Institute of Design, Ahamdabad)

- (1) Graduate diploma in design
- (2) Post graduate diploma programme in design

### Medical & Para Medical courses

- (1) MBBS
- (2) Bachelor of Ayurvedic Medicine & Surgery (BAMS)
- (3) Bachelor of Unani Medicine & Surgery (BUMS)
- (4) Bachelor of Homeopathic Medicine & Surgery
- (5) Post Graduate courses
- (6) Bachelor of Physical Therapy (BPT)
- (7) Master of Physical Therapy (MPT)
- (8) Bachelor of occupational Therapy (BOT)
- (9) Master of occupational Therapy (MOT)
- (10) B.Sc. Nursing
- (11) M.Sc. Nursing
- (12) B.D.S.
- (13) M.D.S.

### Veterinary Sciences and Animal Husbandry

- (1) B.VSc. & A.H. (Bachelor of Veterinary Sciences and Animal Husbandry)
- (2) PG courses

### Chartered Accountancy/Institute of Cost and Work Accountancy/Company Secretary

- (1) CA (Chartered Accountancy)
- (2) ICWA (Institute of Cost and Work Accountancy)
- (3) CS (Company Secretary).

### Law

- (1) LL.B.
- (2) LL.M

## G. Frequently Asked Questions (FAQs) for facilitation

### Q.1. What is the post-matric scholarship scheme for minority communities?

- A. The objective of the scheme is to award scholarships to meritorious students belonging to economically weaker sections of minority community so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability.

Post-matric scholarship scheme for minority communities provides the scholarship to students from class XI to Ph.D (XI, XII, Technical/Vocational, Under Graduate, Post

Graduate, M.Phil & Ph.D) studying in Government/ recognised private schools/ colleges/ universities/ institutes in India including technical/ vocational courses in Industrial Training Institutes/ Industrial Training Centers and the courses not covered under merit-cum-means based scholarship scheme for minority communities. This scholarship is not available for LLB, MBA, MCA, BE and MBBS. (See website:-www.minorityaffairs.gov.in)

**Q.2. Who is eligible to apply for the post-matric scholarship?**

- A. Students belonging to Muslim/ Christian/ Sikh/ Buddhist/ Parsi, who have secured not less than 50% marks in previous final examination and the annual income of his/her parents/ guardians from all sources not exceeding Rs. 2 lakhs, can apply for the post-matric scholarship in the prescribed application to the Department dealing with minority welfare of his/her State/UT, on advertisement published by the State Government/ Union Territory Administration concerned.

**Q.3. What is the financial assistance given under post matric scholarship?**

- A. Under post-matric scholarship, financial assistance for admission & course/ tuition fee and maintenance allowance is given, as under:

Class/ Course	Admission and Tuition fee per annum		Maintenance allowance per month for 10 months in an academic year.	
	Hosteller	Day scholar	Hosteller	Day scholar
XI-XII	Actual subject to a maximum ceiling of Rs. 7,000/-		Rs. 235/-	Rs. 140/-
Technical and Vocational courses	Actual subject to a maximum ceiling of Rs. 10,000/-		Rs. 235/-	Rs. 140/-
Under Graduate and Post Graduate	Actual subject to a maximum ceiling of Rs. 3,000/-		Rs. 355/-	Rs. 185/-
MPhil & Ph.D.	Nil		Rs. 510/-	Rs. 330/-

**Q.4. How is the post-matric scholarship amount disbursed to the students?**

- A. State Government/ Union Territory Administration concerned or their designated agencies disburse the maintenance allowance to the student's bank accounts, and admission and course/ tuition fee to the bank account of School/ College/ University/ Institute concerned.

**Q.5. When did the scheme commence?**

- A. It commenced from the year 2007-08.

**Q.6. Who deals with the subject at the level of Deputy Secretary in the Ministry?**

- A. Shri Lucas L. Kamsuan.

**Q.7. Do you have a suggestion?**

- A. Please communicate in the following mailing address:

Email:- postmatric-mma@nic.in

Fax:- 011-24364279

Q.8. What is the contact address of Principal Secretary/Secretary dealing with Post-matric Scholarship in State/UT?

Secretary, Deptt. for the Welfare of SC/ST/OBC/Minority, <b>Govt. of NCT of Delhi,</b> IInd Floor 'B' Block, Vikas Bhawan, I.P.Estate, New Delhi-110002.	011-23378278
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**SECTION 3**  
**MERIT-CUM-MEANS SCHOLARSHIP**

**A. Format of Application for students (*Same as in A of section 1*)**

**B. Verification/information to be furnished by the Head of institution/college:**

It is certified that the information filled in the above mentioned columns by Shri/Smt/Kumari \_\_\_\_\_ S/O,D/O,W/O Shri \_\_\_\_\_ who is admitted in \_\_\_\_\_ course for the academic session \_\_\_\_\_ in \_\_\_\_\_ college is correct. He/she/is a hostler/day scholar of the college.

**For Renewal of scholarship:**

It is certified that the above mentioned student has passed the \_\_\_\_\_ examination for \_\_\_\_\_ (year) and has attained \_\_\_\_\_ % of marks.

It is also certified that the student has not changed the course of study and/or the institution of the study for which the scholarship was originally awarded/has changed the course of study and/or institution with prior approval of the state government (please strike out which is not applicable)

**Details of bank account of institution/college (For deposit of course fee):**

- (i) Name of the payee (as in the bank accounts)
- (ii) Name of the Bank
- (iii) Bank Branch (full address) \_\_\_\_\_ State \_\_\_\_\_ District \_\_\_\_\_ Pin \_\_\_\_\_
- (iv) Branch Code number
- (v) Bank Account Number \_\_\_\_\_ (in words \_\_\_\_\_)
- (vi) Type of bank Account \_\_\_\_\_ Saving/Current
- (vii) MI CR code of the Bank \_\_\_\_\_
- (viii) Mode of Electronic transfer available in the Bank – ECS/RTGS/NEFT/CBS/code number (if any);-

**Date:** \_\_\_\_\_ **Signature of head of the institution/college**  
**With official seal**

**Place:** \_\_\_\_\_

**C. DECLARATION OF FAMILY INCOME (*Same as in B of section 1*)**

**D. Format for seeking release of grant-in-aid for educational institutions (Annexure –IV)**

(State Governments /UT Administrations may modify/amend to suit their requirements)

1. Year.
2. Total number of students who applied for scholarship and the number selected for scholarship Religion wise:

Religious' Community	No. of Scholarship for the year	No. of students who applied for scholarship (from Govt. School/college/Institute)		No. of students who applied for Scholarship (from Private School /college /Institute)		No. of students selected for Scholarship (from Govt. School/college/institute)		No. of students selected for Scholarship (from Private School, college, Institute)		Total no. of student selected for disbursement of scholarship		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Muslim												
Christian												
Sikh												
Buddhist												
Parsi												
<b>Total</b>												

### 3. Fund requirement for disbursement of scholarship:

Category of school/college/Institute	Total No. of selected students			Course fee including admission fee (Rupees in Lac)			Maintenance allowance						Total amount of scholarship			
							Hosteller			Day Scholar						
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	
Govt. school/college/institute																
Private school/college/institute																
<b>Total</b>																

### 4. Fund requirement for administrative expenses:

(Please enclose details)

### 5. Whether Utilization certificate of previous grant-in-aid in the prescribed format (In GFR 19A):

(Please enclose)

### 6. Whether Details of each student recommended for award of scholarship enclosed along with details of school/college/institute in the prescribed format:

(Please enclose)

### 7. (i) Certified that a spate account for scholarship is maintained.

- (i) As per para xii of conditions for scholarship mentioned in the guidelines, the number of scholarship for girl student has been maintained at .....%
- (ii) The claim of the applicable of belonging to a notified minority community has been verified and the state govt. is satisfied above the claim.
- (iii) The \_\_\_\_\_ committee has checked the lists of students to be awarded scholarship under this scheme and the scholarship schemes for SC/ST and OBC and it is certified that there is no duplication.

Officer-in-charge  
Scholarship Cell

Date:

Place:

Date:  
Place:

Details of each student and institution as mentioned in para 6 of the application (Please enclose separate list for listed and other institutions)

(a) For listed institutions

Religion	Sl. No.	Name of Student	Male/ Female	Name of the institution and address	Course	Amount of scholarship (in Rs.)	New	Renewal
Muslims								
Sub total (Muslims)								
Christian								
Sub total (Christian)								
Sikh								
Sub total (Sikh)								
Buddhist								
Sub total (Buddhist)								
Parsi								
Sub total (Parsi)								
Total Minorities)				NA	NA			

(b) For non-listed institutions:

Religion	Sl. No.	Name of Student	Male/ Female	Name of the institution and address	Course	Amount of scholarship (in Rs.)	New	Renewal
Muslims								
Sub total (Muslims)								
Christian								
Sub total (Christian)								
Sikh								
Sub total (Sikh)								
Buddhist								
Sub total (Buddhist)								
Parsi								
Sub total (Parsi)								
Total Minorities)				NA	NA			

E. Format for Utilization Certificate for educational institutions  
(Form GFR 19-A) (*Same as in B of section 1*)

**F. List of institutions eligible for reimbursement of full course fee under merit cum means based scholarship scheme for the students belonging to minority communities.**

Name of the Institute	
(1)	Indian Institute of Technology, (IIT), Hauz Khas, New Delhi - 110016..
(2)	Indian Institute of Technology,(IIT), P.O. IIT, Kanpur - 208076
(3)	Indian Institute of Technology,(IIT), Powai, Mumbai - 400076.
(4)	Indian Institute of Technology,(IIT), P.O. Kharagpur, - 721302.
(5)	Indian Institute of Technology,(IIT), P.O. IIT, Chennai - 600036.
(6)	Indian Institute of Technology,(IIT), North Guwahati, Guwahati - 781039.
(7)	Indian Institute of Technology,(IIT), Roorkee - 247667.
(8)	Indian Institute of Management, Vastapur, Ahmedabad-380015.
(9)	Indian Institute of Management, Bannerghat Road, Bangalore-560076.
(10)	Indian Institute of Management, Joka, Diamond Harbour Road, Kolkata-700104.
(11)	Indian Institute of Management, Kozhikode, Kunnammangalam, P.O., Kozhikode -673571,
(12)	Indian Institute of Management, Indor, Pigdamber, Rau, Madhya Pradesh-453331.
(13)	Indian Institute of Management, Prabandh Nagar, Off. Sitapur Road, Lucknow-226013.
(14)	National Institute of Technology, Calicut-673601.
(15)	S.V. National Institute of Technology, Surat - 395607 (Gujarat).
(16)	National Institute of Technology, Hazratbal Srinagar - 190006. J&K.
(17)	Motilal Nehru National Institute of Technology, Allahabad - 211004. (UP)
(18)	National Institute of Technology, Durgapur-713209.(West Bengal).
(19)	National Institute of Technology, Jamshedpur - 831014, (Jharkhand).
(20)	Visvesvaraya National Institute of Technology, Nagpur - 440001.
(21)	National Institute of Technology, Srinivasanagar, Surthakal - 574157.
(22)	National Institute of Technology, Warangal - 506004.(AP).
(23)	Malaviya National Institute of Technology, Jaipur - 302017. (Rajasthan)
(24)	National Institute of Technology, Rourkela - 769008, (Orissa).
(25)	MaulanaAnd National Institute of Technology, Bhopal-462007
(26)	National Institute of Technology, Tiruchirapalli-620015
(27)	National Institute of Technology, Kurulshetra - 132119. (Haryana)
(28)	National Institute of Technology ,Silchar - 788010. (Assam)
(29)	National Institute of Technology, Hamirpur — 177001. (Himachal Pradesh)
(30)	National Institute of Technology, Patna, Bihar
(31)	Dr. B.R. Ambedkar National Institute of Technology, G.T. Road, Bye Pass,dallmulbar-
(32)	National Institute of Technology, Raipur, Chhattisgarh.
(33)	National Institute of Technology, Agartalla, Tripura
(34)	ABV- Indian Institute of Information Technology and Management,(ABVIITM),MITS Ca
(35)	Indian Institute of Information Technology (IIIT), Nehru Science Centre. Kamla Nehru
(36)	PanditDwarka Prasad Mishra Indian Institute of Information Technology, Design & Man
(37)	Indian Institute of Information Technology, Design & Manufacturing (IIITDM),Kanchee
(38)	Indian Institute of Science, Bangalore — 560012.

(39)	Indian School of Mines, Dhanbad — 826004, Jharkhand.
(40)	National Institute of Foundry and Forge Technology (NIFFT), P.O. Hatia, Ranchi — 83
(41)	National Institute of Industrial Engineering, Vihar Lake, P.O.-NME, Mumbai- 400087.
(42)	School of Planning & Architecture, I.P. Estate, New Delhi — 110002
(43)	North Eastern Regional Institute of Science and Technology (NERIST), Nirjuli- 79110
(44)	Sant Longowal Institute of Engineering and Technology (SLIET), Village-Longowal, Dis
(45)	All India Institute of Medical Sciences, New Delhi.
(46)	Post-Graduate Institute of Medical Education & Research, Chandigarh.
(47)	National Institute of Mental Health & Neuro Sciences, Bangalore.
(48)	Jawaharlal Institute of Post-graduate Medical Education & Research, Puducherry.
(49)	Lady Hardinge Medical College, New Delhi.
(50)	VardhmanMahavir Medical College & Safdarjimg Hospital New Delhi.
(51)	Post Graduate Institute of Medical Education & Research (PGIMER), Ram Manohar Lohia Hospital, New Delhi
(52)	National Institute of Design, Ahmedabad
(53)	National Council for Cement and Building Material, Ballabgarh, Haryana
(54)	Indian Institute of Foreign Trade, New Delhi
(55)	Indian Institute of Foreign Trade, Kolkata
(56)	National Institute of Fashion Technology, New Delhi,
(57)	National Institute of Fashion Technology, Bangalore,
(58)	National Institute of Fashion Technology, Chennai,
(59)	National Institute of Fashion Technology, Gandhinagar,
(60)	National Institute of Fashion Technology, Hyderabad,
(61)	National Institute of Fashion Technology, Kolkata,
(62)	National Institute of Fashion Technology, Mumbai
(63)	National Institute of Fashion Technology, Raibareli
(64)	National Institute of Fashion Technology, Kanpur (Kerala)
(65)	National Institute of Fashion Technology, Bhopal
(66)	National Institute of Fashion Technology, Shillong
(67)	National Institute of Fashion Technology, Patna
(68)	Indian Institute of Tourism & Travel Management, Gwalior
(69)	Indian Institute of Tourism & Travel Management, Bhubaneswar
(70)	Indian Institute of Tourism & Travel Management, Delhi
(71)	Indian Institute of Tourism & Travel Management, Nellore

**G. APPLICATION FORM (For Merit / Merit-cum-Means Scholarships for the academic year \_\_\_\_\_)**  
**GOVERNMENT ENGINEERING COLLEGE (AN INSTITUTE SPECIALIZED IN CIVIL & ENVIRONMENTAL ENGINEERING) JAFFARUR, NEW DELHI - 110 073**

1. Name of the Student : \_\_\_\_\_
2. Semester & Discipline : \_\_\_\_\_
3. GGSIP University Enrolment Number : \_\_\_\_\_
4. Academic Performance:- : \_\_\_\_\_
- a. Details of last exams passed with %age
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
- b. No. of semester-wise back papers, if any: \_\_\_\_\_
- c. Cumulative CPI in previous year exam : \_\_\_\_\_
5. a. Name & Address of school last attended : \_\_\_\_\_
- b. Whether it was Govt. / Aided/Public : \_\_\_\_\_
6. Nomenclature of Scholarship, to which applied : \_\_\_\_\_
7. Father's Name : \_\_\_\_\_
8. Father's Profession & Office Address : \_\_\_\_\_
9. Mother's Name : \_\_\_\_\_
10. Mother's Profession & Office Address : \_\_\_\_\_
11. Number of total earning members in the family: \_\_\_\_\_
12. Annual Family Income from all sources : \_\_\_\_\_

I hereby declare that all the information provided by me, hereinabove, are true & correct to the best of my knowledge. .

(Signature of Student)

Contact No. \_\_\_\_\_

1. Copy of all related marks statements
2. Proof of annual family income duly supported by an Affidavit or an Income Certificate, countersigned/issued by concerned D.C. Office - only in case of merit-cum-means scholarship.

Section - 3

**H. ISLAMIC DEVELOPMENT BANK**  
**MERIT SCHOLARSHIP PROGRAMME FOR HIGH TECHNOLOGY FOR MUSLIM**  
**COMMUNITIES IN NON-MEMBER COUNTRIES**  
**ELIGIBILITY CHECK-LIST**  
**(For 3-YEAR Ph.D. STUDY)**

Name	
Nationality	
Field of Study	

**Please make sure that you meet all the criteria of the programme listed hereunder. Application will not be considered eligible failing to meet any of the criteria.**

(failing to tick the appropriate box in each of the following items may lead to cancellation of your application)

- 1 My age is not over 35 years Yes  No
- 2 I have an M.Sc. degree in the field of my research proposal in science and technology related to or listed under the programme Yes  No
- 3 My academic background and grades are at least 'very good' Yes  No
- 4 I have minimum of 2 years of post-Masters degree research/ work experience in the field of my proposed research project (non-obligatory) Yes  No
- 5 My proposed research/study is toward development of my country/region and I can demonstrate its scientific and development relevance in my research proposal Yes  No
- 6 I have proven proficiency in English/French or both languages Yes  No
- 7 My application is nominated by my institution/CPO and concerned section of the application form is signed and stamped by the Head of the institution/CPO Yes  No
- 8 My application is being submitted through the CPO/IET/IGA for my country Yes  No
- 9 Have declined or not availed any IDB scholarship awarded to me before Yes  No

*Please do not detach this page from the Application Form*

**APPLICATION FORM**  
**(FOR 3-YEAR Ph.D. STUDY)**

*Write in BLOCK LETTERS and use only the space available for each information item, and do not use any separate sheet. Your application is assessed on point system, so if you knowingly leave any item/part incomplete or ignore given instructions, you may either lose points or your application be considered ineligible.*

**A. THE APPLICANT**

1. Name in full: Mr/Mrs/Ms: \_\_\_\_\_ (circle appropriate title)
2. Date and Place of Birth: \_\_\_\_\_ 3. Religion: \_\_\_\_\_
4. Nationality: Present \_\_\_\_\_; at birth: \_\_\_\_\_  
(As proof of nationality - birth certificate or passport copy - must be submitted)
5. Marital Status (please circle as appropriate): Single Married Divorcee Widow  
Number of Children \_\_\_\_\_ Age range of children \_\_\_\_\_
6. Home address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Postal Code \_\_\_\_\_  
Country \_\_\_\_\_ Telephone (with country and city codes) \_\_\_\_\_  
Fax \_\_\_\_\_ e-mail: \_\_\_\_\_  
(Correspondence with you will be mainly by e-mail, so you must have an e-mail address)
7. Alternative Contact: (name, relationship, address, tel/fax. and e-mail): \_\_\_\_\_

**B. ACADEMIC BACKGROUND**

1. **M. Sc Study** : Degree obtained \_\_\_\_\_  
Name of University: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Country: \_\_\_\_\_  
Field of study: \_\_\_\_\_ Length of study: \_\_\_\_\_ years \_\_\_\_\_  
Date of graduation: \_\_\_\_\_ Grade/GPA obtained \_\_\_\_\_  
obtained Grade/GPA stands as Excellent  Very Good  Good   
**Masters 'Thesis title:** \_\_\_\_\_  
Field: \_\_\_\_\_ year approved: \_\_\_\_\_ Published? (Yes/No) \_\_\_\_\_

2. **B. Sc Study: Degree obtained** \_\_\_\_\_  
Name of University: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Country: \_\_\_\_\_  
Field of study: \_\_\_\_\_ Length of study: \_\_\_\_\_ years \_\_\_\_\_  
Date of graduation: \_\_\_\_\_ Grade/GPA \_\_\_\_\_  
obtained Grade/GPA stands as Excellent  Very Good  Good

3. **Scholarship awarded for any of the above programmes/studies: Yes/No, if Yes,**  
Name of the Scholarship \_\_\_\_\_  
Programme/Study \_\_\_\_\_

4. **Language Proficiency** (you must tick/cross all the columns, as relevant):

Language(s)	Reading	Writing	Speaking	Certificate
English	_____	_____	_____	_____
French	_____	_____	_____	_____
Other	_____	_____	_____	_____

*Note: In case of mentioning of holding certificate, a copy must be attached. Placement at the university accepted by IDB will be cleared only on the basis of language proficiency on the medium of language of the university. If selected, you must arrange to produce an internationally recognized language proficiency certificate, such as IELTS, TOEFL, etc.*

**C. PROFESSIONAL BACKGROUND**

1. **Name of Institution/Organization where you work now**

\_\_\_\_\_  
(Please do not use abbreviations)  
**Type:** Academic  Research  Public/Private  Int. Organization   
Town/City \_\_\_\_\_ Province/State: \_\_\_\_\_  
Telephone (with country and city codes): \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail: \_\_\_\_\_ working since \_\_\_\_\_

**Your current position:** \_\_\_\_\_

Level of the position: Junior/Assistant  Mid- level  Senior

2. **List previous employments, if any**

i. Name of institution \_\_\_\_\_  
Address: \_\_\_\_\_

Type of institution \_\_\_\_\_ Position \_\_\_\_\_  
Field/Type of work \_\_\_\_\_ Duration \_\_\_\_\_

ii. Name of institution \_\_\_\_\_  
Address: \_\_\_\_\_

Type of institution \_\_\_\_\_ Position \_\_\_\_\_  
Field/Type of work \_\_\_\_\_ Duration \_\_\_\_\_

3. **Total years of experience in your field of study:** \_\_\_\_\_ years  
(evidence of research/work experience must be submitted)

4. **Extra curricular activities** \_\_\_\_\_



**D. PLAN OF STUDY AND RESEARCH PROPOSAL**

1. Your current area or field of expertise: \_\_\_\_\_

2. The field of your research proposal? \_\_\_\_\_  
(Research proposal must be related to your academic background and current area of expertise)

3. Title: \_\_\_\_\_

4. Objective: (write below, not in a separate sheet, one brief paragraph on the development relevance of your research to the needs of the country/ region)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Admission Offers: Yes \_\_\_\_ No \_\_\_\_ . If yes, furnish the following information:

University \_\_\_\_\_

Department/Faculty \_\_\_\_\_

Place/Country \_\_\_\_\_

(copy of offer/ acceptance letter, as mentioned above, must be submitted herewith)

Note: An admission offer mentioned here is not an automatic choice for you to commence the programme by this admission. It will be subject to meeting the admission/university criteria. Also, if awarded, the scholarship requires you to commence the research/study from the beginning rather than for completion that you have already commenced with other funding.

**E. NOMINATION / ATTESTATION BY THE HEAD OF YOUR INSTITUTION/CPO**

The applicant is hereby nominated for IDB Merit Scholarship. On award of the scholarship to the applicant, we declare to abide by the following:

1. He/she shall be facilitated with study leave for the duration of study/research;
2. He/She shall be regarded as an active employee and continue to receive salary/allowance(s) during the said study leave;
3. His/her study leave duration will be counted within the length of service and will maintain the seniority for entitlement to promotion, etc.;
4. On return, his his/her new degree/research outcome will be recognized and every effort will be made to fully utilize his/her enhanced knowledge and expertise.

Name/Title of Head/Director: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official Stamp:

## F. DECLARATION OF THE APPLICANT

I hereby solemnly declare that all information given in this application is complete and correct.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## G. HOW TO APPLY

1. Submit one (1) copy of each required documents below (tick if you have them and have included them in your package):

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| 1.1 Application Form  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.2 Curriculum vitae or CV  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.3 Copies of B.Sc. degree and transcript                               | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.4 Copies of M.Sc. degree and transcript                               | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.5 Two (2) Passport-size pictures (put in a transparent/plastic pouch) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.6 Proof of nationality (birth certificate/relevant pages of passport) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.7 Language certificate or test score (if any)                         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.8 Copies of work/research experience certificate                      | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.9 Letter or evidence of pre-admission (if any)                        | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

2. **Organize your documents** so that each item is separated by a white/colour separator. Clip or staple, number them (1.1 - 1.9) and write the titles as above on the separators. If any item is missing, your application will be considered as ineligible.

3. If any of your documents are not in English, French or Arabic, please have them translated or describe the content(s) briefly in English/French. Failing to submit the English/French translation will be considered non-recognition of the document and may lead to cancellation of your application due to not meeting the eligibility criteria.

4. Send your application along with all the above required documents to/through the Office of the IDB Governor for your country to arrive at the IDB before the deadline (31December).

5. Keep a copy of the completed application form along with the above documents you are attaching with the application form. You may be asked to send these documents once again.

---

### Important Note

**This Application form is the first information sheet to assess your eligibility as a candidate for the programme. If you are found eligible and qualify for the next phase selection process, you will be asked to send another set of documents.**

Ref No.....(For official use only)

Please Affix  
Passport Size  
Photograph  
Here (do not  
staple)

**APPLICATION FOR IDB SCHOLARSHIP \_\_\_\_\_**  
**STATE OF DOMICILE \_\_\_\_\_**

**(I) (A) INFORMATION ABOUT THE APPLICANT:** (Please leave one box blank after each complete word)

01. Full Name: (in Block Letters) \_\_\_\_\_
02. Father's Name: \_\_\_\_\_
03. Mother's Name: \_\_\_\_\_
04. Nationality \_\_\_\_\_ 05. Date of Birth \_\_\_\_\_ 06. Age as on 31st July 2012 \_\_\_\_\_
07. Complete Permanent Address: \_\_\_\_\_  
State \_\_\_\_\_ Pin: \_\_\_\_\_ Tel/Mob \_\_\_\_\_
08. Student's Present Address: \_\_\_\_\_  
State: \_\_\_\_\_ Pin: \_\_\_\_\_ Email: \_\_\_\_\_ Tel/Mob: \_\_\_\_\_
09. Is any of your brother/sister awarded IDB Scholarship? YES / NO. If yes, his/her ID No \_\_\_\_\_
10. Is any of your brother/sister also applying this Scholarship? His/Her name \_\_\_\_\_
11. Are you getting scholarship from any other organization? Please specify amount/source \_\_\_\_\_

**(B) INFORMATION ABOUT THE APPLICANT'S FATHER OR GUARDIAN:**

12. Name \_\_\_\_\_ 13. Relation \_\_\_\_\_ 14. Age \_\_\_\_\_
15. Highest Education Obtained \_\_\_\_\_
16. Job & Post \_\_\_\_\_ 17. Monthly Family Income Rs \_\_\_\_\_
18. Office Address: \_\_\_\_\_
19. Number of Children \_\_\_\_\_ 20. The applicant \_\_\_\_\_ is the \_\_\_st \_\_\_nd, \_\_\_rd or \_\_\_th child

**(II) EDUCATIONAL QUALIFICATIONS:**

- |                              |       |             |       |
|------------------------------|-------|-------------|-------|
| Name of the Institution      | Year  | Total Marks | % age |
| 21. High School (Xth)        | _____ | _____       | _____ |
| 22. Senior Secondary (XIIth) | _____ | _____       | _____ |

**MARKS OF 10+2 OR QUALIFYING EXAMINATION:** (Please attach attested copies of marksheet and certificate)

Subject	Marks	Maximum Marks	% Age
English			
Chemistry			
Physics			

Subject	Marks	Maximum Marks	% Age
Mathematics			
Biology			

Total % of above 4 Subjects \_\_\_\_\_

Verified from the Original Documents-----  
Signature (For office use only)

**(III) UNIVERSITY REGISTRATION:** (Please attach registration certificate and admission proof)

Name and address of College/Institution	University	Registration Number, Session and Class

Rank in Entrance Test		Course of Study		Date of Admission	
-----------------------	--	-----------------	--	-------------------	--

**DECLARATION BY THE APPLICANT**

I, \_\_\_\_\_ (name), the undersigned and the applicant for a scholarship from the Islamic Development Bank, having read the information and regulations, promise to fully comply with the rules and regulations of the IDB Scholarship Program and do hereby declare that :

- My parents/guardians are not in a financial position to support my College/University education.
- I promise to refund the entire scholarship amount to MET after completion of the course.
- I am not in receipt of any other Scholarship from any other body/organization nor will I take any other scholarship while benefiting from the IDB Scholarship Program.



05.	Complete Home Address:																			
	PIN										TEL. NO.									

6.	Complete Mailing Address																			
	PIN										TEL. NO.									
E mail																				

07. What is your aim of life?

(II). EDUCATIONAL RECORDS:

Last Exam Passed	Year	Institute	Subject	Offered	Division Total % of Marks

(III) INFORMATIONS ABOUT THE APPLICANT'S FATHER OR GUARDIAN:

- (a) Name \_\_\_\_\_ (b) Relation: \_\_\_\_\_ (c) Age: \_\_\_\_\_  
 (d) Highest Education Obtained \_\_\_\_\_  
 (e) Profession \_\_\_\_\_ (f) Monthly Family Income Rs. \_\_\_\_\_  
 (g) Number of Children \_\_\_\_\_ The applicant is the \_\_\_\_\_ st, \_\_\_\_\_ nd, \_\_\_\_\_ Rd \_\_\_\_\_ Th or \_\_\_\_\_ th child.

(IV) Are you getting any other scholarship? Yes / No  
 Give justification for your deservingness:

(V) DECLARATION OF THE APPLICANT:

I \_\_\_\_\_ hereby solemnly declare that the information given in this application form is correct and true to the best of my knowledge and belief, that I will abide by all the terms and conditions of this Scholarship Programme of The Students Islamic Trust that I will accept their decision as binding and final.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature of the Applicant



I \_\_\_\_\_ hereby solemnly declare that the information given in this application form is correct and true to the best of my knowledge and belief, that I will abide by all the terms and conditions of this Scholarship Programme of The Students Islamic Trust that I will accept their decision as binding and final.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Applicant

## SECTION 4

### FREE COACHING & ALLIED SCHEME FOR THE CANDIDATES BELONGING TO MINORITY COMMUNITIES

- A. Application form to be submitted by coaching institutes for receiving grants-in-aid from the Government of India, Ministry of Minority Affairs under the “Free Coaching and Allied Scheme for candidates belonging to the minority communities”.**  
(To be filled in by an authorized representative of the applicant organization)

#### PART-I

1. Name, address, telephone No. Fax No./e-mail ID of the head office of the organization/institution \_\_\_\_\_
2. Address and telephone no. of the functional centre for which the application is being submitted. \_\_\_\_\_
3. Nature of the organisation/institution (e.g. not for profit, or commercial or registered society or trust etc.) \_\_\_\_\_
4. Date of establishment \_\_\_\_\_
5. Whether registered under the Societies Registration Act, 1860 or any relevant Act of the State Govt./Union Territory Admn. Or under any State law relating to registration of literary, scientific and charitable societies or as a public trust or as a charitable company, if so:
  - (a) Give name of the act under which registered \_\_\_\_\_
  - (b) Registration no. and date of registration (please attach an attested photocopy thereof) \_\_\_\_\_
  - (c) Period up to which valid \_\_\_\_\_
6. Previous three years' achievement of coaching institutes:
  - (i) For new cases :

(i)	(ii)	(iii)	(iv)
Year	Total number of students coached for (i) competitive examinations for government jobs (ii) entrance examinations for admission in technical and professional courses (iii) employment in private sector	Number of students succeeded in (i) competitive examinations for government jobs (ii) entrance examinations for admission in technical and professional course (iii) getting jobs in the private sector	% of success (i) (ii) (iii) overall % of success
2004-05			
2005-06			
2006-07			



(ii) For ongoing cases:

(i)	(ii)	(iii)	(iv)
Year	Total number of students coached for (i) competitive examinations for government jobs (ii) entrance examinations for admission in technical and professional courses (iii) employment in private sector	Number of students succeeded in (i) competitive examinations for government jobs (ii) entrance examinations for admission in technical and professional course (iii) getting jobs in the private sector	% of success of students belonging to minority communities (i) (ii) (iii) overall
2004-05			
2005-06			
2006-07			

(iii) Year-wise details of students/candidates coached viz- name, father's name, sex, date of birth, educational qualification, permanent address, telephone number, bank account etc.

(Please enclose the list of students/candidates coached for (i) competitive examinations for government jobs (ii) entrance examinations for admission in technical and professional courses and (iii) private jobs, along with the above mentioned details and indicate against them the successful candidates.)

7. Details of the coaching institution/center

(a) Brief description of its objects and \_\_\_\_\_ activities \_\_\_\_\_

(b) Constitution of Board of management/Governing Body etc. and the particulars of the member:

Sl. No.	Name	Address	Occupation

(c) Details of faculty members:

Sl. No.	Name	Qualification	Experience	Subject taught

(d) Constitution/Memorandum of Association and bye-laws of the organisation/institution (copy may be enclosed) \_\_\_\_\_  
\_\_\_\_\_

(e) Details of the achievement of the institution in coaching during the previous three years (copy of annual report may be enclosed) \_\_\_\_\_  
\_\_\_\_\_

(f) Income & expenditure statement and balance sheet for previous three years as certified by the chartered accountant or government auditor may be enclosed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(g) Indemnity bond in prescribed format on Rs.20 stamp paper:

(h) Authorization letter in prescribed format for sending grant-in-aid/funds directly into the bank accounts of the organization:

(i) Certified that the institution has not received any other grant for the same purpose from any other Ministry/Department of the Government of India, State/UT Government and any other Government/Non-Government Organization.

**PART-II**  
**B. INFRASTRUCTURE DETAILS**

1. Space available with the institution for coaching
  - (a) Number of class rooms \_\_\_\_\_
  - (b) Whether the institute is functioning in its own building or in a rented accommodation \_\_\_\_\_
  - (c) Details of library facility available with the coaching institution \_\_\_\_\_
2. Infrastructure available for coaching
  - (a) Audio-visual aids
  - (b) Photocopiers
  - (c) Computers
  - (d) Others (as applicable)
3. Examination for which the grant is applied for: \_\_\_\_\_
4. Duration of the programme \_\_\_\_\_  
(Indicate the date of commencement  
And date of completion)
5. Total number of candidates belonging to five notified minority communities proposed to be coached/trained

Out Station: \_\_\_\_\_  
Local : \_\_\_\_\_  
Total : \_\_\_\_\_

**6. Consolidated amount of fee per candidate for each examination**

Examination	Duration of coaching	No. of candidates belonging to minorities proposed to be coached		Total maintenance allowance (@ Rs. 1500 p.m. for outstation and Rs.750 p.m. for local candidates)	Coaching fee		Total amount (Coaching Fee and maintenance allowance)
		(iii)	(iv)		(vi)		
(i)	(ii)	Out station	Local	(v)	Rate per candidate	Total amount	

It is certified and agreed that the terms and conditions of the scheme have been read, understood and are acceptable to be organization.

Place: \_\_\_\_\_  
Date : \_\_\_\_\_

Signature

- (a) Full Name of Secretary/President
- (b) Name of the Institution/  
Organization(Office Stamp/Tel no.)

Details of documents attached

- (i)
- (ii)
- (iii)
- (iv)

- (v)
- (vi)
- (vii)
- (viii)
- (ix)
- (x)

**PART-III**  
**C. INSPECTION REPORT**

(TO BE CONDUCTED BY AN OFFICER NOT BELOW THE RANK OF DEPUTY DIRECTOR OF THE DEPTT. CONCERNED AND TO BE FORWARDED BY THE SECRETARY OF THE DEPTT. DEALING WITH MINORITY WELFARE OF STATE GOVERNMENT/UT ADMINISTRATION)

- (1) (i) Name of the organisation: \_\_\_\_\_  
 (ii) Complete address of registered office \_\_\_\_\_  
       /Head office/Corporate office: \_\_\_\_\_  
 (iii) Telephone No. (Land line): \_\_\_\_\_  
 (iv) Fax No.: \_\_\_\_\_  
 (v) E-mail address: \_\_\_\_\_  
 (vi) Website address: \_\_\_\_\_  
       (Enclose photograph of the façade of the institute).
- (2) (i) Complete address of coaching centre where coaching classes for minority students will be conducted/have been conducted (for ongoing cases): \_\_\_\_\_  
 (ii) Telephone No. (Land line): \_\_\_\_\_  
 (iii) Fax No.: \_\_\_\_\_
- (3) (i) Name of Chairperson/President/Secretary/Head of the organisation: \_\_\_\_\_  
 (ii) Telephone No. (Land line): \_\_\_\_\_  
 (iii) Mobile No.: \_\_\_\_\_
- (4) Success rate for the proposed coaching courses/training programmes (last three years data for new cases and one year data for ongoing cases is required to be given):

Year	Name of coaching training programme	Number of students coached / trained	Number of students who were successful in the exam / secured employment after training	% of success

- (5) Enclose a list of students coached/trained by the institute for the last three years in prescribed proforma only verified and signed by the Inspecting Officer alongwith the application form. (The details given in any other proforma will not be accepted. The proforma may be downloaded from the Ministry's website [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in)):
- (6) Details of faculty members of the institute for the proposed coaching course/training programme:

Name	Qualification	Experience	Subject taught	Name of the coaching, training programme for which the faculty member has been engaged	Whether regular or part-time

- (7) Details of Infrastructure of the coaching institute:
- (i) No. of classrooms with seating capacity for each: \_\_\_\_\_
  - (ii) Total floor area of the coaching institute: \_\_\_\_\_
  - (iii) Whether the premises is owned or rented: \_\_\_\_\_
  - (iv) Types of teaching aids available: \_\_\_\_\_
  - (a) No. of computers (for computer courses only): \_\_\_\_\_
  - (b) Projector: \_\_\_\_\_
  - (c) Availability of library and nos. of books on each subject relevant to the coaching/training programme: \_\_\_\_\_
  - (d) Other equipments: \_\_\_\_\_
  - (v) List of the material / hand-outs etc. provided to the students by the institute as part of the coaching/training programme: \_\_\_\_\_

- (8) Comparative details of coaching programme being conducted/to be conducted by the coaching institute:-

For coaching/training of candidates from minority communities as proposed by the Institute			For coaching of other candidates under the institute's normal coaching/training programme for same course			For coaching/training programme run by other institutes in the locality			
Name of coaching course/training programme	Duration		Fee charged per candidates	Duration		Fee charged per candidates	Duration		Fee charged per candidates
	Days	Hours		Days	Hours		Days	Hours	

- (9) For ongoing cases (not relevant for new proposals):
- (i) Whether the following information has been uploaded on the website of the institute and verified by the Inspecting Officer:
    - (a) Details of students coached/trained alongwith results/placement records for last three years in the prescribed proforma:
    - (b) Details of faculty members in the prescribed proforma (as in Sl No. 6 above):
    - (c) Infrastructure of the institute etc. (as in Sl. No. 7 above):
    - (d) The amount of stipend paid to the students/candidates concerned against their names for the coaching programme sanctioned by the Ministry of Minority Affairs:

- (ii) Status of stipend paid to the candidates as per the sanctioned coaching/training programme:

Sanctioned				Paid				Mode of payment							
No. of candidates		Amount		No. of candidates		Amount		No. of students paid through electronic transfer		No. of students paid through cheque		No. of yet to be paid stipend		Reason for non-payment of stipend	
L	O	L	O	L	O	L	O	L	O	L	O	L	O		

L - Local candidates, O - Outstation candidates

- (10) Recommendation of the Inspecting Officer (a) for new proposals and (b) for ongoing cases for release of 2nd instalment/1st instalment of subsequent year of grant-in-aid

(Assessment is to be given in not less than 100 words, keeping in view the credibility of the institute taking into consideration success/placement rate, faculty member, infrastructure, fee and course duration and implementation of the coaching programme sanctioned by the Ministry of Minority Affairs)

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of inspecting authority

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Seal \_\_\_\_\_

**PART-IV**

**D. Recommendation of the State government to be forwarded to Ministry of Minority Affairs, Government of India, 11th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.**

Application from \_\_\_\_\_ (Name of the Organisation) under the Scheme of \_\_\_\_\_ is forwarded duly recommended, to the Ministry of Minority Affairs, Government of India. While recommending, it is certified that a senior officer of the rank of \_\_\_\_\_ (State Government Department) had visited the organization and a copy of his inspection report is attached;

2. Specific recommendation of the State Government:  
Date: \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Office Stamp \_\_\_\_\_

**E. Authorization Letter for sending Grants-in-aid funds directly into the Bank Accounts for the organization.**

I/WE \_\_\_\_\_ (name of the entity/Society/organization) would like to receive the grant in aid disbursed by the Union Ministry of \_\_\_\_\_ directly into the bank Account of the society/institution/organisation etc. through electronic mode of transfer. The particular are as under-

1. Name of the payee (as in the bank accounts) \_\_\_\_\_
2. Name of the Bank \_\_\_\_\_
3. Bank Branch (full address) \_\_\_\_\_ State \_\_\_\_\_ District \_\_\_\_\_ Pin \_\_\_\_\_
4. Branch Code number \_\_\_\_\_
5. Bank Account Number \_\_\_\_\_ (in words \_\_\_\_\_)
6. Type of bank Account \_\_\_\_\_ Saving/Current \_\_\_\_\_
7. MICR code of the Bank \_\_\_\_\_
8. Mode of Electronic transfer available in the Bank –ECS/TRGS/NEFT

Place: \_\_\_\_\_ Signature of grantee \_\_\_\_\_  
Date: \_\_\_\_\_ Name of grantee: \_\_\_\_\_  
Designation/Rubber stamp \_\_\_\_\_

Full Address of the institute/NGO/Society (village/sub division/district/Pin/state)  
Telephone number/Fax number/Mobile number \_\_\_\_\_  
Email (if any) \_\_\_\_\_

(To be furnished on Rs.20- Stamp Paper)

## F. 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 officer 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 present.

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 Gants of Rs. \_\_\_\_\_ Vide his Letter number \_\_\_\_\_ Dated \_\_\_\_\_; the obligors has agreed 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 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 such 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 be void and of no effect. But otherwise it shall remain in full force and virtue. If a par 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 earn 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 nay 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 Society/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 grant in aid by the target dates, specified in the letter of sanction and  
(b) not diver the grant 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 grant 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 whereof 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 and on behalf of

Signature of the grantee.

(Name of the Obligor Association, as registered.)

Full Mailing Address \_\_\_\_\_

Telephone Number/Mobile No. \_\_\_\_\_

Email address (if available)

Fax Number:

(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

G. MONITORING

Monitoring of the progress made by the grantee institutes will be carried out as follows:

i) The institute shall submit periodic progress report of the coaching classes as prescribed in the sanction order to the Ministry of Minority Affairs and the State Government/UT administration.

ii) The institute shall submit information of employment secured by the candidates coached by them in Government and placements secured

viii) Efforts will be made to maintain a reasonable geographical distribution of funds, based on the geographical distribution of minorities. The relevant benchmark will be the address of the students coached.

## SECTION 5

### SCHEME OF RESEARCH/STUDIES, MONITORING AND EVALUATION OF DEVELOPMENT SCHEMES INCLUDING PUBLICITY

#### A. SCREENING OF FRESH PROPOSALS

A. On receipt of sufficient proposals for research/studies including baseline survey/survey, monitoring, evaluation/concurrent monitoring, the following Committee shall consider in the meeting as deemed fit by the Chairman:

- |   |            |
|---|------------|
| 1. Joint Secretary (IM)   | - Chairman |
| 2. Joint Secretary concerned for the theme                      | - Member   |
| 3. Representative of Financial Adviser                          | - Member   |
| 4. Representative of Planning Commission                        | - Member   |
| 5. Representative of Central Statistical Organisation (CSO)     | - Member   |
| 6. Representative of National Sample Survey Organisation (NSSO) | - Member   |
| 7. Director/Deputy Secretary dealing with the scheme - Convenor |            |

B. On receipt of sufficient proposals for multi-media campaign/publicity, the following committee shall consider in the meeting as deemed fit by the Chairman:

- |   |            |
|---|------------|
| 1. Joint Secretary (IM)   | - Chairman |
| 2. Joint Secretary concerned                                      | - Member   |
| 3. Representative of Financial Adviser                            | - Member   |
| 4. Representative of Planning Commission                          | - Member   |
| 5. Representative of Prasar Bharati                               | - Member   |
| 6. Representative of Press Information Bureau (PIB)               | - Member   |
| 7. Representative of Directorate of Audio Visual Publicity (DAVP) | - Member   |
| 8. Director/Deputy Secretary dealing with the scheme              | - Convener |

#### B. MODEL FORMAT FOR SUBMISSION OF PROPOSALS

##### I. INSTITUTIONAL PARTICULARS

- i) (a) Name of the Institution/Organisation
- (b) Mailing Address
- ii) Title of the Project with scope and coverage of area/field.
- iii) Status of the Institution/Organisation  
Professional organization/social service research organization/ autonomous bodies/ registered body of professionals/University/ Deemed University (to be stated specifically)
- iv) Nature and functions of the Institution/Organisation was established.
- v) Manner in which the Institution/Organization was established.  
(Act of Parliament/ Act of State Legislature/Registered under Societies Registration Act, 1860)
- vi) (a) In case established under any Act of Parliament/State Legislature, the name of the Statute, No. of Act and year
- (b) In case established under the Societies Registration Act, the place, registration No. and date of registration.
- vii) If semi-Government Institution/Organization, the name of the Government Department to which it is attached.
- viii) (a) Whether Institution/Organisation has regular source of income.
- (b) Whether it runs on no profit no loss basis.
- ix) Brief History of the Institution/Organisation, its objective and activities/academic pursuits in case of individuals.
- x) (a) Whether the Institution/Organisation has any previous experience in the field of welfare of Minorities in the country/or undertaken similar activities;
- (b) If so, detail thereof.



## II. PROJECT OUTLINE

- i) Objective.
- ii) Justification.
- iii) Relevance of an action Programme.
- iv) Approach and Methodology.
- v) Details of Data collection and analysis
- vi) Project duration
- vii) Staffing pattern
- viii) Budget
- ix) Institution's/organisation's own contribution.

## III. (1) STAFFING PATTERN

- i) Name of the Project Director
- ii) Position held by the Project Director in the Institution/Organisation mentioned in Item 1(i) and elsewhere, at present.
- iii) Major Positions held by Project Director previously.
- iv) Curriculum vitae of the Project Director (to be attached).
- v) Field of specialization of Project Director.
- vi) Projects completed by Project Director previously and organization for which undertaken.
- vii) List of publications in last 3 years period (to be attached).
- viii) Names of other Projects in hand of the Project Director and names of their commissioning agencies.

## (2) OTHER STAFF

(Number of persons to be employed, designation, pay, duration of employment to be specified); inter case of senior staff, bio-data may be attached.)

## IV. BUDGET ESTIMATES ITEMS OF PROPOSED EXPENDITURE

### 1. REMUNERATION Research and other staff category-wise

Job tasks to be done	Monthly remuneration	Duration	Amount in Rupees
----------------------	----------------------	----------	------------------

- (a) Project Director Honorary
- (b) Research/Survey Staff
- (c) Field Staff
- (d) Secretariat staff

Total \_\_\_\_\_

2. Travel
3. Data processing including computation/Computer work.
4. Stationery, printing, photocopying, postage, etc.
5. Any other (to be specified) Total (1 to 5)
6. Overheads Total (1 to 6)

## V. LIST OF DOCUMENTS TO BE ATTACHED WITH EACH COPY OF APPLICATION FORM

1. Memorandum of Association and Rules/Constitution
2. Composition of Board of Governors/Executives or Governing Body
3. Latest available annual report.
4. Copies of the reports published in the period of last three years.

(Name and Signature of the Head of the Institution/Organisation)  
Telephone No.

Place: New Delhi  
Date:

**SECTION 6**  
**MAULANA AZAD EDUCATION FOUNDATION**  
(Financial assistance for Institutions)

Annexure 'A'

**A MAXIMUM CEILING LIMITS UNDER VARIOUS CATEGORIES**

S. No.	Category	Ceiling limits (Rs.)
1.	If the School is recognized up to 5 <sup>th</sup> standard, running in rented building & own building required.	Rs.10,00,000
2.	If the School is recognized up to 5 <sup>th</sup> standard and to be upgraded up to 8 <sup>th</sup> standard	Rs.,06,00,000
3.	If the School is recognized up to 8 <sup>th</sup> , running in rented building & own building required	Rs.15,00,000
4.	If the School is recognized up to 8 <sup>th</sup> standard and to be upgraded up to 10 <sup>th</sup> standard	Rs.08,00,000
5.	If the School is recognized up to 10 <sup>th</sup> running in rented building & own building is required	Rs.20,00,000
6.	If the School is recognized up to 10 <sup>th</sup> standard and to be upgraded up to 12 <sup>th</sup> standard	Rs.10,00,000
7.	If the School is running up to 12 <sup>th</sup> standard ,running in rented & own building is required	Rs.25,00,000
8.	If the school is running up to 12 <sup>th</sup> standard and expansion of building is required	Rs.15,00,000
9.	For purchase of equipments in Schools recognized up to 10 <sup>th</sup> class (physics/chemistry/biology/computers	Rs.03,00,000
10.	For purchase of equipments in Schools recognized up to 12 <sup>th</sup> class (physics/chemistry/biology/computers)	Rs.05,00,000
11.	Purchase of furniture/ computers for schools recognized up the 8 <sup>th</sup> class/5 <sup>th</sup> class	Rs.02,00,000
12.	For construction of Hostel building: (i) 100 bedded hostel building (ii) 50 bedded hostel building (iii) 30 bedded hostel building	Rs.30,00,000 Rs.15,00,000 Rs.10,00,000
13.	(i) For construction of D.Ed. College building (ii) For construction of B.Ed. College building	Rs.10,00,000 Rs.15,00,000
14.	(i)For construction expansion of Vocational Training Institute building (ii)For purchase of equipments& tools/ machines for VTC	Rs. 15,00,000 Rs. 05,00,000
15.	i) For construction / expansion of Technical Institute / ITI/ITC Buldg. (ii) For purchase of equipments & tools/machines for /ITI/ITC	Rs.10,00,000 Rs.08,00,000

Annexure -I

**B. CHECK LIST OF DOCUMENTS REQUIRED BE ATTCHED WITH THE APPLICATION**

(To be filled by the Applicant)

Sr. No.	Documents	Page No.
1.	Duly filled application form, i.e. Annexure -I to VII	
2.	Certified copy of Registration Certificate	
3.	Certified copy of Memorandum of Association & Rules-Regulations or Trust Deed	
4.	Certified copies of the present list of members of the NGO as per Annexure -II The members from 30% in the managing committee. The NGO will have to attach an affidavit on Rs 20/-stamp paper that member belonging to one family are less than 30%	
5.	Annual Report/Brief History of the activities of the NGO for last three years	

6.	Certified copy of Audit Report with Balance Sheet, Receipt/Payment & Income/Expenditure statements of the NGO for the last three years	
7.	Certified copy of permission/recognition/affiliation certificate of the School/ College/Institute	
8.	Certified copy of land/building title deed, i.e. registered Sale Deed/Gift-Deed/Exchange-Deed or Allotment Order or Lease-Deed (for not less than 30 years) in the name of NGO Certified copy of the revenue record of land proposed for construction clearly reflecting name of the Institution/Organization	
9.	Search Report or Title Certificate with brief history of land proposed for construction or available building from an Advocate	
10.	Certified copy of the Certificate for change in use of land, i.e. from Agricultural to Non-Agricultural from the competent authority (if the proposal is for civil construction & the land is agricultural)	
11.	Certified copy of approved site-plan for the proposed construction, (if the proposal is for civil construction)	
12.	Detailed Estimate item wise for the proposed construction prepared by Chartered Architect/Licensed Engineer, (if the proposal is for civil construction)	
13.	Quotations from at least three standard firms for the equipments/computers/furniture to be purchased with comparative statement (if the proposal is for purchase of equipments)	
14.	Details of Trades being run & proposed trades with syllabus (if the proposal is for ITI/Polytechnic/VTC)	
15.	Three post card site photographs, from different angles of the existing School/ College/Institute building	
16.	An affidavit on Rs 20/- Stamp paper that the Institution, for which Grant-in-Aid is sought is being run and managed by the applicant Society/Trust	

- Note: 1) Please send duly filled prescribed proforma along with all essential documents. If the application is found incomplete & the deficiencies are not removed before last date, i.e. by 30th October, the file will be closed and no further correspondence will be entertained,
- 2) If the proposal is for purchase of lab equipments/computers/furniture/tools & machinery for School/College/VTC/ITI then documents mentioned at S. No.9, 10, 11, 12, 13 & 14 in the Checklist will not be required.
- 3) If any of the documents are in the regional language then their notarized English/Hind version is compulsory.

## Annexure –II

### C. APPLICATION FOR FINANCIAL ASSISTANCE FOR:

(Please tick (√) the purpose in the appropriate box)

- Construction/Expansion of School building
- Construction/Expansion of D. Ed/B.Ed. College building
- Construction of Girls Hostel building
- Construction of Boys Hostel building
- Purchase of Science/Computer lab equipments/furniture
- \* Construction/Expansion of Vocational Training Centre/ITI/Polytechnic
- \* Purchase of equipments/ machinery/tools/furniture for VTC/ITI/Polytechnic

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- 1) Name & full address of the Society/Trust with : \_\_\_\_\_  
Pin-code/phone/fax number
- 2) Name & address of the Institution for which : \_\_\_\_\_  
assistance is required with pin-code/phone/fax number
- 3) Contact person (with name, designation, address: \_\_\_\_\_  
and phone number)
- 4) Status of application (Society/Trust) : \_\_\_\_\_

- 5) Nearest Railway Station with distance in K.M.: \_\_\_\_\_
- 6) NGO's registration number, date & place of Trust & list of members, as per Annexure -III : \_\_\_\_\_
- 7) Brief background/educational activities & other : \_\_\_\_\_  
activities of the NGO (use separate sheet)
- 8) Financial assistance required : \_\_\_\_\_  
(both in words & figures)
- 9) Financial assistance if any received from Govt.,: \_\_\_\_\_
- 10) Financial assistance, if any received from Maulana : \_\_\_\_\_
- 11) How much amount NGO would be investing : \_\_\_\_\_
- 12) Funds in the Bank A/c of NGO (attach certified : \_\_\_\_\_
- 13) Who are the intended beneficiaries : \_\_\_\_\_
- 14) Number of minority institutions in the area: \_\_\_\_\_
- 15) Whether the Institution is running in its own or: \_\_\_\_\_
- 16) Class-wise/Trade-wise fees charged by the : \_\_\_\_\_  
Institution (attach details as per Annexure -V)
- 17) Details of accommodation available : \_\_\_\_\_
- 18) Area of land available (mention in sq. yards/acres: \_\_\_\_\_  
(attach papers as per checklist)
- 19) Level of Institution (by recognition & without : \_\_\_\_\_
- 20) Proper justification for construction of Hostel : \_\_\_\_\_  
Boys/girls building (use separate sheet)
- 21) Details of existing trades : \_\_\_\_\_  
(if proposal is for VTC/ITI/Polytechnic)
- 22) Details of new trades : \_\_\_\_\_  
(if proposal is for VTC/ITI/Polytechnic)

I hereby declare that the information given in this application are true & correct to the best of my knowledge & belief.

Signature with full name &  
Seal of the authorized person of the NGO

Dated: .....

Place: .....

**General Instructions:**

- Please fill in all columns,
- Please attach documents as per checklist carefully with proper numbering on each page,
- If the required documents are in regional language, then certified English/Hindi version of the same shall also be attached,

- Annexure-III

**D. LIST OF MEMBERS**

Sr. No.	Name of member	S/o / D/o	Full address with Telephone number	Designation

Seal & signature of the Principal  
of Institution

Seal & Signature of the President/Secretary/  
Manager of the Society/Trust

**Annexure -IV****E. FEE STRUCTURE**

(Class wise/ Trade wise)

Sr. No.	Class / Trade	Fees charged monthly	Fees charged yearly	If any concession are given

Seal & signature of the Principal  
of InstitutionSeal & Signature of the President/Secretary/  
Manager of the Society/Trust**Annexure -V****F. Details of Board Exams Results**

Year	Class	Total number of students appeared	Ist Div	IIInd Div	3 <sup>rd</sup> Div	Pass	Fail	%age

Seal & signature of the Principal  
of InstitutionSeal & Signature of the President/Secretary/  
Manager of the Society/Trust

Details of Students required to be Attached with Annual Report

**Annexure -VI**

S. No.	Class	Students Belonging to Minorities				Total	Students Belonging to Other Communities			Grand Total
		Muslims		Others			Boys	Girls	Total	
		Boys	Girl	Boys	Girl					

Seal & signature of the Principal  
of InstitutionSeal & Signature of the President/Secretary/  
Manager of the Society/Trust**Annexure -VII****G. DETAILS OF TEACHERS**

Sr. No.	Name of the Teacher	Qualification	Work experience	Trained / Untrained

Seal & signature of the Principal  
of InstitutionSeal & Signature of the President/Secretary/  
Manager of the Society/Trust

**SECTION 6.2**  
**MAULANA AZAD NATIONAL SCHOLARSHIP SCHEME FOR MERITORIOUS**  
**GIRL STUDENTS BELONGING TO MINORITIES**

Reg.No. \_\_\_\_\_

(To be filed by MAEF)

**A. MAULANA AZAD EDUCATION FOUNDATION**  
 Application Form for Maulana Azad National Scholarship

*Note: All Columns must be filled. Write NOT APPLICABLE where necessary. Application received in an incomplete form or without supporting document will not be entertained. All documents will be required in Hindi/English version. It is absolutely necessary to give contact telephone number of the student; present School/College Telephone no. must also be given.*

(Form must be filled in CAPITAL letters)

Reg. No. ....

- |  |   |
|--|---|
| <p>1) Name : _____</p> <p>2) Place &amp; Date of birth : _____</p> <p>3) Nationality of the : _____<br/>                 State to which the applicant belongs</p> <p>4) Religion : _____</p> <p>5) Full Address: (a) Present : _____<br/>                 PINCODE must _____<br/>                 Telephone _____ Pin code _____</p> <p>(b) Permanent : _____<br/>                 PINCODE must _____<br/>                 Telephone _____ Pin code _____</p> <p>6) Married or Single : _____</p> <p>7) (a) Father's full name : _____<br/>                 (b) Guardian's Name : _____<br/>                 (c) Reasons for father OR: _____<br/>                 Husband not being the guardian</p> <p>8) Occupation of father/guardians: _____</p> <p>(a) in case of service</p> <p>i) Designation: _____</p> <p>ii) Office Address: _____</p> <p>iii) Pay-Scale (grade): _____</p> <p>iv) Basic Pay: _____</p> <p>v) Allowances: _____</p> <p>vi) Total Emoluments (monthly): _____</p> <p>vii) Income from other sources: _____</p> <p>viii) Mother's income, if any: _____</p> <p>(ix) PAN No. (if income-tax payee*): _____<br/>                 Father: _____<br/>                 Mother: _____<br/>                 Guardian: _____</p> <p>(b) in case of Agriculture</p> <p>i) Total Landholding: _____</p> <p>ii) Irrigated: _____</p> <p>iii) Non-Irrigated: _____</p> <p>iv) Located at (address): _____</p> <p>v) Other landed property: _____</p> <p>vi) Total Income (Annual): _____</p> <p>vii) PAN No. (if income-tax payee*) _____</p> | <p style="text-align: center;">Affix Recent<br/>                 Passport Size<br/>                 Photograph<br/>                 attested by<br/>                 the Principal<br/>                 of the School</p> |
|--|---|

- viii) Total family income (annual) \_\_\_\_\_
- (c) in case of Business:
- i) Type: \_\_\_\_\_
- ii) Ownership/Partnership \_\_\_\_\_
- iii) Ownership of shop/workshop \_\_\_\_\_
- iv) Address \_\_\_\_\_
- v) Landed property: \_\_\_\_\_
- vi) Total Income (Annual) \_\_\_\_\_
- vii) PAN No. (if income-tax payee\*): \_\_\_\_\_
- viii) Total family income (annual): \_\_\_\_\_
- (d) in case of any other profession/independent practice \_\_\_\_\_

Name of Examination	University/Board	Year	Roll No.	%age of marks taken
(1)	(2)	(3)	(4)	(5)

10. (a) Name & Full Address of School/: \_\_\_\_\_  
 The College where the student is \_\_\_\_\_  
 Presently enrolled \_\_\_\_\_  
 DISTRICT \_\_\_\_\_  
 STATE \_\_\_\_\_  
 (PINCODE must \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_)

- (b) Name of the University/Board with \_\_\_\_\_  
 which the Institution is affiliated to \_\_\_\_\_
- (c) Date of Admission \_\_\_\_\_
- (d) Class/Year in which the applicant is presently studying \_\_\_\_\_
- (e) Courses, its duration and the subjects taken \_\_\_\_\_
- (f) Admitted through payment of \_\_\_\_\_  
 Donation or through open \_\_\_\_\_  
 Competition/merit \_\_\_\_\_

11. If the applicant is in receipt of any other scholarship/loan scholarship/educational aid from Central State Govt/University or from any other Institution/Agency/Person. Full particulars should be given including the monthly rate and the date of award, etc.

12. List of documents attached:

- (a) Income Certificate/Affidavit \_\_\_\_\_  
 (as per Annexure-II)
- (b) Mark sheet attested by the Principal of present School/College \_\_\_\_\_
- (c) Verification by the Principal of present School/College \_\_\_\_\_
- (d) Photo attested by the Principal of present School/College \_\_\_\_\_
- (e) Proof of Religion certificate attested by the Principal of present School/College \_\_\_\_\_

13. I hereby declare that the statements made by me in this application form are true and current to the best of my knowledge and belief. I am aware that if there are false statements in the foregoing application, I am liable to be prosecuted under the Indian Penal Code for forgery in addition to the penal consequences. I further agree to abide by the terms and conditions of the scholarship are elected for the Maulana Azad National Scholarship applied for. The entire amount of Scholarship can be recovered in lump sum from me in case the above information is found fully or partially incorrect.

(Signature of Applicant)

Place : .....

Date : .....

**B. VERIFICATION FORM BY PRINCIPAL OF SCHOOL/COLLEGE**

(To be filled and signed by the Principal of School/College where the student/ applicant is presently studying).

Certified that Smt./Kum .....  
daughter/ward of ..... was admitted in the Institution  
against\* ..... as a regular and full time student in  
class/course ..... on ..... and is at present studying in class/Year  
..... in the academic session .....

She is in receipt of Scholarship/Loan Scholarship/ Educational Aid from  
.....@ Rs ..... (Rupees  
..... only) per month/per annum or She is not in  
receipt of any other scholarship/loan scholarship/educational aid from Central/State govt/University or  
from any other Institution/Agency/Person. It is further certified that the name and occupation of the  
Father/Guardian mentioned in the admission record of the student in this Institution  
is.....  
She belongs to .....community( i.e. Muslim/ Christian/Sikh/Buddhist/Parsi)

(Signature of Principal/HOD with Seal)

Place : .....

Date : .....

---

**IMPORTANT NOTE FOR THE PRINCIPALS/HODs WHO IS FORWARDING THE APPLICATION**

- 1) The applicant must be scrutinized as per the admission record of the student before forwarding the same to the Maulana Azad Education Foundation. It must be verified that the statements made in the income column of the father/guardian, specially the occupation religion tallies with the records available if any, in the institution where the student is studying.
- 2) Please specifically mention here the category of admission like against payment seats, reserved seats, general merit etc.
- 3) Contact Telephone no.(both land line and Mobile) must be mentioned.

**C. SPECIMEN FOR INCOME AFFIDAVIT**

(Specimen to be typed on Rs. 20/- Non-Judicial Stamp paper)

I .....Shri/Smt ..... Father/Guardian of.....

Address.....

Dist..... Pin Code..... State.....

(a) candidate for scholarship under Maulana Azad National Scholarship Scheme offered by Maulana Azad Education Foundation, New Delhi, hereby declare that my total income including income of my spouse in the preceding year ended on March, 31 20..... was Rs.....

(Rupees..... only) The break-up of the income in as follows:

- From : (i) Agriculture  
(ii) Other landed property  
(iii) Business  
(iv) Any other (specify the profession)

I am not an Income tax payer Or I am an Income Tax payer and my PAN No.is.....  
(Name & signature of the Parent / Guardian)

(Signature with seal of Magistrate / Public Notary)

- Note : (1) In case both the parents are working, salary certificate of both would be required.  
(2) The break-up of Income & Source of Income is necessary to be mentioned, without which application will not be considered.



**D. LIST OF BOARDS/COUNCILS**

**ALL INDIA BOARDS/COUNCILS**

1. Aligarh Muslim University, Aligarh.
2. Central Board of Secondary Education, Delhi.
3. Council for the Indian School Certificate Examinations.
4. Jamia Millia Islamia, New Delhi.
5. National Open School, Delhi.

## SECTION 6.3

### MAULANA AZAD NATIONAL SCHOLARSHIP SCHEME FOR NATIONAL FELLOWSHIP FOR MINORITY STUDENTS

ANNEXURE-I

**A. Application Form For Maulana Azad National Fellowship For Minority Candidates For the Year 2010-11**

(Please leave one box blank after each complete word)

**(A) INFORMATION ABOUT THE APPLICANT**

01. Full Name: (in Block Letters) \_\_\_\_\_

02. Father's Name/Husband's name \_\_\_\_\_

03. Mother's Name \_\_\_\_\_

04. Nationality \_\_\_\_\_ 05. Date of Birth \_\_\_\_\_

06. Complete Permanent Address: \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Pin: \_\_\_\_\_ Tel/Mob \_\_\_\_\_

07. Student's Present Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Pin: \_\_\_\_\_

Email: \_\_\_\_\_ Tel/Mob: \_\_\_\_\_

08. (a) If Belonging to Minority community: Mention the community by mark as

Muslim  Christian  Sikh  Par  Buddh  \_\_\_\_\_

09. (b) Whether belongs to SC or ST "if yes mark the Caste" SC  ST

10. Annual Income of the parents/Guardian \_\_\_\_\_

11. Particulars of Educational Qualifications, starting with matriculation onward.

Examination Passed & Year of passing 12	School/ College/ University	Subjects Offered	Division/ Grade	Percentage of marks / cumulative grade points

12. Name of the Department, College/ university where candidate proposes to do research:

S.No.	Department	College/University	Affiliated University in case of the Colleges
A.			
B.			
C.			

13 Give particulars of the research work to be done:

S.No.	Subject:	Specialization within the Subject:	Title of Research Work:
A.			
B.			
C.			

14. Particulars of supervisor under whom the research is proposed to be undertaken

S.No.	Name	Designation:	Telephone
A.			
B.			
C.			

15. Are you already registered or propose to register for research work leading to award of a doctorate degree M.Phil/ Ph.D ? : If Yes, state the following:
- Date of Registration:(DD/MM/YYYY) \_\_\_\_\_
  - Name of University/ Department \_\_\_\_\_
  - Topic of Research: \_\_\_\_\_
  - Period for which you carried on work on the research project approved \_\_\_\_\_
  - Name & Designation of Supervisor \_\_\_\_\_
  - Details of papers published (if any) with a copy of the reprints. Details of publications may be given on a separate sheet: \_\_\_\_\_
16. Have you had any scholarship/ fellowship before applying for this award? (Yes/ No)  
If Yes, indicate its source, value, period and details of work done under that award
- Source of Scholarship/ fellowship: \_\_\_\_\_
  - Value (in Rs.)(total) \_\_\_\_\_
  - Date of commencement: (DD/MM/YYYY) \_\_\_\_\_
  - Date of completion: (DD/MM/YYYY) \_\_\_\_\_
  - Topic of Research: \_\_\_\_\_
  - Whether the work has been completed / is in progress \_\_\_\_\_
17. Present occupation(if employed,):
- Nature of employment (Permanent/ temporary): \_\_\_\_\_
  - Emoluments per month: \_\_\_\_\_
18. Do you suffer from physical disability? (Yes/ No) \_\_\_\_\_  
If yes, give details \_\_\_\_\_
19. Any other information relevant to the research work, which you may like to give in support of your \_\_\_\_\_
20. Your Bank Account Details:
- Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_
- Account No.: \_\_\_\_\_
- IFSC Code: \_\_\_\_\_
- MICR Code: \_\_\_\_\_
- 21(Checklist of documents to be attached 1)
- Community Certificate on Self-declaration basis on non-judicial stamp paper of Rs. 10/-
  - Copy of marksheets, certificates, diplomas of educational qualification
  - Certificate from Head of Department/ institution to the effect that necessary facilities will be provided
  - Brief abstract not exceeding 500 words on proposed research work, methods of approach
  - Copy of reprints/ Details of publications
  - Attested copy of Certificate of Physical Disability
  - Proof of age

### Declaration

I Here Declare:

That I have read the rules regarding the award of Maulana Azad National Fellowship for Minority of the University Grants Commission. In the event of a Fellowship being awarded, I undertake to engage myself full-time for research work on the subject under the direction of the supervisor during the tenure of the fellowship. I further declare that to the best of my knowledge and belief, the particulars given in the form are correct.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Name of the Candidate: (in  
bold letters) \_\_\_\_\_

For use by University/ College: \_\_\_\_\_

It is certified that necessary facilities will be provided for the research work of \_\_\_\_\_  
\_\_\_\_\_ (Recommendation of the forwarding authority  
and views of supervisor/head of the department regarding the candidate's suitability for the award  
should be obtained separately and enclosed with the application.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Registrar/ Principal/Director of  
University/ College/Institute

ANNEXURE – II

**B. HOUSE RENT ALLOWANCE (HRA) CERTIFICATE**

Certificate No.1

Certified that Mr./Ms..... is paying house rent of  
Rs..... and is eligible to draw House Rent Allowance  
@ Rs..... as per university rules.

Registrar

Or

Certificate No.2

Certified that Mr./Ms..... is staying independently  
and, therefore is eligible to draw House Rent Allowance  
@Rs..... minimum admissible to a lecturer as per university rules.

Registrar

Or

Certificate No.3

Certified that Mr./Ms..... has been provided  
accommodation in the hostel. But he/she could not be provided with single seated flat type  
accommodation as recommended by the Commission. Hostel fee @Rs..... per  
month w.e.f..... is being charged from him/her

Registrar

**If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will  
be taken to refund, adjust or regularize the objected amount.**

Signature	Signature	Signature
Name of the Candidate	Name Head of Department	Registrar/ Director /Principal
Date	Date	Date

(Seal)

(Seal of University/Institution/College)

*N.B. For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.*

## C. JOINING REPORT

## MAULANA AZAD NATIONAL FELLOWSHIP FOR MINORITY STUDENTS

Name of Fellow:

Award letter number and date or UGC Circular number and date:

This is to certify that..... has joined the Department of.....for doing..... (M.Phil/Ph.D.) in the subject of.....under the above scheme of the Maulana Azad National Fellowship of University Grants Commission with effect from..... (F.N./A.N).

He/ She belongs to ..... (Minority Community) mentioned the Community. His/Her date of registration is .....

He/she will be provided with all necessary facilities during his/her tenure of award. The terms and conditions of the offer are acceptable to Awardee. Also certified that fellow shall not accept/hold any emoluments paid or otherwise or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award.

Signature	Signature	Signature
Name of the Candidate	Head of Department (Seal)	Registrar/ Director /Principal (Seal of University/Institution/College)
Date	Date	Date

## ANNEXURE-IV

## D. UTILISATION CERTIFICATE ONLY FOR FELLOWSHIP AND HRA

Certified that an amount of Rs..... (Rupees .....sanctioned vide letter number .....dated.....released to ..... in respect of Maulana Azad National Junior Research Fellowship/Maulana Azad National Senior Research Fellowship/HRA etc. under the scheme of 'Maulana Azad National Fellowship' has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the UGC. Out of the grant sanctioned to Mr./Ms. .... the unspent balance of Rs. .... has been carried forward/refunded vide demand draft number ..... dated.....for Rs.....The details of expenditure incurred are as under:-

- |                            |           |
|----------------------------|-----------|
| 1. Fellowship              | Rs. _____ |
| 2. Contingency             | Rs. _____ |
| 3. Departmental Assistance | Rs. _____ |
| 4. H.R.A.                  | Rs. _____ |
| Total: - Rs. _____         |           |

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature	Signature	Signature	Date
Date	Date		
Name of the Candidate	Head of Department (Seal)	Registrar/ Director /Principal (Seal of university/Institution/College)	

N.B. For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

**E. FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE UTILIZATION CERTIFICATE**

1. Name of the Fellow :
2. Code number :
3. Name of the scheme under :  
which he/she is working
4. Period for which the account :  
of contingency grant relates
5. Expenditure : From \_\_\_\_\_ to \_\_\_\_\_  
Amount Dated
  - (a) Books and allied items :
  - (b) Typing (Tracing & ammonia printing) :
  - (c) Stationery :
  - (d) Postage :
  - (e) Chemical & electrical goods :
  - (f) Travel/field work :
6. Period for which the contingency :  
grant is payable

Certified that the expenditure of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) out of the contingency grant of Rs. \_\_\_\_\_ sanctioned vide Commission Letter Number F. \_\_\_\_\_ dated \_\_\_\_\_ in respect of \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission. If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature  
Date

Signature  
Date

Signature  
Date

Name of the Candidate

Head of Department  
(Seal)

Registrar/ Director /Principal  
(Seal of University/Institution/College)

N.B.: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

**F. FORM FOR SUBMITTING ACCOUNTS OF DEPARTMENTAL ASSISTANCE AND THE UTILISATION CERTIFICATE**

1. Name of the Fellow :
2. Award letter number and date :
3. Name of the scheme under :  
which he/she is working
4. Period for which the account :  
of contingency grant relates
5. Expenditure: From \_\_\_\_\_ to \_\_\_\_\_  
Amount Dated
  - (a) Stores :
  - (b) Purchase :
  - (c) Technical and clerical assistance:
  - (d) Repairs :
  - (e) Electricity for which :  
Departmental Assistance is payable

(f) Period for which the Departmental Assistance is payable:

Certified that the expenditure of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) out of the Departmental Assistance of Rs. \_\_\_\_\_ sanctioned vide Commission Letter Number F. \_\_\_\_\_ dated \_\_\_\_\_ in respect of \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission.

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature	Signature	Signature
Date	Date	Date
Name of the Candidate	Head of Department (Seal)	Registrar/Director /Principal (Seal of University/Institution/College)

N.B.: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

ANNEXURE VII

G. HALF YEARLY PROGRESS REPORT W.E.F. \_\_\_\_\_

1. Name of the Fellow:
2. Number and date of award letter:
3. Detail of research:
  - a) Topic of research:
  - b) Is the Fellow working on the topic for the award of a doctorate degree?
  - c) If so, the date of registration with the university:
4. Date of commencement of research:
  - a) At the university:
  - b) Under the MAN Fellowship for Minority Community:
5. Total number of working days during the period:
6. Number of days the Fellow remained on leave (with dates):
  - a. With Fellowship, number of days :  
From..... to .....
  - b. Without Fellowship, number of days :  
From..... to.....
7. Number of days the Fellow remained out of station for fieldwork/travel with dates and place visited:
  - a. Number of days..... from..... to.....
  - b. Places visited:
8. Number of days the Fellow remained present at the university/institution/college:
9. Title of the article/paper published during the period under report:  
(Please enclose reprint of each)
10. Title of monograph written during the period under report
11. Teaching work done during the period under report:
  - a. Number of periods taken per week in graduate course
  - b. Number of periods taken per week under post graduate course
12. A detailed account of the work done during the period (A separate sheet may be attached for the purpose):
13. Comments of the supervisor on the progress of the research work during the period under report:

Signature  
Date  
Name of the Candidate

Signature  
Date  
Head of Department  
(Seal)

Signature  
Date  
Registrar/ Director /Principal  
(Seal of University/Institution/College)

ANNEXURE-VIII

H. THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR UPGRADATION  
FROM  
MANJRF TO MANSRF UNDER THE SCHEME OF MAULANA AZAD NATIONAL  
FELLOWSHIP

Assessment for Upgradation of Mr./Mrs. \_\_\_\_\_ MANJRF working at the  
Department of \_\_\_\_\_ of University/Institution/College  
\_\_\_\_\_ on completion of two years on date \_\_\_\_\_

CONSTITUTION OF THE COMMITTEE

(Name and designation)

1. [ 1 Outside Subject Expert- other than same Univ./Instt./College]
2. [ Supervisor of Research Scholar]
3. [ Head of the Department]

Date of joining:

Ph.D. registration No.:

Date of meeting:

Time:

VENUE OF ASSESSMENT/INTERVIEW:

ASSESSMENT OF THE COMMITTEE

The Committee assessed the progress of the candidate through their presentation followed by interview and recommended as follows.

RECOMMENDATIONS

(Strike out whichever is not applicable)

In view of the outstanding/very good/satisfactory performance of the MANJRF, and also the fact that he/she has published work to his/her credit, the committee makes the following recommendations.

Mr./Mrs./Ms. \_\_\_\_\_ may be upgraded from MANJRF to MANSRF.

Signature	Signature	Signature
Name	Name	
Date	Date	Date
Name of the Supervisor	Head of Department (Seal)	Registrar/ Director /Principal (Seal of University/Institution/College)



ANNEXURE-IX

I. DETAILED STATEMENT OF EXPENDITURE INCURRED/DISBURSED FOR THE YEAR \_\_\_\_\_ UNDER THE SCHEME OF \_\_\_\_\_

Name & Address: (University/College/Institute)

Sr. No.	Name of the Fellow	Period	Fellowship	HRA	Contingency	Departmental Assistance	Total
1.							
2.							
3.							
4.							
5.							
6.							
TOTAL							

Grant released Rs. \_\_\_\_\_

Total expenditure Rs. \_\_\_\_\_

Unspent balance Rs. \_\_\_\_\_

Amount required for next instalment Rs. \_\_\_\_\_

Signature with Seal  
(Registrar/Principal/Director)  
(University/College/Institute)

Signature of the Finance Officer/Accounts Officer  
(Seal)

**SECTION 7**  
**UNIVERSITY GRANTS COMMISSION**  
**COACHING SCHEMES FOR SCHEDULED CASTES/ SCHEDULED**  
**TRIBES/OBC (NON-CREAMY LAYER)/MINORITIES**

**A. Proposals for Development of Undergraduate Education.**

- Remedial Coaching for SC/ST/OBC (non-creamy layer) & Minorities
- Coaching for NET for SC/ST/OBC (non-creamy layer) & Minorities
- Coaching class for entry in services for SC/ST/OBC (non-creamy layer) & Minorities

N.B. The College should give details and justification in support of each item on a separate sheet of paper. The facilities available at present, the extent to which they are being put to use and the specific reasons for proposing further expansion may be indicated. For building proposals, the college should indicate the total estimated cost including services viz. Electrification, Sanitary fittings, Architect's Fee, Contingency etc. The proposal for the construction of building would be considered only if the present accommodation is being put to optimum use.

The Expert Committees to be constituted by the Commission will look into the justification for seeking assistance by the colleges and will recommend to the Commission the quantum of grant, accordingly. The decision of the Commission in this regard will be final.

It is certified that the proposal for development of undergraduate education has been formulated by the Planning Board of the college in which faculty members have been associated. The college has the necessary financial resources and managerial ability to meet the expenditure over and above the UGC grant, if required, to complete the projects within the Eleventh Plan period in accordance with the terms and conditions prescribed for the purpose and submit necessary statement of accounts and other documents including Utilization

Certificate as required by the Commission. The assistance sought from the Commission is not for the purpose of fulfilling the conditions of affiliation laid down by the University.

It is also certified that the \_\_\_\_\_ College is affiliated to the University of \_\_\_\_\_ and is included under Sections 2(f) and 12 B of the UGC Act and fulfills the eligibility conditions as laid down by the UGC. The college undertakes to utilize the grants for the purpose for which they are sanctioned and would furnish all necessary documents as required in the conditions of grants Laid down by the UGC.

Signature \_\_\_\_\_

Principal \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Registrar/ Coordinator/ Director, College Development Council

Seal

Date \_\_\_\_\_

## B. CERTIFICATE

(Only for colleges catering to the needs of SC/ST/OBC (non-creamy layer) and Students belonging to Minority Communities)

It is certified that College is catering to the needs of Scheduled Caste/ Scheduled Tribe/ OBC (non-creamy layer) / Minority Community students and has the required number of students belonging to SC/ST/OBC (non-creamy layer) /Minority Communities in the degree classes and fulfills the conditions laid down for receiving the UGC assistance under this programme. The educational developments proposed by the College are such as would help the SC/ST/OBC(non-creamy layer) /Minority Community students in their higher education. The College has the necessary managerial ability to successfully implement the development programmes, as per conditions laid down and submit all necessary accounts and documents etc. as may be required by the UGC.

Place: Principal \_\_\_\_\_  
Date: Seal

Registrar/ Coordinator/  
Director, College Development Council  
Date: Seal

\*\* Strike out whichever is not applicable

**Proposal for Assistance for Development of Postgraduate Courses in the College during Eleventh Plan period (2007-2012)**

*Note : Please see the complete information on*

<http://www.ugc.ac.in/oldpdf/xiplanpdf/amendmendedguidlineforcollegdev290409.pdf>

**SECTION 8**

**8.1 Scheme (Norms) for Authorisation to Run One Year Course “Diploma In Computer Applications, Business Accounting And Multilingual DTP**

**Joint Certification by NIELIT, Chandigarh, M/o IT, Govt. of India, NCPUL, Accredited by- National Council for Promotion of Urdu Language, M/o HRD, Deptt. of Higher Education, New Delhi**

**Run by Organisation (Name) -.....**

Form No. : F-26/01

**A. APPLICATION FORM FOR ACCREDITATION OF COMPUTER CENTRES**

The Director  
National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir

I submit herewith an application for accreditation of a One Year Diploma in Computer Applications, Business Accounting & Multilingual DTC Centre under the scheme for accreditation of “Computer Centre”. Details are as follows:

**A.Details of the Society**

1. Name & Address of the Society: .....
2. Registration Number (Please attach copies of the registration documents): .....
- 3 Unique ID No. of NGO  
(as assigned in [www.ngo.india.gov.in](http://www.ngo.india.gov.in)): .....
4. Bank Account No. indicating Name of the Bank, Branch Code No. and MICR Code of the branch: .....
5. Name of the Centre Incharge: .....
6. Present activities of the Society (Please attach copies of the annual reports):.....
7. Financial Status of the society (Please attach balance sheets of the last three financial years) : .....

**B.Details of the Infrastructure:**

At least 1 A.C. & Generator of 2 tones & 2.5 KVA respectively.

2. Space available (class rooms/computer labs/office in square fts) : .....
3. Furniture (student chairs/computer tables): .....
4. Hardware  
(provide copies of procurement) : .....

  - 8 computers Intel Pentium IV 1.8 GHz or Higher
  - Latest CD-ROM Drive
  - 14 inch colour monitor

- 256 MB DDR/SD RAM
- 40 GB HDD
- 1.44 MB Floppy Disk Drive
- Integrated Intel Extreme Graphics
- Integrated Audio with Sound Blaster
- UPS-3KVA (for 8 computers)
- One laser Jet HP 1000 L and one Desk Jet HP 980 colour printers

**5. Software (provide license copies):** .....

- Windows XP Professional
- MS Office XP
- Corel Draw
- PhotoShop
- Latest Version of 8 CDs of Urdu Inpage
- PageMaker
- Antivirus (Norton)
- Visual Basic
- Microsoft Leap Office
- Financial Accounting Package-Tally
- Hindi font Kruti

**C.Details of Manpower :**

**1. Senior Faculty (2 Nos.)**

- i. Name : .....
- ii. Qualification : .....
- iii. Age : .....
- i. Name : .....
- ii. Qualification : .....
- iii. Age : .....

**2. Junior Faculty (1 No.):** .....

- i. Name : .....
- ii. Qualification : .....
- iii. Age : .....

**(Signature of the Applicant with Seal)**

E-mail:.....Ph.:.....Mob.:.....

**Undertaking :**

It is certified that the above information is true to the best of my knowledge, and belief. If any information furnished by me is found false at any time, I will be responsible for the same and any decision taken by NCPUL will be acceptable to me.

Date :

Place :

(Signature of the Applicant with full name and Seal)

Note :

1. Inspection Fee to be enclosed with this application in the form of a Demand Draft of Rs.10,000/- only, payable to Director NCPUL, New Delhi.

**SECTION 9**  
**DEVELOPMENT OF URDU**

**9.2 National Council for Promotion of Urdu Language**  
**(Scheme For Establishment Of 'Urdu Study Centre' To Run One Year Diploma**  
**Course In Urdu Language)**

Form No. : F-19/0

A. Application Form for Establishment of 'Urdu/ Arabic study centre'

The Director  
National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir,

I submit herewith an application for establishment of an Urdu/Arabic Study Centre under the scheme of 'Promotion of Urdu/Arabic Language'. Details are as follow:

**Details of NGO/Madrassa /Society :**

1. Name of NGO/Madrassa/Society \_\_\_\_\_  
with complete address \_\_\_\_\_
2. Name of Chief Executive/  
Functionary with Tel.No/Mob./Fax/Email \_\_\_\_\_
- 3.(a) Registration Number with Date/Year \_\_\_\_\_  
and Act in which registered \_\_\_\_\_  
(enclose a copy of Registration Certificate also)
- (b) Unique ID No. of NGO as generated in \_\_\_\_\_  
www.ngo.india.gov.in \_\_\_\_\_  
(enclose a copy of Unique ID Number)
- (c) Bank Account No. indicating \_\_\_\_\_  
Name of the Bank, Branch Code No. \_\_\_\_\_  
and MICR Code of the branch \_\_\_\_\_
4. Language(s) being taught in the \_\_\_\_\_  
Institution/Madrassa \_\_\_\_\_
5. Level of Teaching being imparted in the \_\_\_\_\_  
Institution/Madrassa \_\_\_\_\_
6. What are the total facilities available for holding the classes?
  - (i) Premises of Institution / Madrassa in Sq. mt. ....
  - (ii) No. of Classroom with Black /White Board .....
  - (iii) No. of Tables & Chairs .....
  - (iv) Facilities Available (Pl. Tick) (a) Electricity Yes / No  
(b) Fan Yes / No  
(c) Toilet Yes / No  
(d) Water Yes / No

7. Number of engaged teachers in your \_\_\_\_\_  
Institution/Madrasa

8. Details of assistance received during the last 3 years from the NCPUL/Central/State/Other authorities.

S. No.	Year of Grant Received	Purpose	Name of the Sanctioning Authority
1			
2			
3			

9. Whether the NGO / Madrasa / Society is running any other course of any institution/University on distance mode. If yes, please give the detail. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If not, how would you run our distance programme. please justify.(May enclose separate sheet) \_\_\_\_\_  
\_\_\_\_\_

11. Would you specify the motivation, if any, on the part of the learners to learn Urdu language on distance mode. (May enclose separate sheet) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Undertaking

I certify that I am competent to sue and be sued in the name of the applicant voluntary organization in accordance with the registered Memorandum of Association of the Voluntary Organization.

I further certify that I have read the provisions of the afore-mentioned scheme and the Guidelines of the course and that I undertake to abide by these.

Place.....

Yours faithfully

Date.....

(Signature)

Name in block letter.....

Designation : .....

Seal of the Voluntary Organization: .....

Note: Please read NORMS carefully before filling the form.

**B. APPLICATION FORM FOR PUBLICATION OF MANUSCRIPTS**

The Director  
National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir,

I submit herewith an application for manuscript under the scheme of "Financial Assistance for Publication of Manuscript". Details are as follow:

1. Name of the applicant with full address :.....  
(Attach a copy of Bio-data in case of individual)
2. (a) Title and source of translation (in case of Descriptive Catalogues of manuscripts, give full details of the manuscripts with thematic classification):.....  
(b) Number of volumes the book is proposed to be published. ....  
(c) If a multi-volume publication, indicate the volume number(s) for which financial assistance is sought. ....  
(d) Number of pages the Mss is proposed to be published. :.....
3. Thematic content of the proposed publication:.....
4. If the present request is in respect of the second edition or a reprint , what is the date of the publication of first edition:.....
5. Status of the applicant vis-à-vis the proposed publication?  
(author/editor/translator/publisher) :.....
6. Position of copyright in respect of the proposed publication?::.....
7. Production Cost (500 copies at prescribed rates) :.....

I/we certify that a master copy of the manuscript (for a new publication)/old edition (for a proposed reprint) is available with the applicant.

(Signature)

Name (in Capitals): .....

Address : .....

Contact No. : .....

Email ID : .....

Office Seal : .....



**C. APPLICATION FORM FOR BULK PURCHASE OF BOOKS / PERIODICALS/  
JOURNALS**

The Director  
National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan, FG-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir

I submit herewith an application for books/periodicals/journals under the scheme of "Bulk Purchase of Books/Periodicals/Journals". Details are as follow:

1. Title of the Book/Journal : .....
2. Volume Number (if more than one volume) : .....
3. Name of the author/ editor : .....
4. Theme content of the book/journal : .....
5. Language in which written : .....
6. a) Year of Publication : .....
- b) When the journal was started : .....
- c) Whether the journal registered with RNI : .....
- d) How many copies of the journal is being published : .....
7. Is this an original work or translation? : .....
8. If this is translation, Please indicate the source language(s) of translation : .....
9. If the book is reprint/ revised edition, Indicate the year(s) of previous issue(s) : .....
10. Listed price as printed on the book : .....
11. Total cost of production of the book and number of copies printed:.....
12. Is the applicant author/editor/publisher of the book?:.....
13. Indicate the full name and address of the holder of the copyright of the book :.....
14. If the copyright is held by someone other than author, give the full name and address of the copyright holder :.....
15. Has the Union Department of Education (or a State/UT Govt.) provided any financial assistance for publication of the book? If so, furnish details, indicating the percentage & amount of financial assistance and date of release of grant along with Ministry's relevant letter:  
.....

16. Has the Union Department of Education (or a State/UT Govt.) purchased copies of this book earlier? If so, furnish details, indicating the number and date of the Ministry's relevant letter  
: .....

(Signature)

Name (in Capital) : .....

Address : .....

Phone No. : .....

Fax No. : .....

Email : .....

Office Seal : .....

Form No. : F-22/01

#### D. APPLICATION FORM FOR SHORT-TERM STUDY

The Director  
National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir

I submit herewith an application for Short-Term Study under the scheme of financial assistance for "Short Term Studies". Details are as follow:

1. Theme title of Short-Term Study: .....
2. Significance of the Study (Please enclose a separate sheet) .....
3. Attach an outline of the study on a separate sheet describing approach and methodology and nature of data to be collected .....
4. Name, professional status and full address of the staff to be put on the short-term study project :  
.....
5. Particulars of previous such studies, if any, undertaken by the organization/ individual  
(May enclose separate sheet) : .....
6. Estimated time for completion of the study and publication of the Study Report (Not to exceed one year from the date of approval letter).....  
Estimated Expenditure :  
(i) Honorarium to academic assistants (limited to 2 persons) : .....
- (ii) Travel: .....
- (ii) Office Assistance : .....
- Publication of Study Report (200 copies) : .....
- TOTAL \_\_\_\_\_

(Signature)

Name ( in Capital) : .....

Address : .....

Contact No. : .....

Email ID: .....

Office Seal : .....

**E. APPLICATION FORM FOR SEMINAR / CONFERENCE / WORKSHOP**

The Director  
National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir

I submit herewith an application for Seminar/Conference/Workshop under the scheme of financial assistance for "Seminar/Conference/Workshop". Details are as follow:

1. Name of the applicant with full address (attach a copy of Bio-data in case of scholar):  
.....
2. Topic of Seminar/Conference/Workshop:.....
3. A detailed note on the topic (attach a separate sheet):.....
4. Proposed date and Venue :.....
5. No. of participants (attach the complete list of participants with professional status, full address and Telephone/Fax No.): .....
6. No. of Scholarly papers to be presented :.....
7. Estimated Expenditure
  - (i) Rent for Venue: .....
  - (ii) TA/DA for participants limited to 50: .....
  - (iii) Honorarium for scholarly papers:.....
  - (iv) Contingency:.....
  - TOTAL : .....
8. Amount of Financial Assistance required: .....

**For Voluntary Organization/Societies/Trusts**

1. Name of NGO/VO/Society/Trust with: .....
- Complete address.....
2. Name of Chief Executive/ Functionary :.....
- with Tel.No./Mob./Fax/E-mail: .....
- 3 (a) Registration Number with Date/Year.....
- and Act in which registered (enclose a copy of Registration Certificate also):  
.....
- (b) Unique ID No. of NGO as generated: .....
- in [www.ngo.india.gov.in](http://www.ngo.india.gov.in)
- (enclose a copy of Unique ID Number)

**(Signature)**  
Name (in Capital) : .....

Address .....

Office Seal : .....

**F. APPLICATION FORM FOR THE PROJECT**

The Director  
National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

SUBJECT : Application for financial assistance for the project entitled \_\_\_\_\_ regarding.

Sir,

I/we submit herewith an application regarding the subject cited above. Necessary details are as follows:

1. Name of the Principal Investigator: .....
2. Status (Whether the applicant is an Organization /Institution affiliated to any other Organization or an Individual) : .....
3. (a) Registration No. and date (enclose a copy of Registration Certificate), in case of organization: .....
- (b) ID No. of NGO (as generated in www.ngo.india.gov.in): .....
4. Particulars of the applicant: .....
- (a) Functions of the applicant organization  
    A detailed note on activities and copy of memorandum of association):.....
- (b) Bio-data (in case of Individual applicant, a copy of biodata may be enclosed):.....
5. Nature, title and language of the proposed project (incase of manuscripts, full details with thematic classification be given on a separate sheet): .....
- (i) Number of volumes of the work to be published. : .....
- (ii) If a multi-volume project, indicate the volume number(s) for which financial assistance is sought: .....
6. Thematic Content of the project(Separate Sheet may be enclosed):.....
7. Is it a first edition /reprint/translation (incase of a reprint, date of first edition be given): .....
8. Position of copyright of the proposed publication for translation work:.....
9. Details of estimated expenditure
- (i) Honorarium: .....
- (ii) Travel: .....
- (iii) Contingencies: .....
- (iv) Cost of publication with details: .....

**GRAND TOTAL :** Rs.....

I/we certify that the particulars given above are correct to my best knowledge.

(Signature)  
Name (in Capital) : .....  
Address: .....  
Office Seal: .....

**G. APPLICATION FORM FOR ESTABLISHMENT OF CALLIGRAPHY AND GRAPHIC DESIGN TRAINING CENTRE**

The Director  
National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir

I submit herewith an application for establishment of Calligraphy and Graphic Design Training Centre. Details are as follow:

**Part-I**

Details of NGO/Madrasa /Society

1. Name of NGO/Madrasa/Society with complete address \_\_\_\_\_  
\_\_\_\_\_
2. Name of chief Executive/ Functionary with Tel.No/Mob./Fax/E-mail \_\_\_\_\_
3. (a) Registration Number with Date/Year and Act under which registered \_\_\_\_\_  
(enclose a copy of Registration Certificate also)  
(b) Unique ID No. of NGO \_\_\_\_\_  
(as assigned in www.ngo.india.gov.in)  
(c) Bank Account No. indicating Name of the Bank, Branch Code No. and MICR Code of the branch \_\_\_\_\_  
\_\_\_\_\_
4. Language(s) being taught in the Institution/Madrasa \_\_\_\_\_  
\_\_\_\_\_
5. Level of Teaching being imparted in the Institution/Madrasa \_\_\_\_\_  
\_\_\_\_\_
6. What are the total facilities available for holding the classes?  
(i) Premises of Institution / Madrasa in Sq. mt. ....  
(ii) No. of Classrooms with Black /White Board .....  
(iii) No. of Tables & Chairs .....  
(iv) Availability. Pl. Tick: (a) Electricity Yes / No  
(b) Fan Yes / No  
(c) Toilet Yes / No  
(d) Water Yes / No
7. Number of engaged teachers in your Institution/Madrasa \_\_\_\_\_
8. Details of assistance received during the last 3 years from the NCPUL/Central/State/Other public authorities.

S.No	Year of Grant Received	Purpose	Name of Sanctioning Authority

Part II

1. Bio-data of Calligraphy and Graphic Design instructor.

Please enclose Bio-data with Photographs & attested a Copy of Certificates.

2. Whether the NGO / Madrasa / Society

is running any other Vocational or Art  
related course of any institution/University

If yes, please give the details.

3. If not, how would you run our CGDT Course

Please justify (May enclose separate sheet)

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**Undertaking**

I certify that I am competent to sue and be sued in the name of the applicant voluntary organization in accordance with the registered Memorandum of Association of the Voluntary Organization.

I further certify that I have read the provisions of the afore-mentioned scheme and the Guidelines of the course and that I undertake to abide by these.

Yours faithfully

Place.....

Date.....

(Signature of the Applicant)

Name (in Capitals):.....

Designation:.....

Seal of the Voluntary Organization:.....

**SECTION 9.3**  
**URDU DIGITAL LEARNING PROGRAMME**

**A. List of Main CABA-MDTP Centres**

S. No.	Centre Code	File No. with File Code	Name of CABA-MDTP Centres with Phone, Fax, Mobile & Email ID	Phase
1	1403	9-11/ECC/D/98-NCPUL (15) (Shifted from Delhi Urdu Academy, Delhi, Ph.-I Centre in July 2003)	Mr. Khalil Ahmed, Centre Incharge, CCTC, Bachchon Ka Ghar, 5028, Darya Ganj, New Delhi - 110002. Ph. No.: 23242239, 23278795 Mob: 9868034309 - Faculty (Mr. Faiz Ahmed) Email: bkg_computers@yahoo.com	Ph-VIII
2	1405	9-30/ECC/D/98-NCPUL (33) (Shifted from Dr. Zakir Husain Memorial Welfare Society, Delhi, Ph.-XIII(B) Centre in January 2012)	Shri Shahzad Anwar, Centre Incharge, SIMTECH (DOEACC 'O' Level Accredited Institute), N-14B, Abul Fazal Enclave, Jamia Nagar, New Delhi - 110025. Ph. No.: 29948005 Mob: 9312220117-Centre Manager, 9910208085 Email: shahzadaanwar@hotmail.com	
3.	1408	9-258/ECC/2003-NCPUL (126)	Dr. Khaliq Anjum, Centre Incharge, Anjuman Taraqi-e-Urdu (Hind) Information Technology Centre, Urdu Ghar Marg, 212, Rouse Avenue, New Delhi - 110002. Ph. No.: 23237210, 23239372 Fax: 23239547 Mob: 9212322977-Supervisor (Jarar Ahmad), 9953941723-Shahid Khan Email: khaliqanjum@yahoo.com atu.hind@gmail.com	Ph-VIII
4.	1415	9-9/CAM-DTP/2004-NCPUL (160)	Shri Syed Farid Ahmed, Centre Incharge, The Hermein Educational Society, 118, Pratap Khund, Vishwa Karma Nagar (Jhilmil), Delhi - 110095. Ph. No.: 22161243 Fax: 23252334 Mob: 9810038138-Centre Supervisor (Nasreen) Email: hermein@rediffmail.com	Ph-X

5.	1418	9-207/TE/CAM/ 2009-NCPUL (254) (Converted from Accredited Centre to Main Centre in July 2009	Sh. Kanwal Krishen Khar, Centre Incharge, National Institute of Computer Technology (NICT), A-1, Block No. 1, Patel Marg, Near Sant Hospital, Sant Nagar, Burari, Delhi - 110084. Ph. No.: 27618474 Mob: 8826948802 Email: kanwalkhar@rediffmail.com (Shifted from Society for Science & Environment, Awareness, Research, Communication & Heritage (SEARCH), Ghaziabad (U.P.), Ph.- XIV Centre).	Ph.- XVI(A)
6.	1418	9-207/TE/CAM/ 2009-NCPUL (254) (Converted from Accredited Centre to Main Centre in July 2009	Sh. Kanwal Krishen Khar, Centre Incharge, National Institute of Computer Technology (NICT), A-1, Block No. 1, Patel Marg, Near Sant Hospital, Sant Nagar, Burari, Delhi - 110084. Ph. No.: 27618474 Mob: 8826948802 Email: kanwalkhar@rediffmail.com (Shifted from Society for Science & Environment, Awareness, Research, Communication & Heritage (SEARCH), Ghaziabad (U.P.), Ph.- XIV Centre).	Ph.- XVI(A)
7.	1419	9- 34/TE/CAM/2006- NCPUL (32) (Shifted from Sri Aurobindo Centre, Delhi, Ph.-II Centre	Mr. Mohd. Qasim, Centre Incharge, Madrasa Taleem-Al-Quran, Haji Langa Computerised Calligraphy Training Centre, Sector-3, R.K. Puram, New Delhi - 110022. Ph. No.: 26178298 Mob: 9868173553-Centre Incharge, 8010020747-Sr. Faculty (Ms. Shabina Nayeem), 9015873336-Jr. Faculty (Rubina Nayeem), Mohd. Izhar Azad- Jr. Faculty Email: madrasa_sector3@yahoo.co.in mdqasim@yahoo.com	Ph.- XII(A)
8.	1425	9-274/TE/CABA MDTP/2010-	Mrs. Mehrunnisa, President, Jan Kalyan Mahila Samiti,	



		NCPUL (333) (Established from July 2010)	Community Centre, DDA Flats, Behind B.K. Roy Court, Asaf Ali Road, New Delhi - 110002. Ph. No.: 23230549 Mob: 9350153298-Centre Incharge Email: info.jankalyanmahilasamiti@gmail.com	
9.	1426	9-273/TE/CABA MDTP/2010- NCPUL (332) (Converted from Accredited Centre to Main Centre in July 2010)	Maulana Mohd. Iliyas, Centre Incharge, Zayed Computer Education Centre under the Management of "Jamia-tul-banat Al Islamia" Educational & Social Society, B-112, Kalindi Kunj Road, Street No. 7, Shaheen Bagh, Abul Fazal Enclave, Jamia Nagar, Okhla, New Delhi - 110025. Ph. No.: 29942506, 29942507, Fax: 29942506 Mob: 9312240149, 9911611315- Centre Incharge, 9310090979-Mohd. Talha, 9873485708-Son of Mohd. Talha Email: zayedcc_delhi@hotmail.com jamiabanat@hotmail.com	I

**SECTION 10**  
**DEVELOPMENT OF ARABIC/PERSIAN LANGUAGE**

Form No. : F-29/01

**10.2 A. APPLICATION FORM FOR ESTABLISHMENT OF 'ARABIC LANGUAGE STUDY CENTRE' TO RUN ONE YEAR CERTIFICATE COURSE IN ARABIC LANGUAGE**

The Director  
National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan  
FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir,

I submit herewith an application for establishment of a One Year Certificate Course in Arabic Language under the scheme of 'Financial Assistance for Promotional Activities Related to Arabic/Persian Languages' for Teaching of Arabic. Details are as follow:

**Details of NGO/Madrasa /Society:**

1. Name of NGO/Madrasa/Society with complete address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name of Chief Executive/ Functionary with Tel. No./Mob/Fax/Email \_\_\_\_\_  
\_\_\_\_\_
3. (a) Registration Number with Date/Year and Act in which registered \_\_\_\_\_  
(enclose a copy of Registration Certificate also) \_\_\_\_\_  
(b) Unique ID No. of NGO as generated in www.ngo.india.gov.in \_\_\_\_\_  
(enclose a copy of Unique ID Number) \_\_\_\_\_  
(c) Bank Account No. indicating Name of the Bank, Branch Code No. and MICR Code of the branch \_\_\_\_\_  
\_\_\_\_\_
4. Language(s) being taught in the Institution/Madrasa \_\_\_\_\_  
\_\_\_\_\_
5. Level of Teaching being imparted in the Institution/Madrasa \_\_\_\_\_  
\_\_\_\_\_
6. What are the total facilities available for holding the classes?
  - (i) Premises of Institution / Madrasa in Sq. mt. ....
  - (ii) No. of Classroom with Black /White Board .....
  - (iii) No. of Tables & Chairs .....
  - (iv) Facilities Available (Pl. Tick).

(a)	Electricity	Yes / No
(b)	Fan	Yes / No
(c)	Toilet	Yes / No
(d)	Water	Yes / No

7. Number of engaged teachers in your \_\_\_\_\_  
Institution/Madrasa

8. Details of assistance received during the last 3 years from the NCPUL/Central/State/Other authorities.

S. No.	Year of Grant Received	Purpose	Name of the Sanctioning Authority
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

9. Whether the NGO / Madrasa / Society is running any other course of any institution/University on distance mode. If yes, please give the detail. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If not, how would you run our distance programme. please justify.(May enclose separate sheet) \_\_\_\_\_  
\_\_\_\_\_

11. Would you specify the motivation, if any, on the part of the learners to learn Arabic language on distance mode. (May enclose separate sheet) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Undertaking

I certify that I am competent to sue and be sued in the name of the applicant voluntary organization in accordance with the registered Memorandum of Association of the Voluntary Organization.

I further certify that I have read the provisions of the afore-mentioned scheme and the Guidelines of the course and that I undertake to abide by these.

Yours Faithfully

Place.....

(Signature)

Date.....

Name in block letter:.....

Designation:.....

Seal of the Voluntary Organization:.....

**Note: Please read NORMS carefully before filling the form.**

**10.3 A. APPLICATION FORM FOR ESTABLISHMENT OF 'FUNCTIONAL ARABIC STUDY CENTRE' TO RUN TWO YEARS DIPLOMA COURSE IN FUNCTIONAL ARABIC**

The Director  
National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan  
FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir,

I submit herewith an application for establishment of a Two Years Diploma Course in Functional Arabic under the scheme of 'Financial Assistance for Promotional Activities Related to Arabic/Persian Languages' for Teaching of Arabic. Details are as follow:

**Details of NGO/Madrasa / Society :**

1. Name of NGO/Madrasa/Society \_\_\_\_\_  
with complete address \_\_\_\_\_
  
2. Name of Chief Executive/  
Functionary with Tel. No./Mob./Fax/Email \_\_\_\_\_
  
3. (a) Registration Number with Date/Year \_\_\_\_\_  
and Act in which registered \_\_\_\_\_  
(enclose a copy of Registration Certificate also)
  
- (b) Unique ID No. of NGO as generated in \_\_\_\_\_  
www.ngo.india.gov.in \_\_\_\_\_  
(enclose a copy of Unique ID Number)
  
- (c) Bank Account No. indicating \_\_\_\_\_  
Name of the Bank, Branch Code No. \_\_\_\_\_  
and MICR Code of the branch \_\_\_\_\_
  
4. Language(s) being taught in the \_\_\_\_\_  
Institution/Madrasa \_\_\_\_\_
  
5. Level of Teaching being imparted in the \_\_\_\_\_  
Institution/Madrasa \_\_\_\_\_
  
6. What are the total facilities available for holding the classes?  
(i) Premises of Institution / Madrasa in Sq. mt. ....  
(ii) No. of Classroom with Black /White Board .....  
(iii) No. of Tables & Chairs .....  
(iv) Facilities Available (Pl. Tick). (a) Electricity Yes / No  
(b) Fan Yes / No  
(c) Toilet Yes / No  
(d) Water Yes / No
  
7. Number of engaged teachers in your \_\_\_\_\_  
Institution/Madrasa \_\_\_\_\_
  
8. Details of assistance received during the last 3 years from the NCPUL/Central/State/Other  
authorities.

S. No.	Year of Grant Received	Purpose	Name of the Sanctioning Authority
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

9. Whether the NGO / Madrasa / Society is running any other course of any institution/University on distance mode. If yes, please give the detail. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. If not, how would you run our distance programme. please justify.(May enclose separate sheet) \_\_\_\_\_  
 \_\_\_\_\_

11. Would you specify the motivation, if any, on the part of the learners to learn Arabic language on distance mode. (May enclose separate sheet) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Undertaking**

I certify that I am competent to sue and be sued in the name of the applicant voluntary organization in accordance with the registered Memorandum of Association of the Voluntary Organization.

I further certify that I have read the provisions of the afore-mentioned scheme and the Guidelines of the course and that I undertake to abide by these.

Yours Faithfully

Place.....  
 Date.....

(Signature)

Name in block letter.....  
 Designation:.....  
 Seal of the Voluntary Organization:.....

**SECTION 11  
FINACIAL ASSISTANCE**

**A. APPLICATION FORMAT FOR AVAILING MICRO-CREDIT SCHEME**

**1. Organisation Directory**

- a) Name of the Organisation : \_\_\_\_\_
- b) Address : \_\_\_\_\_
- c) State : \_\_\_\_\_
- d) District : \_\_\_\_\_
- e) Block : \_\_\_\_\_
- f) Phone No. (With STD Code) : \_\_\_\_\_
- g) Fax No .(if any) : \_\_\_\_\_
- h) Nearest Railway Station : \_\_\_\_\_
- i) Registration NO. of the Organisation : \_\_\_\_\_
- j) Date of Registration : \_\_\_\_\_
- k) Date of Renewal, if any : \_\_\_\_\_
- l) Area of Operation : \_\_\_\_\_
- I) As per Memorandum of Association (MOA) : \_\_\_\_\_
- II) For implementation of this programme : \_\_\_\_\_
- m) Name and branch of the Bank from where the NGO Operates: \_\_\_\_\_
- n) Account No. : \_\_\_\_\_
- o) Name and Designation of Chief Functionary : \_\_\_\_\_

**2. Details of socio-economic development programmes implemented by the organisation during the last three years (year wise)**

S. No.	Year	Name of the Programme	Funded by	Amount received	Achievements
1	2	3	4	5	6

Note : Please enclose a copy of your annual reports of last three years.

**3. Experience of the organisation in Credit activity (year wise)**

**a) Through SHGs**

S.No.	Years	Name of Activities for which loans given	No. of SHGs	No. of Borrowers	Amount of loan disbursed	Amount which was due for recovery i.e Demand	Amount actually recovered i.e. repayment	%age of Recovery to Demand column (8/7)x100	Source of funds
1	2	3	4	5	6	7	8	9	10

**b) Directly to borrowers**

**(Amount in Rs.)**

S. No.	Years	Name of Activities for which loans given	No. of Borrowers	Amount of loan disbursed	Amount which was due for recovery i.e Demand	Amount actually recovered i.e. repayment	%age of Recovery to Demand column (7/6)x100Amount	outstanding at the end of the year	Source of funds
1	2	3	4	5	6	7	8	9	10

**4. Details of the SHGs already formed**

S. No.	Name of SHG	Name & address of the leader SHG	Name of Village	No. of total Member *(No. & classification separately)		Period since when formed i.e. Date of formation	Whether bank a/c has opened and number along with name of bank/branch	Saving per member per month (Rs.)	Total saving collected by the group (Rs.)	Total credit to the group members from its own savings (Rs.)	Total amount due to be recovered till date i.e.. demand (Rs.)	Total amount recovered (Rs.) i.e. repayment	% of recovery column (13/12)x 100	Proposed amount of loan for the group from NMD FC for the group members
				No	Class									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note : \* No. of total member of every SHG is to be classified into the categories as mentioned below:-  
M- Minority, S - SC & ST, D - Disabled and OBC - Other Backward Class.

**5. Proposed lending Programme in the current year**

**a) Through SHGs**

**(Amount in Rs.)**

S. No.	Name of Activities	No. of SHGs	No. of Borrowers	Average Amount of loan per beneficiary	Total required Amount
1	2	3	4	5	6=(4x5)

**b) Directly to borrowers**

**(Amount in Rs.)**

S. No.	Name of Activities	No. of SHGs	No. of Borrowers	Average Amount of loan per beneficiary	Total Amount required
1	2	3	4	5	6=(4x5)

6. Resources available with the Organisation

(Amount in Rs.)

S. No	Source	Balance of the beginning of year	Amount expected during the current year	Total Amount
(1)	(2)	(3)	(4)	(5)
1	Own sources			
2	Saving of SHGs/Members			
3	Recovery sources such as grants/donations etc.			
4	Borrowings (other than this application NMDFC)			
5	Total			

7. Financial assistance required from NMDFC (i.e. para 5-6)

(Amount in Rs.)

S. No.	Amount	Name of Activities	No Of SHGs	No. of borrowers	Average Amount of loan per beneficiary	Amount Required from NMDFC
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	i) As per para-5					
	ii) minus (-) as per para-6					
	iii) Balance required from NMDFC					

8. Please indicate for NGO & SHGs terms and conditions for each type of lending in terms of:-

- Maximum amount per beneficiary.
- Rate of interest charged and provision for penal interest
- Security, margin money, if any, taken from the member.
- Repayment period; and
- Type of documents taken under each category from the borrower.

9. Financial position of the organisation as per Balance Sheet

(Amount in Rs.)

(As on .....

- Fixed Assets Rs . .....
  - Current Assets Rs . .....
  - Borrowings Rs . .....
- (Details of borrowing if any, may be given in the proforma below)
- Other Liabilities Rs . .....

(Amount in Rs.)

S. No.	Name of the Lending Institution	Date	Amount borrowed	Amount repaid	Balance of borrowings outstanding
(1)	(2)	(3)	(4)	(5)	(6)

10. Organisational Set-up and Training i) Details of staff

S. No.	No. of staff with the organisation	Trained	Untrained	Total
(1)	(2)	(3)	(4)	(5)

ii) Details of arrangements available with the organisation for training of its staff/SHGs.



### 11. Check List

(Please enclose the following :)

S. No.	Details of enclosures	Yes/No	Page No.
(1)	(2)	(3)	(4)
1.	Attested Copy of the original Registration Certificate/Renewals		
2.	Attested copy of Memorandum of Association/Bye-laws	Page No...	
3.	Indicate the provision to borrow from outside agency (pl. give para/ page No. Bye laws)	Page No....	
4.	Main objectives/purpose/ background of forming the organisation - a brief note		
5.	Bio-data of the chief functionary		
6.	Composition of the current Managing Committee with name, designation and address of the members (with relevant copy of resolution of general body.)		
7.	Photographs and signatures of the member of the current Managing Committee duly attested		
8.	Copy of the audited accounts and Balance Sheet of the organisation for the last three years		
9.	Copy of the resolution passed by Management Committee seeking loan (amount Rs ..... ) from NMDFC.		
10.	Copies of Annual Report of last three years		
11.	Copies of testimonials received from funding agencies/ Govt. Departments etc., if any.		

### 12. DECLARATION: Copy given below:-

#### DECLARATION

I

(full name with designation) certify that the facts and figures furnished in the application form and the annexures are correct and tally with the records of our organisation.

Place:

Date:

(Signature with official stamp)

Name & Designation  
of Chief Executive

Ends \_\_\_\_\_ sheets

### B. APPLICATION FORMAT FOR AVAILING INTEREST FREE LOAN FOR THE PURPOSE OF PROMOTION AND DEVELOPMENT OF SELF HELP GROUPS (SHGs)

#### 1. Organisation Directory

- a) Name of the Organisation : \_\_\_\_\_
- b) Address : \_\_\_\_\_
- c) State : \_\_\_\_\_
- d) District : \_\_\_\_\_
- e) Block : \_\_\_\_\_
- f) Phone No. (With STD Code) : \_\_\_\_\_
- g) Fax No. (if any) : \_\_\_\_\_
- h) Nearest Railway Station : \_\_\_\_\_
- i) Registration NO. of the Organisation : \_\_\_\_\_
- j) Date of Registration : \_\_\_\_\_
- k) Date of Renewal, if any : \_\_\_\_\_
- L) Area of Operation
- I) As per Memorandum of Association (MOA) : \_\_\_\_\_
- II) For implementation of this programme : \_\_\_\_\_

- m) Name and branch of the Bank from where the  
NGO operates: \_\_\_\_\_
- n) Account No. \_\_\_\_\_
- o) Name and Designation of Chief Functionary \_\_\_\_\_

2. Main Objectives of the Organisation

3. Whether the NGO is already collaborating with NMDFC  
YES/No (Please Tick)

4. If yes, collaborating since when and under which scheme

Year	Name of the Scheme

5. Description of socio-economic development programmes implemented by the organisation during the last years (year-wise)

S. No.	Year	Name of the Programme	Name of the Agency	Programme Sanctioned			Achievements			Other Remarks
				Date of sanction	Physical Units	Financial assistance	Date of sanction	Physical Units	Financial assistance	
1	2	3	4	5A	5B	5C	6A	6B	6C	7

Note: Please enclose a copy of your annual reports of last three years.

6. Experience of the Organisation in thrift/savings and formation of SHGs.  
Please give details as below (position as on \_\_\_\_\_)

S. No.	Name of SHG	Name & address of the leader SHG	Name of Village	No. of total Member *(No. & classification separately)		Period since when formed i.e. Date of formation	Whether bank a/c has opened and number along with name of bank/branch	Saving per member per month (Rs.)	Total saving collected by the group (Rs.)	Total credit to the group members from its own savings (Rs.)	Total amount due to be recovered till date i.e. demand	Total amount recovered (Rs.) i.e. repayment	% of recovery column (13/12)x 100	Amount of loan Outstanding (Rs.)
				No	Class									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note : \* No. of total member of every SHG is to be classified into the categories as mentioned below :-  
M- Minority, S - SC & ST, D - Disabled and OBC - Other Backward Class.

7. Experience of the organisation in credit activity during last 3years (year wise)  
(Amount in RS.)

S. No.	Years	Name of Activities for which loans given	No. of SHGs	No. of Borrowers	Amount of loan disbursed	Amount which was due for recovery i.e Demand Amount	actually recovered i.e. repayment	%age of Recovery to Demand column $(8/7) \times 100$	Source of funds
1	2	3	4	5	6	7	8	9	10

8.a) Details of infrastructure & manpower available for implementing NMDFC programme.

b) Infrastructure Building: Own/ rented (Please tick) Training Hall/ Auditorium etc. (details to be given)

c) Details of training programme conducted if any, by the organization during the last one year.

d) No. of extension staff available with NGO for promoting groups.

S. No.	No. of staff working with the organization	Trained	Untrained	Total
1	2	3	4	5
		No. of Persons	Years of Experience in Micro Credit i.e. in SHG formation	
		3A	3B	
	Headquarters:			
	a) Accounts/ office staff			
	b) Supervisory staff			
	c) Extension staff			
	Total			

9. Financial sources available to NGO from itself or from donors for the purpose of promotion & development of SHGs.

(Amount in Rs.)

S. No	Source	Balance of the beginning of year	Amount expected during the current year	Total Amount
1	2	3	4	5
1.	Own sources			
2.	Other sources such as Borrowing etc. (Please indicate the name of the agency)			

**10. Details of SHGs programme to be taken up under NMDFC scheme (only realistic programme to be given).**

S. No.	Year	No of SHGs to be promoted		Expected No. of Members	Estimated	
		Name of the Village	No. of the SHGs		Amt. of savings to be generated	Amt. of lending to be made
1	2	3	4	5	6	7
				I year II year III year		
				Total		

\* Attach the list of villages where SHGs are to be promoted

\*\* Attach the list of SHGs to be promoted

**11. Financial position of the organization as per Balance Sheet (As on ..... )**

- a) Fixed Assets : Rs. ....  
 b) Current Assets: Rs.....  
 c) Borrowing  
 Details of Borrowing, if any , may be given in the proforma below)  
 d) Other Liabilities : Rs.....  
 e) Excess of Expenditure over income or deficit, if any, please give detailed reasons, proposed step/sources to meet & latest position with explanatory note.

Amount in Rs.)

S. No	Name of the Lending Institution	Date	Amount borrowed	Amount repaid	Balance of Borrowings Outstandings
1	2	3	4	5	6

**12. Proposed programme for which amount of Interest Free Loan required by NGO from NMDFC**

S. No	Year	No. of SHGs to be formed& established ( with other parameters given underpara 10 of the application	Amount Required (Rs.)	( Please give your estimate as per norm given in the scheme
(1)	(2)	(3)	(4)	(5)

**13. Check List:**

(Please enclose the following)

S. No.	Details of enclosures	Yes/No	Page
(1)	(2)	(3)	(4)
1.	Attested Copy of the original Registration Certificate/Renewals, if any.		
2.	Attested copy original Memorandum of Association/ Bye-laws with latest amendments		
3.	Indicate the provision to borrow from outside agency (pl. give para/ page No. Bye laws)	Page No.. Para No ..	
4.	Main objectives/purpose/ background of forming the organisation - a brief note.		
5.	Bio-data of the chief functionary.		

6.	Composition of the current Managing Committee with name, designation and address of the members (with relevant copy of resolution of general body.)		
7.	Photographs and signatures of the member of the current Managing Committee duly attested.		
8.	Copy of the audited accounts and Balance Sheet of the organisation for the last three years along-with Auditors Report		
9.	Copy of the resolution passed by Management Committee seeking loan (amount Rs ..... ) from NMDFC.		
10.	Copies of Annual Report of last three years		
11.	Copies of testimonials received from funding agencies/Govt. Departments etc., if any		

14. DECLARATION: Copy given below:-

**DECLARATION**

I \_\_\_\_\_ (full name with designation) certify that the facts and figures furnished in the application form and the annexure are correct and tally with the records of our organisation.

Place:

Date:

(Signature with official stamp)  
Name & Designation of Chief Executive

Ends: \_\_\_\_\_ sheets.

**A. NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION FORMAT FOR UTILISATION CERTIFICATE UNDER MICRO CREDIT SCHEME**

1. Date of submitting the information : \_\_\_\_\_

2. Name & Address of NGO : \_\_\_\_\_  
: \_\_\_\_\_  
Tel./Fax No. \_\_\_\_\_

3. Disbursement Detail  
(i) By NMDFC : Installment No. I/ II / III  
Date of release: \_\_\_\_\_  
Amount released: \_\_\_\_\_  
(ii) By NGO : NMDFC Share:  
Rs. \_\_\_\_\_  
NGO/SHGs share:  
Rs. \_\_\_\_\_

4. Unutilised funds, if any : \_\_\_\_\_

5. No. of Beneficiaries financed : \_\_\_\_\_

No. of SHGs	No. of beneficiaries	Beneficiary Detail					
		Rural/Urban	Amt	Gender	Amt	Community	Amt
		Rural		Male		Muslim	

		Urban		Female		Sikh	
		Total		Total		Buddhist	
						Christian	
						Parsis	
						Total	

6. Do you want to edit the information furnished above : Yes / No

Signature of the Authorised Officer of the NGO with official seal

Note:

1. The above statement should be submitted within 30 days after the last date prescribed for utilisation of funds drawn from NMDFC. No further release of funds will be allowed unless utilisation certificate of earlier loan has been received by NMDFC.
2. A complete list giving name/ address and amount advanced to each borrower must be furnished separately as per proforma.

#### B. CHECKLIST FOR SUBMISSION OF APPLICATION BY NGO FOR MICRO FINANCE

In most of the proposals submitted by NGOs in respect of Credit Limit/IFL, it is observed that they lack desired information. A checklist has been compiled mentioning the major areas of information which should be ensured by the NGO while furnishing the proposal so that it can be processed easily:-

Points for consideration while applying (wherever applicable):-

- 1) Applicant NGO has to ensure that there is specific borrowing clause in their Memorandum of Association/Bye-laws for outside borrowing. The Memorandum of Association/Bye-laws of applicant NGO should provide the clause for undertaking economic activities. These points should be highlighted while submitting the relevant documents alongwith the proposal.
- 2) The reason of deficit in any financial year out of the three previous financial years should be explained in detail giving justification.
- 3) The application for Credit limit/IFL has to be submitted strictly as per the prescribed format.
- 4) Applicant NGO has to ensure that specific resolution of the governing body regarding availing of interest free loan/ credit loan from NMDFC has to be submitted. The resolution is to be signed by all the members of the applicant NGO.
- 5) Recovery percentage of loan given by applicant NGO has to be specified as this is an important criterion.
- 6) Applicant NGO has to give details of yearwise resources of funds utilized for credit business during the last three years.
- 7) It is observed that the details regarding thrift and credit business conducted by the applicant NGO during the past two-three years are not reflected properly in the audited accounts/balance sheet of the applicant NGO which should be taken care of.
- 8) The organization's infrastructure for promoting Self Help Group may be given as per the following format:

No	Name	Gender	Date of Joining	Qualification	Total years Of Experience In micro Credit	Designation	Salary P.M. (Rs.)
1	2	3	4	5	6	7	8

- 9) Applicant NGO may submit its year-wise experience in self-employment income generation activities aimed at economic empowerment of poor target groups.
- 10) If an applicant NGO has received financial assistance for promotion of self help groups from any other Financial Institution, Cooperative Banks, RMK/SIDBI/NABARD, etc. details regarding receipt and current status of utilization/ recovery may be submitted.
- 11) Applicant NGO should submit a brief description of the area where groups are supposed to be formed; in terms of population of minorities and activities practiced for employment, what has been the outcome, etc.
- 12) Applicant NGO should submit the details regarding preliminary work done in the direction of formation of proposed minority SHGs, so far.
- 13) Applicant NGO should specify the occupation of each of the members of the governing body.
- 14) Applicant NGO has to state about the organizational structure whether it is democratic set-up or a non-elected trust.
- 15) Applicant NGO has to state the details of Books of Accounts maintained at NGO's as well as SHG's level.
- 16) Applicant NGO has to give details regarding the duration/frequency of meeting of SHGs i.e. monthly, weekly etc.
- 17) System of thrift/ credit mechanism followed by NGO / SHGs should be commented upon by the applicant NGO.
- 18) A legible copy of the documents should be submitted along-with the application. In case the documents are in a local language then an authenticated English translation must be provided.
- 19) Application form along-with relevant documents may please be submitted in English/Hindi Version only.

## C. Application Format for Availing Write-Off of Loans/ Dues

1. Name of the SCA/ State: \_\_\_\_\_

2. Details for Writing-Off of Loans/ Dues of Beneficiaries (Attested Copies of Supporting Documents Required)

(a) To be Written-Off for Death of Beneficiaries

S.No.	Name, Age & Address of the Beneficiary	Activity Undertaken & Whether Assets Taken Over by the SCA	Outstanding		Total	Natural Death/ Accidental Death (Supporting Documents Required)	Amount Proposed for Written-Off	
			Loan	Interest			Loan	Interest
1	2	3	4	5	6	7	8	9

Total (a) (8+9): Rs. \_\_\_\_\_

(b) To be written-Off for Disability of Beneficiaries

S.No.	Name, Age & Address of the Beneficiary	Activity Undertaken	Outstanding		Total	Natural Death/ Accidental Death (Supporting Documents Required)	Amount Proposed for Written-Off	
			Loan	Interest			Loan	Interest
1	2	3	4	5	6	7	8	9

Total (b) (8+9): Rs. \_\_\_\_\_

(c) To be Written-Off for Beneficiaries Affected by Calamity

S.No.	Name, Age & Address of the Beneficiary	Activity Undertaken	Outstanding		Total	Nature of Calamity (Natural/ Accidental Supporting Documents Required)	Interest Payment Adjusted Against Principal & Waived	Whether Fresh Loan Applied
			Loan	Interest				
1	2	3	4	5	6	7	8	9

Total (c)(8): Rs. \_\_\_\_\_

Grand Total (a+b+c): Rs. \_\_\_\_\_

It is to certify that the information given above is correct and the cases for writing-off of loans/ dues have been recommended after due verification/ assessment of the actual loss/ damage to the affected beneficiaries in line with the guidelines given in the scheme of NMDFC.

Date :

Managing Director  
State Channelising Agency



**D. Format for Making a Fact Finding Report**

1. Name of the Beneficiary:
2. Date & Amount of Loan Taken under NMDFC Programme:
3. Activity for which the Loan was taken:
4. Status of the Beneficiary and the Value of Assets before the happening of Event (Death/ Disability/ Calamity):
5. Date of happening of the Event (Death/ Disability/ Calamity):
6. Details of the happening of the Event (Death/ Disability/ Calamity):
7. Status of the Beneficiary or Family of the Beneficiary (in case of death) and Value of the Assets after the happening of the Event (Death/ Disability/ Calamity):
8. Any other Remark or Justification in support of Write-off of Dues:

It is to certify that the information given above is correct as per the documents and the verification conducted by the undersigned on \_\_\_\_\_ (Date).

**Verified by**

**Name, Designation and Signature of Officer of the SCA**

**Date :**

**Place:**

**E. Format for Auditors' / Chartered Accountant's Certificate for Outstanding Dues and Verification of the Beneficiary**

1. Name of the Beneficiary:
2. Date & Amount of Loan Taken under NMDFC Programme
3. Activity for which the Loan was taken:
4. Outstanding Dues of the Beneficiary with regard to Principal and Interest as on the date of Claim:  
Date of Claim:  
Total Outstanding:  
Principal Outstanding:  
Interest Outstanding:
5. Enclose copy of loan ledger of the beneficiary.

It is to certify that the above information is correct as per the verification and compilation done from the records maintained by the SCA.

**Verified and Certified by**

**Name of the Partner, Seal and Signature on Behalf of Firm of the Chartered Accountants**

**Date :**

**Place:**

**SECTION 12**  
**PROGRAMME AND GUIDELINES FOR PREPARATION OF MULTI-  
SECTORAL DISTRICT DEVELOPMENT PLANS FOR MINORITY  
CONCENTRATION DISTRICTS**  
**(GoI, Ministry of Minority Affairs)**

**Section 12.1:**

**Programme and Guidelines for Preparation of Multi-sectoral District Development Plans for Minority Concentration Districts**

**A. Identification of Minority Concentrated Districts in India for Multi-sectoral District Development Plans**

**Minorities**

Muslims, Sikhs, Christians, Buddhists and Zoroastrians (Parsis) have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992. As per Census 2001, the percentage of minorities in the country is about 18.4% of the total population of the country, of which Muslims are 13.4%; Christians 2.3%; Sikhs 1.9%, Buddhists 0.8% and Parsis 0.007%.

**Objective**

The programme aims at improving the socio-economic parameters of basic amenities for improving the quality of life of the people and reducing imbalances in the MCDs during the Eleventh Five Year Plan period. Identified 'development deficits' would be made up through a district specific plan for provision of better infrastructure for school and secondary education, sanitation, pucca housing, drinking water and electricity supply, besides beneficiary oriented schemes for creating income generating activities.

Absolutely critical infrastructure linkages like connecting roads, basic health infrastructure, ICDS centres, skill development and marketing facilities required for improving living conditions and income generating activities and catalyzing the growth process would also be eligible for inclusion in the plan.

90 minority concentration districts have already been identified by governments which are relatively backward and falling behind the national average in terms of socio-economic and basic amenities indicators. These districts have a substantial minority population and are backward, with unacceptably low levels of socio-economic or basic amenities indicators, requiring focused attention and specific programme intervention.

This initiative will be a joint effort of the Centre and the States/UTs for inclusive growth, accelerate development process and improve the quality of life of the people. The scheme aims at focused development programmes for backward minority concentration districts to help reduce imbalances and speed up development.

**B. Multi-sectoral Development Programme (MsDP) for Minority Concentration Districts:**

The Central Government has been implementing development programmes like Rashtriya Sam Vikas Yojana (RSVY)/Backward Regions Grant Fund (BRGF) in selected backward districts and the Border Area Development Programme (BADP) in blocks bordering the international borders. These programmes target Scheduled Castes and Scheduled Tribes population including extremist affected districts and are designed to address the problems of low agriculture productivity, unemployment and to fill critical gaps in physical and social infrastructure. BADP does target the entire population living in remote and inaccessible areas situated near the international border but then its scope is limited.

The RSVY/BRGF and BADP programmes do not specifically target minorities who are one of the marginalised sections of the society. Area development schemes like BRGF/RSVY and BADP had their own target groups and priorities while the latter is aimed at overall development of the entire population in the border blocks. Likewise, the target group of the proposed programme was the disadvantaged minorities. Comparison of the lists of districts i.e. RSVY/BRGF, MCD and BADP reveals that 46 MCDs are not included in the lists of RSVY/BRGF and 31 districts included in 90 MCDs have some BADP blocks. The list is enclosed as Appendix – II.

The thrust of the MsDP would be to address the 'development deficits' brought out by a baseline survey to improve the socio-economic parameters and the basic amenities parameters of the district as a whole so as to bring them at par with the national average. Critical infrastructure linkages that are required for optimizing service, economic opportunities and can act as a catalyst could also be taken up under this programme. The multi-sectoral district development plan of a district has also to be prepared in such a manner that these districts are saturated with schemes included in the Prime Minister's New 15 Point Programme for the Welfare of Minorities within the Eleventh Plan period.

Priority for location of social and economic infrastructure should be given to villages/blocks/localities having a substantial population of minority communities.

There would be no change in guidelines of any existing scheme under implementation in such districts for which this programme would provide additional funds. As far as possible, the focus of the programme would be for providing appropriate social and economic infrastructure rather than targeting individual beneficiaries. In case schemes for individual benefits are taken up under the programme, there shall be no divergence from existing norms for selection of beneficiaries from the list of BPL families in the district, so that benefits from the additional funds flow to all BPL families and not selectively.

### **Fund**

Financial assistance would be made available to these districts to address the 'development deficits' that were either not met fully by existing schemes/programmes or catered to by any scheme/programme of the State or Central Government. The ceiling of financial assistance that may be provided to such minority concentration districts, estimated on the basis of their backwardness parameters and size of minority population. For districts which are entitled to less than Rs.15 crore on this formula, a fixed sum of Rs.15 crore has been allocated as it is doubtful if an amount lower than this could lead to any palpable improvement.

### **C. Multi-sectoral Development Plan (MsD Plan)**

A Multi-sectoral development plan shall be prepared based on the baseline survey of the district carried out under the aegis of the Indian Council of Social Science Research (ICSSR), New Delhi or any suitable professional agency like a university.

#### **Preparation of MsD Plan**

- (a) The District Planning Committee/District Level Committee for implementation of the Prime Minister's New 15 Point Programme shall prepare a MsD plan which shall have a district profile. It shall bring out the development deficits identified by the survey, indicate the strategy for addressing the deficits, propose projects/work to fill the 'development deficits' either by topping up the funds of ongoing schemes/programmes of the Central Government or propose projects which are not catered to by existing schemes/programmes of the Central and State Governments and indicate the year-wise financial and physical phasing for implementation during the Eleventh Five Year Plan period.
- (b) The committee shall ensure that the projects included in the MsD plan have not been sanctioned or proposed under any other scheme of the State/Central Government or any other source of funding including RSVY/BRGF and BADP in the blocks concerned. The filtering mechanism of the committee should ensure that there is no duplication with other public-funded schemes with similar objectives being implemented in the targeted districts. It should also be ensured that the MsD plan is in consonance with the annual plans and Eleventh Five Year Plan.

- c) The MsD plan shall contain concept papers on each of the prioritized projects accompanied by a socio-economic feasibility report justifying the proposal by clearly outlining the gap, its criticality, goals, strategies, outcomes and benefits, milestones, approximate cost of project with year-wise financial and physical break-up, private investment participation (if any), project location, land availability and intended beneficiaries, implementing agency, duration of project, existing and proposed mechanism for implementation, management/operation and maintenance of the assets created. Detailed Project Reports (DPR):
- (a) DPR is to be prepared only for physical infrastructure projects with an estimated project cost exceeding Rs.10.00 crore, which has been accepted in-principle by the Ministry of Minority Affairs. This will not apply to topping up of funds for ongoing central schemes required for saturating the target/gap in the district.
- (b) DPRs shall be prepared by the line department concerned of the State/UT or through the agency which will be executing the project.
- (c) Each project proposal should be accompanied by a DPR. The DPR should, inter-alia, include the basic information and must establish its economic and technical viability such as its rationale, cost, funds required, similar facilities available in and around area of the project site, detailed technical specifications etc. In addition, the DPR should clearly have the following:
- CPM and PERT chart;
  - Year-wise phasing of inputs, viz. expenditure;
  - Project Implementation Schedule;
  - Certification that the cost estimates are as approved by the competent authorities of the State/UT and that the costs are based on the latest Schedules of rates in force in the State/UT concerned;
  - Intended economic/social benefit and target beneficiaries; and
  - Status of relevant regulatory and statutory clearances.
- (d) Three copies of DPRs for each project shall be sent to the Ministry of Minority Affairs for referring to the line Central Ministry/department for examination and clearance. Principles to be followed for formulation of MsD Plan

The following principles are laid down for formulation of plan:

- (i) The plan for the district shall be based on the baseline survey report prepared for the district by the research institute or any suitable professional agency like a university assigned with this task.
- (ii) The plan should contain projects, prioritized with inter-se priorities among different targeted sectors namely, primary/secondary education, drinking water supply, electricity, health, sanitation, housing, and income generating activities. This will be done similarly for critical infrastructure required for overall development of the district. It may include projects for carrying out social mobilization and sensitization campaign to send children to schools, provide employment opportunities to women, etc. for improving the socio-economic parameters in the districts.
- (iii) It should be ensured that the funds provided for the MCDs are additional resources for these districts do not substitute State Government funds already flowing to the districts. To prevent diversion of funds from MCDs, the flow of funds to the district concerned in the previous year will be taken as a benchmark.
- (iv) It should be ensured that there is no duplication with other public funded schemes with similar objectives being implemented in the targeted districts.
- (v) Resources and attention should be given according to the level of deprivation of the district concerned to improve the socio-economic parameters of minority communities and the basic amenities parameters subject to the ceiling of financial assistance that may be provided to such districts.
- (vi) Priority may be given to projects that focus on villages/blocks/localities, having a substantial minority population and among them that concentrate on the poorer pockets/disadvantaged communities
- (vii) Projects for creation of physical assets should be for providing critical infrastructure linkages that are required for optimizing services and providing livelihood support, to bring the identified districts at par with the national average.

- (viii) The total investment for infrastructure projects shall normally not exceed 50% of the district's share of fund. However, this may be relaxed depending on the severity of lack of critical infrastructure in the district.
- (ix) All projects included in the MsD plan are to be completed within the Eleventh Plan period. No cost over-run would be permitted under this programme. In case of any cost escalation, it would be borne by the State Government.
- (x) Peoples' participation and involvement of PRIs, NGOs and Self Help Groups should be ensured at every stage including plan formulation, implementation and monitoring.
- (xi) Proposed projects should be sustainable and assets created with care so that they are useful and maintained even after the project is over.
- (xii) MsDP shall be implemented through the State/Central agencies only. The State may, however, decide to execute the project through any qualified, reputed, experienced agency, including renowned and widely accepted NGOs, justification for which should be mentioned in the proposal.
- (xiii) A district map should be provided indicating in different legends/colours the location and coverage of social and physical projects.
- (xiv) Creation of new posts under this scheme is strictly prohibited. It would be the responsibility of the State Government/UT administration to ensure that staff required for operationalisation of assets proposed to be created under this programme is already available or will be provided by them. No recurring expenditure would be funded from Central Government resources under the scheme and it should be the responsibility of the States/UTs to ensure that assets created under this programme were maintained by them.
- (xv) All plans/DPRs should be forwarded to the Ministry of Minority Affairs by the Department in the State dealing with minority welfare/affairs. This system of communication will apply to correspondences as well.
- (xvi) Following criteria would further guide the project identification exercise for employment and income generation projects:
  - (a) The district plan should give special attention to projects for infrastructure development of skill and vocational training.
  - (b) The district plan should give special attention to projects for entrepreneurship development.
  - (c) Projects for self-employment/income generating activities should be based on credit rather than subsidy and should be designed to leverage a larger investment as loans from the banks/financial institutions and beneficiary contribution. However, this may be relaxed for subsidy linked schemes of the Central Government which are absolutely essential to augment resources for expanding coverage of the scheme. In such case, the subsidy should be kept at the same level as provided in the Central Government schemes/programme.
  - (d) There would be no change in guidelines of any existing programme under implementation in such districts for which this scheme will provide additional funds. As far as possible, the focus of the programme will be on providing appropriate social and economic infrastructure rather than targeting individual beneficiaries. In case schemes for individual benefits are taken up under the programme, there will be no divergence from existing norms for selection of beneficiaries from the list of BPL families in the district, so that benefits from the additional funds flow to all BPL families and not selectively to families of minority community.
- (xvii) Following criteria would further guide the project identification exercise for creation of social and economic infrastructure and community assets:
  - (a) Social and economic infrastructure projects exceeding Rs.10 crore for a project would not be generally funded. However, this may be relaxed if the infrastructure proposed to be created is designed to benefit a large population.
  - (b) Land acquisition costs cannot be covered under this programme. This shall be borne by the State/UT;
  - (c) Project should be recommended based on its soundness.
  - (d) Financial assistance from this programme cannot be utilized for construction or renovation of administrative buildings, establishment costs/staff costs etc.

- (e) No staff component – either work charged or regular – shall be created by the project implementing authorities from this programme.
- (f) Special focus for creation of social and physical infrastructure may be given to the following sectors:
  - Infrastructure for health care and nutrition, particularly for strengthening and provision of facilities to improve services.
  - Infrastructure for education and literacy, particularly for strengthening and provision of facilities to improve its quality.
  - Augmentation of infrastructure for technical/skill/vocational training to upgrade economically relevant skills and other traditional/artisanal skills in tune with the emerging demands in the market.
  - Land and water management including check dams, revitalization of traditional water structures, small lift irrigation projects, mini diversion weirs, introduction of high value crops suited to local conditions, etc. leading to increase in income from agriculture activities.
  - Improving yields from dairying, small animals and fishery, etc. through back-up of veterinary facilities and marketing infrastructure.
  - Filling in critical gaps in infrastructure such as vital connecting road links, skill development infrastructure, markets, water and electricity supply etc. which are essential for optimizing the operation of services and facilities.

### **Appraisal of DPR:**

The DPR of projects approved in-principle should not have a cost variation of more than 15% of the estimated cost indicated in the concept paper.

The DPR shall be referred to the Central Ministries/Department dealing with the subject, and projects not covered by any existing schemes/programmes of Central Ministries/Departments will be referred to the Planning Commission, for examination from techno-economic angle within a given time frame, i.e., six weeks.

Failing receipt of comments or recommendations from the Central Ministries/Department dealing with the subject or the Planning Commission within the given time period of six weeks, the DPR will be put up within ten days to a "Sectoral Technical Committee" constituted by the Ministry of Minority Affairs. The Sectoral Technical Committee would consist of:

- a) Representative of line Ministry as the Chairman of the Committee (not below the rank of Director or equivalent of Chief Engineer)
- b) Representative of Planning Commission (not below the rank of Director/Deputy Adviser)
- c) Representative of Ministry of Minority Affairs (not below the rank of Director/Deputy Secretary)

The Sectoral Technical Committee will be convened by Ministry of Minority Affairs and will examine the DPR in consultation with the subject matter Ministry and finalise its comments within seven days of such meeting. In case there is only minor changes suggested in technical specification and does not involve upward/downward revision in cost, the case will be submitted to the Empowered Committee for consideration and after due approval, the project will be sanctioned subject to necessary changes.

The DPRs will be referred back to the State Government/UT administration for revision only if there is a major change in technical specifications, which also involve revision in the cost of the project. The revised DPR would be examined by the subject matter Ministry/Sectoral Technical Committee.

The DPRs technically appraised by the concerned line Ministry/Sectoral Technical Committee with or without modifications would be put up before the Empowered Committee for its recommendations.

#### **D. District Planning Committee/District Level Committee for Prime Minister's New 15 Point Programme and functions**

The District Level Committee for implementation of the Prime Minister's New 15 Point Programme for the Welfare of Minorities shall have the proposals prepared by the line departments/agencies in the district. The District Planning Committee (DPCs), wherever constituted, will consolidate the proposals made by the line departments/agencies through the District Level Committee for implementation of the Prime Minister's New 15 Point Programme for the Welfare of Minorities. The State Level Committee for Point Programme shall consider the district plan and recommend it to the Ministry of Minority Affairs. The representative of the regional research institute affiliated to the Indian Council of Social Science Research (ICSSR) or professional agency like a university which has prepared the baseline survey report may also be associated in the preparation of the plan.

The committees shall ensure that the MsD plan for the district has been prepared keeping in view, among other things contained in this programme, the following:

- (a) To propose projects for improvement of the socio-economic conditions of the minorities and basic amenities parameters of the district concerned to bring it at par with the national average.
- (b) To propose projects that are deficit/gap filling and not for substituting a budgeted ongoing scheme with similar objectives.
- (c) To propose the multi-sectoral development plan for the district in such a way that the targets under the schemes included in the Prime Minister's New 15 Point Programme for the Welfare of Minorities are saturated within the period of implementation of the plan.
- (d) Ensure that the funds provided for the MCDs are additional resources for these districts do not substitute State Government funds already flowing to the districts. To prevent diversion of funds from MCDs, the flow of funds to the district concerned in the previous year will be taken as a benchmark.
- (e) To propose projects for the selected sectors which are not covered by the work programmes for the Annual Plans and the Eleventh Five Year Plan of the State/UT concerned and the schemes/programmes of the Central Government but considered critical for the development of the district.
- (f) ensure that there is no duplication of work with similar objectives implemented or proposed to be implemented under the State and Central schemes and programmes.
- (g) To give priority to projects that focus mainly on the villages//localities having substantial minority population.
- (h) To judiciously distribute resources for the sector concerned to bring the relevant parameters above the national average.
- (i) To involve the panchayati raj institutions/local bodies in the implementation of the MsD plan wherever the mechanism is established.
- (j) To ensure that the MsD plan of the district concerned is prepared keeping in view the scope and availability of resources for the district concerned.
- (k) To ensure that the MsD plan is prepared in consonance with the overall planning process within the district covering Annual Plans and Eleventh Five Year Plan.

The Deputy Commissioner/Collector, as the case may be, shall make a presentation of their plan to the State Level Committee.

The Deputy Commissioner/Collector, as the case may be, shall assist in facilitating the preparation and implementation of the district plan and ensure effective monitoring.

The DPC/committee, as the case may be, shall hold quarterly meeting to review the progress of implementation of the projects under MsDP and send the reports to the State Level Committee, department dealing with minority welfare and the Ministry of Minority Affairs by the 15th day of the next quarter.

## E. State/UT Level Committee and functions

The State Level Committee constituted for implementation of the Prime Minister's New 15 Point Programme for the Welfare of Minorities headed by the Chief Secretary shall also serve as the State Level Committee for oversight of the implementation of Multi-sectoral Development Programme in the State/UT concerned. In addition to the existing members, secretaries from all line department concerned, secretaries of the departments of finance, planning, the member-secretary of the DPC/Deputy Commissioner of the district concerned and head of the lead bank in the State/UT may be included as members. The committee shall also include the head of the regional research institute affiliated to the ICSSR or the professional agency like a university which had prepared the baseline survey report, as members. Notices for the meetings may be sent to the Ministry of Minority Affairs to enable an official from the Ministry to attend the meetings.

The State Level Committee shall consider and recommend the MsD plan of the districts concerned to the Ministry of Minority Affairs through the State department dealing with minority welfare/affairs keeping in view the scope and availability of resources and the expected outcomes. While doing this, it shall ensure that funds provided for the MCDs are additional resources for these districts do not substitute State Government funds already flowing to the districts. To prevent diversion of funds from MCDs, the flow of funds to the district concerned in the previous year will be taken as a benchmark. It should also filter out duplications of other public-funded schemes with similar objectives being implemented in the targeted districts.

The committee shall hold quarterly meeting to review the progress of implementation of the plan and ensure that reports are sent to the Ministry of Minority Affairs by the 15th day of the next quarter by the department dealing with minority affairs/welfare. Empowered Committee in the Ministry of Minority Affairs

There shall be a 'MsDP Empowered Committee' to appraise, recommend and approve the projects in the plan of the minority concentration districts consisting of:-

- (i) Secretary, Ministry of Minority Affairs - Chairman
- (ii) Secretary Expenditure, or his representative not below the rank of Joint Secretary - Member
- (iii) Secretary of the concerned Ministry/Department or his representative not below the rank of Joint Secretary dealing with the sector of the project proposed - Member
- (iv) The Chief Engineer from the technical wing/agency/authority dealing with the sector of the project proposed or his representative of relative rank - Member
- (v) Principal Adviser/ Adviser, in-charge of Social Justice sector in Planning Commission - Member
- (vi) Financial Advisor, Ministry of Minority Affairs - Member
- (vii) Member-Secretary of Indian Council of Social Science Research (ICSSR), New Delhi.
- (viii) Joint Secretary/Joint Secretaries in-charge of MsDP - One JS being Member Convener

The Empowered Committee may invite the heads of the regional research institutes of ICSSR or the professional agency like a university which has carried out the baseline survey to its meetings, if the need arises.

### Functions of the Empowered Committee

The functions of the Empowered Committee shall be as follows:

- (a) To approve the MsD plans and the projects contained therein.
- (b) To accord in-principle approval for projects, contained in the MsD plan of the districts, which exceeds Rs.10.00 crore requiring preparation of DPRs. This ceiling will not apply to topping up of existing central scheme/programme.
- (c) To monitor the implementation of the programme.
- (d) To suggest policy changes to obviate procedural and other bottlenecks in the execution of programmes/projects.

The Deputy Commissioner/Collector concerned, as the case may be, shall be invited to make a presentation before the Empowered Committee, if required.

The Empowered Committee would meet as often as necessary to consider the proposals received from the States/UTs.



All recommendations of the Empowered Committee would be placed before Minister, Ministry of Minority Affairs for his approval before being communicated to the States/UTs.

### **Oversight Committees at the Centre and State/UT**

The Empowered Committee shall also serve as the oversight committee at the Centre and shall monitor the implementation of the programme.

The State Level Committee constituted for implementation of the Prime Minister's New 15 Point Programme for the Welfare of Minorities headed by the Chief Secretary shall also serve as the oversight committee at the State/UT to monitor the implementation of the programme.

### **Cost escalation**

Any proposal relating to escalation in cost of the sanctioned projects, for any reason whatsoever, would not be considered under MsDP. The State Government would make up the shortfall, in all such cases.

### **Release of Funds**

Financial assistance will be sanctioned to the State Government/UT administration concerned on 100% grant basis in suitable instalments linked with the satisfactory progress made as per the sanction, approved multisectoral development plan for the district and DPR of each project. Funds under the programme would be released to the States/UTs only against the approved district plans. Once the proposal is approved for implementation by the Ministry of Minority Affairs, the first installment will be released. The release will be subject to a commitment from the State Government/UT administration that they will do the following:-

- (i) Constitute the State Level Committee for implementation of the Prime Minister's New 15 Point Programme for the Welfare of Minorities, if not already done.
- (ii) Constitute the District Level Committee for implementation of the 15 Point Programme for the Welfare of Minorities, if not already done.
- (iii) Notify a department in the State/UT with clear responsibility to deal with schemes for minority welfare.
- (iv) Set up an IT enabled cell in that department exclusively to look after the implementation, monitoring, reporting and evaluation of this programme.
- (v) Ensure that the funds provided for MCDs constitute additional resources for these districts and do not substitute State Government funds already flowing to the districts. To prevent diversion of funds from MCDs, the flow of funds to the district concerned in the previous year would be taken as a benchmark.
- (vi) Agree to provide the State share in such central schemes/programmes, which are being topped up, to saturate the requirement in the district.
- (vii) Agree to operate and maintain the physical assets created under this programme.

The first installment would not exceed 30% of the approved plan cost/DPR concerned unless there are special circumstances and the Empowered Committee is satisfied, but in no case can it exceed 50% of the total approval.

Release of funds for ongoing projects, i.e., the second and subsequent instalments will depend on the progress - both in financial and physical terms - of the implementation of the project concerned subject to 60% utilization of funds of last release and full utilisation of all prior releases, if any.

Request for release of subsequent instalments of funds submitted by the State must be accompanied with:

- Utilization Certificates (UCs)
- Quarterly Progress Reports (QPRs)
- Photographs of the works completed from earlier releases
- Work plan for the requisitioned amount with milestones and time frame

UCs shall be submitted in the prescribed proforma (Appendix - III) only when the expenditure on the project has been incurred by the implementing agency. Secretary of the Department in the State Government

dealing with minority affairs should sign the UC. Release of further installments will be recommended only after receipt of UCs and QPRs and other mandatory documents.

#### **Administrative cost:**

An administrative cost of 2.00% percent of the programme cost would be kept aside and for the first year it shall be released to the State/UT concerned in advance to enable setting up a cell and for purchase of office equipment like computers, telephone/fax/internet lines. Qualified skilled personnel possessing requisite expertise/knowledge to operate computer programme designed for this purpose, enter data, process, analyse, monitor, retrieve and transfer data would be engaged on contract basis as per need. Proposal/data provided by the States/Union Territories will be maintained and managed by the Ministry with personnel of similar expertise/knowledge to be engaged on contract basis. A similar monitoring cell shall be set up in the department dealing with minority welfare/affairs in States which have a number of MCDs, in the MCDs and also in the Ministry of Minority Affairs. The other permissible items of administrative expenses will include office expenses, TA/DA, quality tests, monitoring, evaluation work and impact studies.

This provision will also be used for evaluation and monitoring of the scheme, through outside reputed institutions/agencies engaged by the Ministry of Minority Affairs, Government of India or by the State Governments/Union Territory administration.

No recurring expenditure would be funded from Central Government resources under the scheme and it should clearly be the responsibility of the State/UT Governments to ensure that assets created under this programme were maintained by them.

#### **F. Implementation:**

It is proposed to implement the MsD plan for MCDs with the objective of completing them during the Eleventh Plan period.

The Department in the State/UT dealing with minority affairs/welfare shall monitor preparation of the multi-sectoral development plans for the districts and DPRs by the line departments/agencies assigned projects. It shall also forward projects and clarifications made by the line departments/agencies, ensure proper implementation of the sanctioned projects, monitor each individual project, report the progress of implementation of projects and the district plan to the State Level Committee for implementation of the Prime Minister's New 15 Point Programme for the Welfare of Minorities and the Ministry of Minority Affairs.

The programme will be implemented by the Panchayati raj institutions/line departments/agencies/Scheduled Area councils in accordance with the implementation mechanism in practice in the State/UT.

#### **G. Monitoring & Evaluation**

The State Government/UT administration shall report the progress in respect of each project at the end of the quarter. The project-wise progress of implementation shall be reported on quarterly basis in the Performa (QPR) prescribed for this purpose at Appendix-IV and on-line when the IT enabled systems are in place. Any additional information may be furnished along with the format. Such hard copy of the QPRs should reach the Joint Secretary of the Ministry of Minority Affairs within 15 days of the end of the quarter under report.

To further strengthen monitoring, the Ministry of Minority Affairs shall nominate one representative from the Ministry to the quarterly review meetings at the State level.

State will carry out project inspection periodically. The quarterly review report of the State would contain a separate and distinct section on the findings of the project inspection. I.T. enabled monitoring programme shall be set up in the State/UT and districts for reporting the progress of implementation of the plan.

State shall nominate a 'nodal officer' for each project of the line department concerned who would be responsible for project implementation and monitoring at departmental level.

Monitoring and evaluation of implementation of the project shall also be undertaken through field inspections by officers of the Ministry of Minority Affairs, as well as through impact studies, social audits and evaluations conducted by government or through independent agencies at the request of the Ministry of Minority Affairs.

An independent in-depth evaluation would be made after two years to assess the need for any mid-term correction. Transparency and Publicity of Information

In order to ensure that the information about developmental schemes being implemented reaches the ultimate beneficiaries, i.e. the targeted beneficiaries, there is a need to ensure greater transparency and publicity of information. For this purpose, the following shall be ensured:

- (i) All sanctioned schemes/projects shall be given wide publicity in local media and placed in the web-site concerned.
- (ii) Immediately after project approval is received, the State Government shall display at project site a board indicating the date of sanction of the project, likely date of completion, estimated cost of the project, source of funding i.e. MsDP (Government of India), contractor(s) name and the physical target. After completion of projects, a permanent display shall be put up.
- (iii) State Government shall disseminate information through media –print/electronic and shall place it in their existing websites.

**Appendix- III**

**H . Utilisation Certificate**

Name of Project:

Approved financial assistance from MsDP: Rs..... Lacs

Releases made till date (break up in the following order):

Sl. No	Letter no. & Date	Amount
1.	MoMA/ .... 2007 Dated	Rs Lacs
2.		

Current release/ releases for which the UC is being furnished:

Sl. No	Letter no. & Date	Amount
1.	MoMA/ .... 2007 Dated	Rs. Lacs
2.		

Certified that out of Rs..... Lacs ( in words) made available as assistance under the Multi-sectoral Development Programme sanctioned by Ministry of Minority Affairs during the financial year .....vide letter number MoMA/ ..... 2007

Dated and Rs. .... (in words) on account of unspent balance of the previous year, a sum of Rs..... Lacs ( in words) has been utilized for the following works:

(Name of the project)

Components/items of works	Amount utilized
A	
B	

Further certified that I have satisfied myself that the conditions on which the assistance from the Multi-sectoral Development Programme was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

1. Vouchers and Books of Accounts
2. Measurement Books
3. Grant-in-aid/Loan Register
4. Expenditure Register

The balance of Rs. \_\_\_\_\_ is remaining unutilized as on

Signature by the Department Secretary	Counter Signature by Secretary, department dealing with minority affairs
Name	Name
Date	Date
Place	Place
Office seal	Office seal

Appendix-IV

### I. PROGRESS REPORT FOR QUARTER ENDING

Month:

Year :

A. Identification particulars.

1. Name of project/scheme/programme :
2. Location :  
State/UT :  
Minority Concentration District :
3. Date of Approval of Project/scheme :
4. Approved Cost :
5. Date of Completion of Project/scheme :
6. Executing Agency (State Govt./PSU/other agency (specify):

B. Physical Progress (Descriptive)

Activities/Major items of work	Date	Progress during the quarter
1.		
2.		
3.		
4.		
5.		
6.		

C. Financial Progress

Sl. No.	Expenditure against Activities (major items of expenditure)	During quarter	Cumulative expenditure	Reasons of variation
1.				
2.				
3.				

D. Progress of release of Funds

Sl.No.	Release of financial assistance/payments	During the quarter	Cumulative amount
1	Central Govt. to State Govt.		
2	State Govt. to concerned dept		
3	District to concerned agency		
4	Actual disbursement to contractors/beneficiaries etc. (utilization certificates/Imp. vouchers etc. attached)		

E. Key parameters

1. Overall physical progress (%).
2. Total funds received from M/o Minority Affairs
3. Expenditure incurred out of (2) above.
4. Anticipated completion date of the project.

F. Qualitative observations on the implementation of the project/scheme:

1. Follow up action on issues raised in previous quarter:
2. Major constraints. Problems encountered

Signature by the nodal officer:

Name:

Designation:

Date:

Place:

Office Seal

**SECTION 13  
WAKF**

**13.1 Central Wakf Council**

**Form - I  
(Terms & Conditions 5(1))**

**A. Application for Grant of Loan for  
Development of Urban Wakf Property**

To,  
The Secretary,  
Central Wakf Council,  
New Delhi - 110 011  
(Through the State Wakf Board and the State Government)  
Sir,

Having carefully gone through Central Wakf Council's Terms and Conditions for obtaining loans for the Development of Urban Wakf Properties, 1987 and agreeing to abide by all the terms and conditions laid down, I..... Mutawalli of the..... Wakf hereby apply for the grant of a loan of Rs..... (Rupees..... only) for the development of its property mentioned below which is duly registered as a Wakf and is free from all encumbrances. I further certify that no individual or body has any interest, right or claim in the property to be developed, other than this Wakf, which is in full possession of the property. Necessary details are furnished below:-

1. Name of the Wakf.....
2. Location of the property/land to be developed  
City/Town.....
3. Particulars of the area/land to be developed.....
  - i) Number
  - ii) Area                      Sq. meters  
   Sq. Ft.
  - iii) Boundaries                                      North  
   East  
   South  
   West
  - iv) Present state of the property i.e. vacant build up/occupied by tenants/self.....
4. Serial number of the Wakf Boards Register....., where the Wakf is registered .....and the Gazette notification number..... dated.....
5. Date of creation of the Wakf .....and object of the its creation.....
6. Present annual income of the Wakf .....
  - a) Property to be developed
  - b) Over all income of the Wakf
7. Security of the loan under Terms and Conditions 7(3) for obtaining loans will be furnished through:
  - a) Deposit of title deeds with the Central Wakf Council; OR
  - b) State Government guarantee; OR
  - c) Bank guarantee/State Wakf Board guarantee; OR
  - d) Mortgage of the property; OR
  - e) Any other  
(Note: Strike out the options not chosen)
8. The following documents are being enclosed:
  - a) Site plan of the land to be developed indicating boundaries.
  - b) Plan of construction prepared by a qualified Engineer/Architect, duly sanctioned by the Municipal/Competent authority or other plan prepared by Experts.
  - c) Details item wise estimate of cost of construction or other cases.

- d) A statement showing the profitability of the scheme.
- e) A statement of the market value of the Wakf property proposed to be developed, duly prepared by an Approved Valuer, Revenue Authority.
- f) Copies of documents, such as Wakf deed, revenue and municipal records, Wakf register of the Board etc. to establish the ownership of the borrower over the property.
- g) A non-encumbrance certificate from the competent authority or the State Wakf Board where the property is situated.

Address \_\_\_\_\_

Signature of the applicant

\_\_\_\_\_

Name in block letter

Designation \_\_\_\_\_

Phone No: \_\_\_\_\_

(to be filled by the Secretary, State Wakf Board)

The above application of .....Wakf for a loan of Rs..... from the Central Wakf Council for the project in an Urban Area, was duly considered in the meeting of the State Wakf Board on .....The Board vide resolution.No..... reproduced below, has resolved to recommend the application to the Central Wakf Council through the State Government, and to fulfill all the obligations which will develop on the Board under the agreement which will be signed by the Mutawalli of the Wakf and the Secretary of the Board as borrowers in accordance with the Central Wakf Council Terms and Contentions for obtaining loans.

“Resolved to recommend the development project submitted by the Mutawalli of .....Wakf for (the construction of) .....on the site of the Wakf to the Central Wakf Council and to permit the Mutawalli to “Deposit the title deed with the Central Wakf Council or \*to furnish the State Government guarantee/Bank guarantee/State Wakf Board’s guarantee or \*to mortgage the property viz, the site proposed to be developed along with the proposed construction and any other immovable property with the Central Wakf Council under section 51(1) of the Wakf Act, 1995 as required \*(or any other guarantee to be specified) for obtaining necessary loan for development of the said property. The Secretary of the Board is also authorized to sign the agreement deed in respect of the loan in accordance with the Central Wakf Council Terms and Conditions for obtaining loans for the Development of Urban Wakf Properties.

The undersigned further certify that:

- a) The property to be developed is in urban area.
- b) There is no infighting whatsoever in the Wakf
- c) There is no objection from the local Muslim community.
- d) There is no litigation about the Mutawalliship.
- e) The plot is free from encroachment/not occupied by any tenants and is available for development.

The permission of the State Government under Section 73(1) of the Wakf Act, 1995 to borrow the sum of Rs ..... by the Wakf Board and ..... Wakf may be enclosed by the State Government while forwarding the documents to the Central Wakf Council.

Chief Executive Officer/Secretary  
(with name)

**State Wakf Board**

Seal Dated:.....

(\* strike out those not applicable)

**Form-II**

(Terms 7(2))

**B. Loan Agreement**

Loan Agreement No. ....

NAME OF THE SCHEME:.....

CENTRAL WAKF COUNCIL  
14/173, Jamnagar House, Shahjahan Road,  
New Delhi – 110 011

LOAN AGREEMENT  
WITH

.....  
.....  
.....

ON.....

(Date)

Scheme No..... Loan Amount Rs.....

Dated.....

SL. NUMBER IN DOCUMENT'S REGISTER .....

**Loan Agreement**

THIS AGREEMENT made on .....between the Central Wakf Council, a statutory body constituted by the Government of India under the Central Wakf Act, 1995, having its registered office at Jamnagar House, New Delhi (herein after called the 'Council' which expression shall, unless repugnant to the context or meaning thereof, include its successors and assigns) represented by its Secretary, Shri.....of the one part, and (a) the ..... State Wakf Board..... constituted under Section 9 of the Central Wakf Act, 1995 having its principal office at .....represented by its Secretary, Shri .....and (b) .....Wakf, represented by its Mutawalli, Shri..... (herein after called the 'Borrowers which expression shall unless repugnant to the context or meaning thereof, include their successors and assigns) of the second part. WHEREAS the Government of India has sanctioned grant in aid to the Central Wakf Council for development of Urban Wakf Properties on basis of specific schemes. AND WHEREAS the Borrowers have represented to the Council that the Borrowers (b) .....Wakf, has obtained the sanction of Borrower(a), the ..... State Wakf Board, and later has given the sanction under Section 51(1)of the Wakf Act, 1995 both to secure loan and mortgage its property under their resolution dated.....for the purpose of development of Wakf property.....AND WHEREAS the Borrower (b) with sanction of the Borrower (a) has or Borrowers have undertaken a scheme known as the ..... in the city of .....in the State of .....for the development/partly developed/under developed land measuring..... hectares situated within the Municipal limit of the city (hereinafter referred to as 'the said scheme'); AND WHEREAS the principal features of the said scheme are set out in the first schedule here to and the total investment for the complete implementation thereof has been estimated by the Borrowers at Rs.....Lacs

**First Schedule**

All that pieces or parcels of land covering a total area of ..... hectares/acres situated in village ..... police Station .....and Sub- Registry office.....in the District of .....in the State of..... comprised in the following Khasra numbers.

Khasra No. Area

Which said pieces or parcel of land are delineated in the map or plan annexed hereto and butted and bounded as follows that is to say.

- On the North
- On the East
- On the South
- On the West

AND WHEREAS THE BORROWERS had made application to the Council for grant of the total loan of Rs..... Lacs (Rupees.....only) for implementation and execution of the said scheme;



AND WHEREAS the Council in response to the aforesaid application of the Borrowers had agreed to grant a loan of Rs..... Lacs (Rupees.....only) herein after referred to as the loan on the terms and conditions hereinafter appearing for the implementation and execution of the said scheme;

NOW THEREFORE IT IS HEREBY AGREED BY and between the parties here to as follows: -

1.

The Central Wakf Council will lend and advance to the Borrowers the sum of Rs..... Lacs (Rupees ..... only) in installment s to be disbursed as provided hereunder subject to the terms and conditions hereinafter contained.

(a) Except as the Council may otherwise agree in writing the loan will be advanced by the Council to the Borrowers in installment s as follows: -

Number of Installment    Date    Amount (Rs. in Lacs)

First or on after  
Second    -do-  
Third      -do-  
Fourth    -do-  
Fifth     -do-  
Sixth     -do-  
Seventh   -do-  
Eighth    -do-  
Ninth     -do-  
Tenth     -do-

PROVIDED HOWEVER that the Council shall have absolute discretion at any time to reduce, cancel, alter or delay the disbursement of the said loan and/or installment s of loan amount and the dates of disbursements in any

to the Borrowers and without being liable for any losses or damages.

2. Unless the Council may otherwise agree the disbursement of any of the installment s of the said loan at any time shall further be subject to the following conditions: -

- i) The Borrowers shall have complied with the provisions of clause 4 hereof;
- ii) The availability of sufficient funds with the Council;
- iii) The Council being satisfied after such inquiry as it may think fit to make, and at its sole direction, that the implementation of the said scheme has made satisfactory progress and that the amounts already disbursed by the Council out of the said loan of Rs..... by previous installment or installment s have been prudently, properly and satisfactorily utilised for the purpose for which the same were advanced. The payment of any such further installment s as aforesaid shall not amount, to acceptance by the Council of the prudent, proper and satisfactory utilisation of the previous installment or installments for the purpose(s) for which they were disbursed;
- iv) All advances made by the Council from time to time have been utilised by the Borrowers solely and exclusively to cover expenditure on the said scheme and have not been diverted for any other purpose;
- v) The investments required to be made by the Borrowers as per the agreed scheme have been made;
- vi) All payments due from the Borrowers to the Council as agreed to by the Borrowers have duly made and all amounts of donation as hereinafter provided have been duly paid up to date.

3. The decision of the Council as to whether or not there have been or are sufficient funds available as mentioned in clause 2(ii) above and/or whether or not the loan amounts have been prudently, properly and satisfactorily utilised by the Borrowers, shall be find and binding on the Borrowers.

4. PROVIDED HOWEVER, and it is hereby agreed that prior to the disbursement of the first installment as provided hereinabove, the Borrowers shall furnish to the Council a guarantee from the Government of the State of ..... .. for the fulfillment of the obligations of the Borrowers in terms of this Agreement and for the due repayment of the principal amount and the donation together with the other monies herein mentioned and the Borrowers hereby declare that they have

obtained approval of the Government for the purpose of furnishing of such guarantee in the form prescribed by the Council.

OR

PROVIDED HOWEVER, and it is hereby agreed that prior to the disbursement of first installment as provided here in above the Borrowers shall furnish to the Council a guarantee from a nationalized or Subsidiary Bank acceptable to the Council (in the form and substance satisfactory to the Council) for the fulfillment of the obligations of the Borrowers in terms of the loan agreement and for due repayment of the principal amount and the amount of donation together with the other monies herein mentioned and the Borrowers hereby declare that they obtained the approval of the Guarantor Bank for the purpose of furnishing of such guarantee in the form prescribed by the Council.

OR

PROVIDED HOWEVER, and it is hereby agreed that prior to the disbursement of the first installment as provided herein above, unless otherwise agreed by the Council, the Borrowers shall create either a first mortgage by one or more deeds of mortgage (in form and substance satisfactory to the Council) or a first mortgage by deposit of title deeds (hereinafter referred to as the 'Mortgage) and continue to keep mortgaged till the final repayment of the entire loan, donation and any other monies as shall be due to the Council in pursuance of the terms of these presents, unencumbered properties owned and possessed by the Borrowers of the value not less than Rs..... Rupees..... only) provided, however, that the Council agrees to the Borrowers creating a first mortgage and keeping mortgaged as aforesaid properties of a value not less than Rs.....whenever an amount less than Rs..... remains due (or shall become due upon the disbursement of installment s as provided hereinabove) or shall otherwise be outstanding for repayment to the Council so, however, that at no time shall the borrowers keep properties mortgaged as aforesaid of a total value less than 133-1/3% of the total amounts outstanding from the Borrowers for repayment to the Council.

5 (i) Except as the Council may otherwise agree in writing and subject to such conditions as may be imposed by the Council the Borrowers shall jointly or severally pay, credit and/or make over to the Council immediately, on collection all receipts, recoveries and realizations on account of advance deposits, hire purchase installments, rentals, any premium and/or sale proceeds of land/houses, etc. covered by the said scheme. The money so received by the Council shall be applied towards the repayment programme as set out in sub-clause (ii) below:

(ii) The Borrowers shall repay the loan, except as the Council may otherwise agree in writing, in accordance with the following repayment schedule: -

Number of Installment	Date	Amount (Rs. in Lacs)
First or on above		
Second	-do-	
Third	-do-	
Fourth	-do-	
Fifth	-do-	
Sixth	-do-	
Seventh	-do-	
Eighth	-do-	
Ninth	-do-	
Tenth	-do-	
Eleventh	-do-	
Twelfth	-do-	
Thirteenth	-do-	
Fourteenth	-do-	
Fifteenth	-do-	
Sixteenth	-do-	
Seventeenth	-do-	
Eighteenth	-do-	
Nineteenth	-do-	
Twentieth	-do-	

(iii) It is clearly understood that notwithstanding anything contained in this clause the entire amount due to the Council under this agreement shall be repaid by the Borrowers by.....

or any other dated as may be agreed to in writing by the Council irrespective of the success or failure of the said scheme or the purpose for which the loan has been taken from the Council.

- 6 (a) The Borrowers shall pay to the Council donation at the rate of 6% per annum or at such other rates as may be fixed by the Council (calculated in respect of each installment from the date of payment of that installment by the Council) on the amount of the loan from time to time outstanding and the donation calculated as aforesaid shall be due and payable to the Council at the end of the second year and shall be remitted on the completion of two years from the date of release of installment and thereafter the donation shall be payable half yearly along with the installment of loans repayable.

**PROVIDED THAT:**

- i) The Council shall have the right to vary the aforesaid rate of donation on the loan amount or part thereof at the time of release of such amount by giving prior written notice to the Borrower of such a variation.
  - ii) In the event of default of regular payment of donation on the due dates, the Borrowers without prejudice to the right of the Council to call in the loan as hereinafter provided, will pay double donation at the same rate as on the principal loan on the monies due, and;
  - iii) In the event of default in the payment of the installment of loan and/or donation on the due dates the borrowers without prejudice to the right of the Council to recall the loan as here in provided shall pay (except as the Council may otherwise agree in writing) additional donation at the penal rate of 2½ (two and one half percent) per annum on such over due payment.
    - b) In all such cases in which it shall be necessary to compute the amount of donation or any other charges which shall accrued under these terms and conditions for a period of less than three months, such computation shall be made on a daily basis using a 365 day factor. In the case of even periods of three months such computation shall be made on the annual basis.
    - c) The Borrowers shall also pay to the Council all costs (including as between an attorney and client) stamp duty, if any, charges and expenses which the Council has incurred and/or is liable to pay in connection with and/or incidental to the Council having agreed to grant the said loan and in connection with or enforcement of any of the terms and conditions herein contained.
7. The collection charges, if any, in respect of cheques issued by the Council irrespective of the place where the drawee bank is situated shall be born by the Borrowers and contribution in favour of the Council shall begin to accrue as from the date of such cheques. So far as payment to be made by the Borrowers to the Council is concerned, the same shall be paid or remitted by the Borrowers to the Council at its office, at Jamnagar House, New Delhi (Unless otherwise directed by the Council) in proper time and the Borrowers shall so arrange that the amounts in question are realizable by the Council at par on the due dates of the relative payment in New Delhi.
8. Except as the Council may otherwise agree, the Borrowers shall implement the said scheme strictly in accordance with the layout and design of the building and other construction details as set out in the schedule hereunder and also the cost estimates approved by the Council. Provided, however, that in case the construction cost, according to the accepted tenders, are likely to be higher than those approved by the Council, the Borrowers shall, with the approval of the Council, adopt suitable measures by changing designs of specifications or otherwise to ensure that the ceiling on costs prescribed by the Council are not exceeded.
9. The Borrowers agree that the scheme will be executed through a Project Development Committee approved by the Central Wakf Council and that the amount of loan advanced by the Council for the scheme shall be kept in a Bank account exclusively opened for this purpose in the name of the Project Development Committee. The drawing and disbursing authority would be jointly vested in two members of the Project Development Committee neither of whom will operate the account singly.
10. The Borrowers agree and undertake to make necessary provisions for the execution of the scheme as per Council's guideline, issued from time to time.

11. The Borrowers undertake to ensure that the said scheme is duly carried out and shall complete the Work on the said scheme in the manner and according to the time schedule envisaged in the said scheme but not later than three years from the date of advance of the loan. The Borrowers further undertake to execute the said scheme with due diligence of efficiently in accordance with sound technical engineering and financial standards. The Borrowers undertake to give one month's advance intimation to the Council before completion of the construction envisaged in the scheme to enable the Council nominee (s) to carry out final inspection of the scheme. The borrowers agree to hold the Council indemnified in respect of any director for consequential loss, damage or prejudice suffered by it due to the failure or delayed in completion of the scheme as aforesaid.

12. The Borrowers undertake that the total physical targets of the scheme will not be reduced as a result of any possible increase in costs and that the additional finances if any required, will be arranged by it from its own resources.

13. The Borrowers shall maintain separate accounts of Receipts and Expenditure in respect of the said scheme and shall furnish to the Council every six months, by 30th June and 31st December, till the loan is fully repaid with all other dues, the six-monthly Report, Accounts and Budget and such periodical returns of its working and with regard to the utilisation of the amount of the loan and the progress of the scheme as may be required by the Council from time to time. The Borrowers shall not without the prior permission of the Council obtained in writing invest any part of the loan money advanced, by way of deposits, loans, share capital or otherwise in any concern. The borrowers will, however, be free to deposit any part of the loan money with a nationalized Bank and/or the State Bank of India.

14. The Borrowers shall make available for the inspection of the Council and/or its nominee(s) all its books of accounts and other books and documents maintained by it and/or required to be maintained by it under any law, by laws or rules of the Borrowers and under the provisions of clause 13 above, and provide all facilities to the Council and/or its nominee(s) for the purpose of carrying out such inspections and render such explanation or elucidation as may be required by the Council and/or its nominee(s) and allow the taking of any copies of or extracts there from. The Council and/or its nominee(s) shall have the right to inspect any and all locations of the said scheme and all the books of accounts, records and documents relating thereto at any time. The Borrowers agree and undertake to follow and give effect to all instructions or recommendations regarding standards and specifications of works, economy measures, maintenance of records, utilisation of the loan amounts and the dissemination of information concerning the scheme and activities of the Council as may be given or made by the Council from time to time. The Council reserves the right to recover in full from the Borrowers all the expenses incurred by it in connection with the inspection of such site works, books of accounts etc. by it and/or its nominee(s).

15. The Borrowers agree and undertake to execute, sign, seal and deliver all documents, papers, acknowledgements and other writing as may be required by the Council at any time during the pendency of this Agreement with a view to more fully and effectively securing the monies due and payable or to become due and payable by the Borrowers to the Council in terms of these resents.

16. The Borrowers agree that the income accruing from the scheme after payment of taxes, contribution u/s 46 of the Wakf Act, donation and the repayment installments as stipulated above, shall be utilised as follows: -

- a) The Borrowers (b) of the second part viz., the Wakf.....will receive an amount from the income equal to the average income received during the three years immediately preceding the year in which the loan was advanced.
- b) The Borrowers (b) of the Second part will be allowed further a reasonable amount from the additional income which would be fixed by the Chairman Central Wakf Council.
- c) While utilizing the additional income, the objectives, if any, for which the Wakf has created shall receive first priority.
- d) A depreciation fund shall be created by the Borrowers out of the income earned; in which not less than 1% of the cost of the building shall be contributed annually.

- e) Provision shall also be made by the Borrowers for annual and special repairs fund at 6% annually of the gross income.
- f) The building shall be kept adequately insured by the Borrowers, so as to cover the cost of the building.
- g) The remaining portion of the additional income will be spent on such educational and social welfare activities as may be conducive to the betterment of the community, with the approval of the Central Wakf Council.
- h) To ensure proper utilisation of the additional income generated by the scheme, the Borrowers shall prepare a well considered scheme in consultation and agreement with the Central Wakf Council.
- i) In case there is any difference of opinion between the parties subscribing to this Agreement under sub-paras (a) to (i) above, the decision of the Chairman, Central Wakf Council, shall be final and binding on all parties concerned.

17. The Borrowers further agree that all the conditions contained in the loan sanction letter No..... dated....., shall extend and be applicable to this Agreement and shall be deemed to have been incorporated in the Agreement.

18. In the event of the Borrowers failing to fulfill any of the obligations under this Agreement, or in the event of the Borrowers committing any breach of the terms and conditions herein, contained, or in the event of the Borrowers committing a default for a period exceeding 30 days in the payment of the installment of the loan or the donation thereon amounting to at least Rs.10,000/- which shall be in arrears and unpaid for 30 days after becoming due, the entire principal amount of the loan together with all contributions, costs charges and expenses whatever then due, shall become immediately repayable by the Borrowers to the Council and upon being required to do so by notice in writing from the Council the Borrowers shall repay the entire amount due within 15 days for the receipt of such notice. The Council shall without prejudice to its other rights and remedies be entitled to take steps for recovery of the amounts due together with all costs charges and expenses incurred by the Council in connection with the negotiations and recovery of the loan. The donation will be the first charged for adjustment of the dues payable to the Council by the Borrowers.

19. The Borrowers shall ensure in the event of a mortgage under Clause 4 that the changed properties as are of an insurable nature shall be insured against the usual risks at the declared values with the General Insurance Corporation of India or any of its subsidiaries except as the Council may there wise agree in the joint name of the Borrowers and the Council as mortgager and mortgage respectively and lodge the original policy with the Council. The Borrowers shall further ensure that the premia in respect of such policies which expire..... policies obtained at least seven days before the expiry of each old policy.

20. No delay in exercising or omission to exercise any right power or remedy, accruing to the Council under the Agreement and no extension, accommodation consent, compromise, release or indulgency granted or shown by the Council, shall be construed as a waiver of any of the Council's rights, power or remedies hereunder.

21. Any notice required to be served on the Borrowers shall for the purposes of these presents be deemed to be sufficiently served if it is left at the respective principal offices of the Borrowers hereinabove mentioned and such notice shall also be deemed to be properly and duly served if is sent by post in a registered letter addressed to the Borrowers at the aforesaid address and such service shall be deemed to have been made at the time at which the registered letter would in the ordinary course by delivered even though returned un served on account of the refusal of the Borrowers or any of them to accept such notice.

22. The Agreement will be deemed to have been executed in New Delhi and the loan will be advanced by the Council to the Borrowers in New Delhi. Civil Courts in New Delhi alone shall have jurisdiction to entertain any suit or matter arising out of this Agreement.

23. In witness whereof the parties hereto have set their hands to this Agreement as of the day, month and year noted below and the effective date of this agreement will be the last date mentioned below: -

*Signed by:*

- (a) Shri ..... (Common Seal) for and on behalf of the ..... State Wakf Board. And the common seal of State Wakf Board is affixed in the presence of Shri .....
- (b) Shri.....on behalf of .....Wakf. And the common seal of the Wakf in affixed in the presence of Shri.....and Shri .....dated.....signed by Shri..... for and on behalf of the Central Wakf Council, New Delhi

**Form – III**  
**(Terms 7(3)(a))**

**C. Memorandum of Deposit of Title Deeds**

Shri..... (Name) Designation.....of.....for and on behalf and Shri..... (Name) of .....(Name of the Borrowing agency) for and on behalf of State Wakf Board delivered to and deposited with Shri....., Secretary, Central Wakf Council, for and on behalf of the Central Wakf Council in the presence of :-

- 1) ..... (Name) Designation .....
- 2) ..... (Name) Designation .....

the title deeds set out in the first schedule hereunder written relating to the immovable properties owned and possessed by ..... (Name of the Borrowing agency) ..... (Address of the Borrowing agency) situated at ..... Sub-Registration office .....in the State of..... and more particularly described in the Second Schedule hereunder written.

2. At the time of deliver and depositing the title deeds S/Shri ..... (Name) acknowledge that they were making this deposit for and on behalf of he..... (Name of the Borrowing agency) with the intent to create a security as and by way of mortgage of deposit of title deeds in favour of the Central Wakf Council over the said immovable properties for the due repayment of loan of Rs..... Lacs advanced or to be advanced together with due and under the loan agreement dated .....between the.....(Name of the Borrowing agency) and the Central Wakf Council executed in respect and expenses whatsoever paid or incurred by the Central Wakf Council for protection, preservation, enforcement and realization of such security.
3. Shri ..... of the said State Wakf Board represented and certified that State Wakf Board has agreed and given sanction under Section 51(1) of the Wakf Act, 1995 to secure the loan and mortgage the property vide their resolution No ..... dated.....
4. S/Shri.....(Name) further acknowledged and declared on behalf of the .....(Name of the Borrowing agency) that the documents(s) so deposited was/were the only document(s) of the title relating to the said immovable properties, that ..... (Name of the Borrowing agency) has a clear and marketable title to the said immovable properties and that save and except the aforesaid equitable mortgages created in favour of the Central Wakf Council the said immovable properties and free from any prior encumbrances, claims, demands and liabilities and that save as aforesaid there has not been and therein not now, nor will there be any mortgage charge or lieu or other encumbrances whatsoever on the said immovable properties so long as the aforesaid loan with contribution of 6% thereon and other sums and moneys secured by the equitable mortgage are outstanding.
5. Shri.....(Name) of the Central Wakf Council accepted the deposit of title deeds for and on behalf of the Central Wakf Council in the presence of:
- 1) .....(Name) Designation.....
- 2) ..... (Name) Designation .....

6. The above was read over to S/Shri.....(Name)  
 Designation.....in presence of .....(Name)  
 Designation.....

**First Schedule**

(List of title deeds)

**Second Schedule**

(Description of the Property)

Dated.....this day of .....200 .

Signature of the officer of the Central Wakf  
 Council who accept the title deeds for and on  
 behalf of the Council.

**Form – IV**  
**(Terms 7(3)(c))**

**D. Mortgage Deed**

**Instruction for executing the Mortgage Deed**

1. The Mortgage Deed is to be executed after the Loan Agreement is signed and requires execution by the Borrowing Agency only under its Common Seal in the presence of at least two witnesses;
2. This final endorsement of the Mortgage Deed must be got approved from Central Wakf Council prior to its execution;
3. The Mortgage Deed should be stamped in accordance with the Stamp Act unless the Mortgage Deed has been exempted from the payment of stamp duty. However, it should be stamped only after the approval of the Mortgage Deed has been obtained from Central Wakf Council.
4. After execution, the Mortgage Deed should be registered with the Registrar or Sub-Registrar of the area where the mortgage property is located and a photo state copy of the receipt after lodging the Mortgage Deed for registration should be forwarded to Central Wakf Council with the request for the release of the first installment s;
5. The original copy of the Mortgage Deed, duly registered, should be forwarded to Central Wakf Council as and when received from the Registrar or the Sub-Registrar of Assurance.

**Mortgage Deed**

THIS INDENTURE executed at..... this .....day of ..... one thousand nine hundred and .....between, (a) .....State Wakf Board) constituted under Section.....of the Wakf Act of 1995 having its head office at.....represented by its Secretary, Shri.....and (b) Wakf/Trust..... represented by its Mutawalli (hereinafter called the 'Borrowers' which expression shall, unless repugnant to the context or meaning thereof, include their successors and assigns of the one part, and the Central Wakf Council constituted under Section 9 of the Wakf Act, 1995 having its registered office at Block 11, Gallery 14, Jamnagar House, New Delhi- 110 011 (hereinafter called the Council which expression shall unless repugnant to the context or maining thereof, include its successors or assigns) of the other part.

**WHEREAS:-**

- I. The Borrowers have undertaken a housing and/or urban development scheme known as the .....in the city of .....in the State of ..... for the acquisition and development into residential colonies and commercial area of developed/partly developed/ and under developed land measuring..... acres/ hectares situated within/outside the Municipal Limits of the city of ..... (hereinafter of referred as the said scheme).
- II. The total investment for the complete implementation of the said scheme has been estimated by the Borrowers at Rs..... Lacs;
- III. Pursuant to an application made by the borrowers to the Council for a loan of Rs.....repayable in.....installment s from ..... to

..... to be utilised towards the cost of implementation of the said scheme, the Council has agreed to grant to the Borrowers a loan of the aforesaid amount of Rs.....) (in words.....) in installments to be disbursed as provided in the Agreement dated.....executed by and between the Council and the Borrowers (hereinafter referred to as the Loan Agreement).

- IV. One of the conditions for the aforesaid loan Agreement is that the Borrowers prior to the disbursement of the first installment of loan as provided in the said loan Agreement shall furnish to the Council a Guarantee from the Government of the State or a guarantee from a Nationalized or Subsidiary Bank or other financial institutions or create either a first mortgage or one or more Deeds of Mortgage or a first mortgage by deposit of Title Deeds of the immovable properties owned and possessed by the borrowers of a total value of not less than 133 1/3% of the total amounts for securing due fulfillment of the obligations of the Borrowers in terms of the said Loan Agreement and for due repayment of the Principal amount and the amount of donation together with other monies as shall be due to the Council in pursuance of the said Loan Agreement.
- V. In accordance with an in fulfillment of the terms and conditions of the said Loan Agreement the Borrowers have agreed to create a first mortgage of the several pieces and parcel of land and/or buildings and/or flats/houses together with the land on which they are constructed, held by the Borrowers @Rs.....which are situated within the Municipal limits of the..... and are fully described in the first Schedule hereunder written and delineated in red ink on the plan annexed hereto.
- VI. The Borrowers are well and sufficiently seized and possessed of and are entitled to the aforesaid properties duly described in the First Schedule hereunder written and delineated in the plan hereto annexed and;
- VII. The ..... State Wakf Board, Borrowers (a) of the first part, has agreed and has given sanction under Section 51 of the Wakf Act, 1995, to secure the loan and mortgage the property vide their Resolution No..... dated.....
- VIII. The Government of the State of.....dated..... has, by its letter No.....dated..... addressed to the Borrowers conveyed its approval under section 75 of the Wakf Act, 1995 for the mortgage of the properties described in the First Schedule hereunder written.

**Now This Indenture Witnesseth as Follows: -**

1. In pursuance of the said Loan Agreement and in consideration of the Council having agreed to lend to the Borrowers a sum of upto Rs..... (Rupees..... only) in the manner laid down in the loan Agreement and subject to the execution hereof and the compliance of the terms and conditions contained in the said Loan Agreement and otherwise complying with all the obligations hereunder the Borrowers do hereby covenant with the Council that the Borrowers shall repay to the Council the said sum of Rs..... (Rupees..... only) (Hereafter for brevity's sake also called the "said principal sum") in accordance with the repayment schedule mentioned in the said Loan Agreement and/or any modification thereto, together with donation on the said Principal sum or the balance thereof remaining unpaid for the time being at the current rate of..... % (.....) per annum or at such higher rate as may be fixed by the Council in terms of the Loan Agreement computed on the amounts loaned from the respective dates on which each of the respective installment comprising the said principal sum shall be lent and advanced by the Council to the Borrowers and payable half-yearly on 30th day of June and 31st day of December of each year calculated as per terms of the Loan Agreement. PROVIDED ALWAYS AND IT IS HEREBY AGREED THAT all donation which shall during the continuance of this security accrue due on the said principal sum of any part thereof which shall for the time being remain unpaid and all other monies which become payable under these presents shall in case the same be not paid on the days on which they respectively become due carry donation at the rate aforesaid computed from the respective time of such donation or monies accruing due upon the footing of compound donation computed at the rate aforesaid with rests taken or made half-yearly on the days hereinbefore provided for payment of donation and all such compound donation shall be a charged on the land and/or building hereby mortgaged but so that this provision shall not be deemed to authorize the Borrowers to allow any donation or other monies as aforesaid to fall into arrears unless permitted so to do by the Council nor shall it in any way affect the convenient by the Borrowers to pay donation every half-yearly



and to pay such other monies as aforesaid or the rights of the Council to file suit or take other legal proceedings or take other action under these presents to recover donation or other monies due under these presents that may have been in arrears and remain unpaid and the Borrowers shall after the same shall become due upon demand pay to the Council all such donation and all other monies which may have become due and payable under these presents donation and all other monies which may have become due and pay able under these presents PROVIDED HOWEVER THAT it shall be lawful for the Council to deduct from any monies to be lent and advanced by it to the Borrowers as aforesaid any arrears of donation or installment s of principal or other monies then remaining due and payable by the Borrowers to the Council. PROVIDED FURTHER THAT in the event of default in the payment of the installment of loan and/or donation on the due dates the Borrowers shall (except as the Council may otherwise agree in writing) to the Council additional donation at the penal rate of 2 ½ % (two and half percent) per annum on such overdue payments and all such additional donation shall be a charge on the land and /or building(s) hereby mortgaged. PROVIDED LASTLY THAT subject to the provisions contained in the loan Agreement the Borrowers will be at liberty to repay the outstanding principal sum in full or in part before the due date or dates prescribed for payment in these presents, ;such premature repayments made by the Borrowers shall be applied first to the accrued donation and then to the outstanding amount of the said principal sum.

2. For the consideration aforesaid, and to secure due fulfillment of the obligations of the Borrowers in terms of the said loan Agreement and also to secure due repayment of the principal amount of donation together with the all money as shall be due to the Council pursuant to these presents, the Borrowers do hereby grant convey assign and assure unto the Council and all singular the aforesaid pieces and parcels of land and/or buildings and/or flats/houses together with the land on which they are constructed situate lying and being in the Municipal Limits of the City of ....., the State of ..... and more fully described in the First Schedule hereunder written and delineated in red ink in the plan annexed hereto, and all the State right, title, donation, claim and demand of the Borrowers into or upon, all the pieces and parcels of land and/or building and flats/houses and land referred to hereinabove (hereinafter referred to as "the Mortgaged properties"). TO HAVE AND TO HOLD THE MORTGAGE PROPERTIES unto the Council absolutely forever subject to the proviso for redemption hereinafter contained.
3. PROVIDED THAT if the Borrowers shall duly fulfill its obligations under the Loan Agreement and pay to the Council all monies and other amount payable hereunder, the Council shall, at any time thereafter upon the request and at the cost of the Borrowers release the mortgaged properties hereinbefore expressed to be hereby assigned unto the Borrowers or as it shall direct.
4. PROVIDED THAT when the amount of the installment paid by the Borrowers to the Council towards the principal amount of the loan aggregates to or exceed 75 per cent of the value of the property mortgaged hereunder and provided the Borrowers have paid up the donation and any other miscellaneous amounts then due in full the Borrowers will be entitled to redeem the respective mortgaged property.
5. PROVIDED further that the Borrowers will be entitled at any time they chose to redeem the property mortgaged under any one or more mortgaged deeds by paying up the Council an amount equal to 75% of the value of the property mortgaged under any one or more mortgaged deeds towards the principal amount of the loan and all the donation and any other miscellaneous amount due and payable upto the time of such redemption/repayment under the loan.
6. The Borrowers hereby conversant with the Council as follows :
  - i) All the mortgaged properties described in the first Schedule hereunder Written are the absolute property of the Borrowers and at the sole disposal of the Borrowers and free from any charge of encumbrances what so ever. The Borrowers now have full and absolute power to grant convey assign, transfer and assure ALL AND SINGULAR the mortgaged properties upto and to the use of the Council in the manner aforesaid.
  - ii) The Borrowers and all other person lawfully or equitably claiming or entitled to claim any estate, right, title or donation into, or upon the mortgaged properties or any of them, or any part thereof, respectively, shall and will, from time to time, and at all times, execute, make and do or causes and procure to be executed, made and done every such assurance, act and thing, for further or more perfectly assuring all or any of the mortgaged properties unto and to the use of the Council as shall be reasonably required.

- iii) The Borrowers shall at all times, during the continuance of these presents and the security hereby created, pay all rents and Taxes, present as well as future, and all dues, duties and outgoing whatsoever payable in respect of the mortgaged properties immediately the same shall have become due and will keep the mortgaged properties and every part thereof in a good and substantial state of repair and also keep the same insured in the joint names of the Borrowers and the Council, against damage by the fire without any obligation on the part of the Council to call for such insurance in their full value with some insurance company of repute to be approved of in writing by the COUNCIL AND the Borrowers will punctually pay all premia on such insurance & will produce to the Council on demand the policy of such insurance & the receipts for premium so paid, and all monies to be received under such policies shall at the option of the Council be applied either in and towards payments of the monies hereby secured or the replacing or reinstating the property in respect of which the monies have been paid. AND in case the Borrowers shall neglect to keep the mortgaged property or any part thereof in good and substantial repairs or to pay the rents, rates, taxes and assessments, outgoing dues duties as aforesaid or to effect or keep up such insurance as aforesaid and pay the renewal premia thereon then and in any of such cases, it shall be lawful for, but not obligatory upon, the Council to repair and keep in good and substantial repair and working order the mortgaged property or any part thereof, and pay any such rents, rates, taxes and assessments, outgoings, dues and duties and to insure and keep insured the mortgaged property to their full value or may less sum and for such times as the Council shall think proper and to pay the renewal premia therefore and all monies costs and charges of such repair the paying of such rents, rates taxes and assessments outgoings, dues and duties and the making and continuing of such insurance by the Council as aforesaid, and the payment of renewal premia therefore, shall be charged upon the mortgaged properties.
- iv) The Borrowers shall permit the Council and its servants and agents, either Alone or with working and/others, from time to time and at all reasonable times, to enter into, and upon the mortgaged properties, and at the cost of the Borrowers to inspect the same. The expenses incurred by the Council on such inspection shall be debited to the Borrowers and shall be a charge on the mortgaged properties.
- v) The Borrowers shall give all information and assistance and submit such statements and returns as may be required by the Council or by any person, appointed by it, in relation to the said scheme.
- vi) The Borrowers shall not allow a receiver other than a receiver appointed by the Council pursuant to the provisions hereinafter contained to be appointed of the mortgaged properties or any part there of, or any distress or execution to be levied, or enforced upon or against any of the mortgaged properties. The Borrowers shall not create or purport or attempt to create any change or mortgage ranking, of which by any means may be made to rank on the mortgaged properties, or any part thereof, pari passu with or in priority to the security hereby constituted, nor shall it create or purport to create a second or subsequent change on the mortgaged properties without the previous consent of the Council in writing.
- vii) The Borrowers shall comply with the provisions of all laws, whether now existing or which may be enacted hereafter, as may be applicable to the scheme.
- viii) The Borrowers shall, during the continuance of this security, keep all title deeds of the land comprised in the mortgaged properties, deposited with the Council or its nominees and shall hold the same in trust for the Council for any period in which the said documents are left or allowed to remain with it or released to it temporarily on its request. The Borrowers shall in no case deliver the said documents of title to any other person or deal with them in any manner prejudicial to the interests of the Council during the continuance of this security.
- ix) The said loan advanced by the Council shall be utilized by the Borrowers only for the purposes of the said scheme and for no other purpose whatsoever.
- x) The Borrowers shall maintain proper and separate books of account for the said Scheme and shall have them at all times posted and shall submit a full report and render accounts half-yearly (on 31st March and 30th September) in respect of the progress made and expenditure incurred by the Borrowers in the execution of the said Scheme and shall give a full and true account of all sales made and income received on plots or houses covered by the said scheme. The Borrowers

shall further permit the officer or other representatives of the Council to inspect (during office hours) any of its books/records etc. and to take extracts there from. xi) The Borrowers shall not without the prior permission of the Council obtained in writing invest any part of the loan money advanced, by way of deposits; loans share capital or otherwise in any concern.

7. **Provided further and it is hereby agreed and declared that:**

- i) It shall be lawful for the Council, at any time without any further consent of the Borrowers to sell concur with any other person in selling the mortgaged properties or any part thereof, either by public auction or private contract, with liberty also to make such conditions or stipulation respecting title or evidence of title or other matters as the Council may deem proper with power to buy in the mortgaged properties at any sale by auction or to rescind or vary any contract for sale and to resell the mortgaged properties without being answerable or responsible for any loss or diminution occasioned thereby and with power also to execute assurances and giving effectual receipt for the purchases money and do all other acts and things for completing the sale which the persons or persons exercising the power of the sale shall think proper AND the aforesaid power shall be deemed to be a power to sell and concur in selling the mortgaged properties without the intervention of the Court.
- ii) The power of the sale hereinafter contained shall not be exercised by the Council unless and until (a) default shall have been made by the Borrowers in payment of any installment of the principal amount of the loan due and payable under the Loan Agreement or under these presents and for the space of three months next after the notice (2) of Section 69 of the Transfer of property Act 1882, requiring the payment of any principal money due and payable under the Loan Agreement or these presents or such part thereof as may for the time being due shall have been served on the Borrowers (b) donation amounting at least to Rs.10,000/- shall be in arrears and remain unpaid for three months after becoming due.
- iii) All other provisions and trusts ancillary the power of sale which are contained in section 69 of the Transfer of property Act, 1882, shall apply to this mortgage.
- iv) Upon any such sale as aforesaid the receipt of the Council for the purchased money shall effectually discharge the purchasers or purchasers there from and from being concerned to see to the application thereof or being answerable for the loss or miss application thereof.
- v) The Council shall have the right to appoint any of its officers, or any other person whom it may consider proper, as receiver of the mortgaged properties and all the provisions, powers and trusts contained in Section 69 A of the Transfer of Property Act, 1882 shall apply to the Receiver appointed by the Council. Provided that no such appointment shall be made until the power of sale has become exercisable under the preceding clause 7 (ii).
- vi) Section 67 of the Transfer of property Act, 1882, shall not apply to these presents.
- vii) Over and above the other provisions herein contained and without prejudice thereto, in the event that default shall be committed by the borrowers in the repayment of any loan installment on the date set out in the loan Agreement and such default continuing for a period of forty five days, or if donation amounting to at least Rs.10,000/- shall be in arrears and unpaid for one month after becoming due, the Council shall have the right after giving 24 hours written notice to the Borrowers of the mortgaged properties and realize all the properties and assets mortgaged to the Council hereunder and the Borrowers shall in such event forthwith on the expiry of such notice as aforesaid deliver the mortgaged properties to the Council And henceforth the Council shall be entitled quietly to possess, use and enjoy the said properties and receive the rents, income, profits and benefits thereof without interruption or hindrance the Borrowers or by any person or persons who so ever AND THAT freed and discharged from or otherwise well and sufficiently saved and kept harmless and indemnified by he Borrowers from and against all and all manner of former and other States, titles, Claims, demands charges and encumbrance whatsoever. Any transfer of any of the properties and assets made by the Council in exercise of nay of the powers under the foregoing provisions shall vest in the transfer all right in or to the property or assets transferred as if the transfer had been made by the Borrowers themselves and further if and when the Council shall take over the mortgaged properties as aforesaid the Council shall be deemed to be the owner thereof for purposes of all suits by or against the Borrowers and shall sue and be sued in the name of the Borrowers Provided however that the Council shall not in any event be liable for any loss or damage caused by or arising out of the exercise of any of the powers and

rights herein contained not shall it be subject to any of the liabilities of the mortgage in possession.

- viii) The Council shall have the right by notice in writing to require the Borrowers to discharge in full its liabilities to the Council under the Loan Agreement and hereunder in the following cases and in any of such cases the whole of the amount that remaining payable to the Council shall at the option of the Council be paid by the Borrowers to the Council within fifteen days of the date of the notice as if the time for the payment thereof had then expired, namely:
- a) If default shall be committed by the Borrowers for a period exceeding Thirty days in the payment of any sum or sums due and payable under these presents, or
  - b) If donation amounting to at least Rs.10,000/- shall be in arrears and unpaid for thirty days, after becoming due.
- ix) It shall be lawful for the Borrowers to retain possession of and use the mortgaged properties and to realize the rents and profits thereof as well as to exercise all other rights as of the Council hereunder until the Council shall be entitled to take possession or exercise the right of sale or appoints a receiver under the provisions of these presents.
- x) It is hereby agreed that should the Borrowers at any time prior to the repayment of the loan and other sums due to the Council desire to redeem mortgaged properties or any part thereof after developing the same they may do so on fulfilling the following Conditions:-  
Create a first mortgage on and keep mortgaged until all monies due under the loan Agreement or hereunder have been repaid other alternative property not already mortgaged to the Council but owned and held by the Borrowers free from all encumbrances whatsoever which property shall be acceptable and approved by the Council and shall be of a value not less than the value of the property sought to be redeemed. All costs and expenses of any redemption and creation of a fresh mortgaged of any new property shall be born by the Borrowers.
- xi) The Council shall not be answerable or accountable for any involuntary losses which may happen in, or about, the exercise or execution of any of the powers or trusts which may be vested in the Council by virtue of these presents or by legislative enactment.
- xii) After the Council has entered into or taken possession of the mortgaged properties or any part thereof or after a receiver thereof shall have been appointed as aforesaid, it shall be lawful for but not obligatory upon, the Council or receiver as the case may be to carry out any necessary repairs or maintenance work and to manage or conduct the same, it or he shall in its absolute discretion think fit and proper and for any such purpose to employ such agents, managers, engineers, technical men, receivers, lawyers, accountants, servants and workmen upon such terms and conditions as to remuneration or otherwise as it or he may think fit and proper and generally to do or case to be done all such acts, deeds and things and to enter into such agreements or contracts respecting the mortgaged properties or any part thereof as it or he could do if it or he were absolutely entitled there to and without being responsible, in any way, for any loss or damage which may be occasioned thereby.
- xiii) The Borrowers shall pay all cost, charges and expenses between attorney and client in any wise incurred or paid by the Council and incidental to, or in connection with those presents or this security of execution of any other instrument or mortgage referred to hereunder or under the Loan Agreement and incurred as well as for the assertion of defense of the right of the Council for the protection and security of the mortgaged properties and for the demand, realization and recovery of the monies payable to the Council under the Loan Agreement or hereunder and the same shall, on demand, be paid by the Borrowers to the Council with donation thereon at the rate of 6% per annum or at such other higher rates as applicable under the provision to clause 6(a) of the Loan Agreement from time to time of the same having been so demanded and until such payment, the same shall be a charge upon the mortgaged properties.
8. For all or any of the aforesaid purpose, the Borrowers hereby irrevocably appoint the Council as well as the receiver or receivers to be appointed under these presents to be their attorney or attorneys in the name and on behalf of the Borrowers to execute and do under the covenants and provisions herein contained and generally to use the name of the Borrowers in the exercise of all or any of the powers by these presents conferred on the Council or any receiver(s) appointed by it.
9. The Borrowers shall bear all stamp duty, if any, and registration charges including any penalty, charges and expenses in connection therewith and all other incidental expenses required to be incurred in connection with the execution and registration of these presents and other connected loan documents.

The Borrowers shall also bear and pay all costs, charges and expenses of the Council incidental to the said scheme or the loan.

- 10. No delay in exercising or omission to exercise any right power or remedy, accruing to the Council under this Agreement and no extension, accommodation, consent compromise, release or indulgence granted or shown by the Council shall be constructed as a waiver of any of the Council's rights, powers or remedies.
- 11. Any notice required to be served on the Borrower shall for the purpose of these presents be deemed to be sufficiently served if it is left at \_\_\_\_\_ and such notice shall also be deemed to be properly and duly served if it is sent by post in a registered letter addressed to the Borrowers at the aforesaid address and such service shall be deemed to have been made at the time at which the registered letter would in the ordinary course be delivered even though returned un served on account of the refusal of the Borrowers to accept such notice.
- 12. All provisions, powers covenants and conditions, contained in the Loan Agreement shall extend and be applicable to these present and to the said principal sum and donation thereon and to all other monies payable to the Council hereunder as if all provisions, covenants and conditions contained in the Loan Agreement had been reproduced in these presents and it is hereby further agreed and declared that all provisions, covenants and conditions herein contained as also contained in the said Loan Agreement shall remain in full force till all monies due to the Council under these presents have been fully paid by the Borrowers to the Council.

**THE FIRST SCHEDULE ABOVE REFERRED TO**

All that pieces or parcels of land covering a total area of ..... hectares/acres situated in village ..... police Station ..... and Sub-Registry office .....in the District of ..... in the State of ..... comprised in the following Khasra numbers.

Khasra No.                      Area

Which said pieces or parcel of land are delineated in the map or plan annexed hereto and butted and bounded as follows that is to say,

- On the North
- On the East
- On the South
- On the West

**OR**

All the building(s), and/or Flats/houses situated in Village ..... Police Station..... and Sub-Registry Office ..... in the District of..... in the state of ..... and comprised as follows.

Which building (s) and/or Flats/houses are delivered in the map or plan annexed hereto and butted and bounded as follows :-

- On the North
- On the East
- On the South
- And on the West

**In witness whereof the Borrowers have caused**

Shri (a) .....  
(Name) .....

Designation)  
(b).....  
(Name) .....  
(Designation) .....

to hereto set their hands to for and on their behalf and Shri ..... affix its common Seal on this deed on the day, month, and year first above written.

Signed & delivered by Shri ..... for and on behalf of the Borrowers.

The Common Seal of the Borrowers has been affixed in the presence of Shri .....  
Of the Borrowers who has also signed these presents in token of the Common Seal having been affixed in this presence.

All the above signed in the presence of:

**WITNESSES**

- 1.
- 2.

**E. Financial Assistance For Vocational Training Instructions  
(Application for Financial Assistance for Vocational Training)**

**1. Basic information about the Society/ Institution**

- 1.1 Name and Address of the Society/ Institution
- 1.2 Registration Number and Date of Registration of the Society/Trust
- 1.3 Is the Society/Trust registered under the Societies Registration Act (XXI of 1860 of under any other Act)
- 1.4 Does the proposed Vocational Training Programme come under the objective of the Society? If yes, then please indicate under which Section of the Bylaws of the Society?

**2. Present activities of the Society/ Institution**

- 2.1 Details of the Institution (a) Vocational Training Programmes run by the Society (b) trade-wise number of students (male and female) passed out during the last three years;
- 2.2 Experience of the Society/Institution in the trade training for which financial assistance is sought;
- 2.3 Details of the programme for which the assistance is sought;
- 2.4 Is there any scope for Training-cum-Production Centre; If yes, a statement of profitability and amount required separately for Training and Production Centres with the number of persons expected to be benefited
- 2.5 Whether sufficient staff and other facilities are available for the proposed Training Programme? If Yes, (i) The details please; (ii) If No, then the proposal for the same
- 2.6 Duration of proposed Training Programme and Course to be taught;
- 2.7 Amount and Pattern of fees to be collected from the students during the training
- 2.8 Whether the Training Programme being imparted/proposed is recognized by any competent authority? Details please
- 2.9 A Statement giving details (year purpose, amount etc.) of assistance received during the last three years from Central Wakf Council/Maulna Azad Education Foundation and Central/State Government agencies. In case the financial assistance has been received the time taken in submission of the utilization certificate
- 2.10 Is the Society/Institution applicant for financial assistance in any other Agency for the proposed trade? If yes, the name and address of the Agency;

**3. Financial status of the Institution**

- 3.1 Land and building owned by the Society (area, location and valuation etc.)
- 3.2 a. If the Society does not own land or building, where the Training Programme is to be started?  
b. Is the owner ready to allow the proposed training programme in the accommodation recent by him? (Proof of that)
- 3.3 a. Cash in hand  
b. Bank balance
- 3.4 Annual Progress Report of the Society/ Institution/Trust in the last years

**4. Financial assistance required**

- 4.1 Details of machinery required and the cost involved;
- 4.2 Details of furniture required and the cost involve
- 4.3 The total non-recurring expenditure required
- 4.4 Recurring expenditure
  - i Details of Trainers and other staff with salaries to be paid
  - ii Details of expenditure on raw material, electricity, water etc.
  - iii Any other expenditure like rent etc

iv Is the Society in a position to meet fully or part of the recurring expenditure, the details of the same

Dated:  
Place:

Signature:-----  
Name :-----  
Designation:-----  
Seal of the Society/Institution:-----

**BOOK - POST**

Sl. No.....

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If undelivered please  
return to:-  
Central Wakf Council  
14/173, Jamnagar House,  
Shahjahan Road,  
New Delhi - 110 011

Form - V

**F. Agreement of guarantee**

Whereas the Central Wakf Council, a statutory Body constituted under the Wakf Act, 1954 (Now Wakf Act, 1995), having its registered office at Jamnagar House, Shahjahan Road, New Delhi, on the recommendation of the .....(Name of the Wakf Board) has agreed to grant a loan of Rs..... (Rupees..... only) vide its sanction letter No..... dated.....for the development of the property of ..... (Name of the Wakf).

The said Wakf is situated in the State .....of and being in the jurisdiction of the ..... (Name of the Wakf Board) therefore in the loan agreement ..... (Name of the Wakf Board) has been named as Borrower (a) but the loan has been granted for the implementation and execution of development scheme of the above said Wakf i.e. .... (Name of the Wakf) under the management (Mutawalliship) of ..... (Name of the Mutawalli) the borrower (b) only and primarily responsible for execution of the scheme and repayment of loan. And whereas in pursuance of the Central Wakf Council's direction as contained in its sanction letter No..... dated..... and clause No.4 of the loan agreement executed for the above loan the ..... (Name of the Wakf Board) to stand as Guarantor for the aforesaid loan.The ..... (Name of the Wakf Board) has resolved vide resolution No..... in the meeting held on .....to stand as guarantee against the loan sanctioned to ..... (Name of the Wakf). Now therefore the ..... (Name of the Wakf Board) through its Secretary/CEO hereby agrees to pay and satisfy the Council in the event of non-payment of the debt by the Mutawalli in accordance with the Terms & Conditions contained in the loan agreement.

1. That the guarantee herein agreed shall be continuing one and irrevocable until the amount due recoverable from the said Mutawalli, is paid in full.
2. That the guarantee shall be enforceable by the Council in the event of non-payment of the debt by the Mutawalli, of the above said Wakf.

## B) EDUCATIONAL SCHEME

The 6% donation received from loanee Wakfs on the outstanding, as well as the interest accrued on the Bank deposits of the Revolving Fund, form the Education Fund of the Council. This Fund is utilized for

Implementing the following programmes:

- i) Matching Grant to the State Wakfs Boards for providing scholarship in their respective States to the Higher Secondary, Madarsa students and to the students undergoing Technical/Professional Diploma Course.
- ii) Grant for the establishment of I.T.Is. in the Muslim concentrated areas.
- iii) Financial assistance to Voluntary Organization for Vocational Training Centers.
- iv) Financial assistance to Libraries for developing Book Bank.

Till 2007-2008, the Central Wakf Council had programme of scholarship for the student of Technical/Professional degree courses also. Similarly, it was giving Ad-hoc grant to the students of general degree courses. Up to March 31, 2008, a total of 12,952 scholarships were issued by the Council to the students of Technical Degree courses like MBBS, BUMS, BAMS, B. Tech and B. Sc (Ag) etc. Similarly, in 6366 cases "Ad-hoc" grant were given to Poor and Needy Students of general degree courses. The Scholarship/Ad-hoc grant of the Council has been discontinued. Now for all type of scholarship, please visit the website of the Ministry of Minority/ Affairs: [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in)

Under the programme of vocational training, 613 Voluntary Organisations/Technical Institutes have been assisted. Similarly, under the scheme for setting up ITIs up to March 31, 2008 the Central Wakf Council has approved sixteen ITIs in the Muslim concentrated areas.

## G. Application for Financial Assistance for Library/Book Bank

1. Name & address of the Library/School \_\_\_\_\_
2. Registration number of the Library/School \_\_\_\_\_
3. Is the space is available for Library? \_\_\_\_\_
  - A. If it is Public Library, how the Maintenance of the Library is finances Its financial Assistance received from the Govt., Semi-Govt. bodies or Public, If so, the amount received from each. During the last two year. \_\_\_\_\_
  - B. What is the annual expenditure on the Library in \_\_\_\_\_  
Detail (enclose audit account for the last three Years, \_\_\_\_\_
4. What is the annual expenditure on the Library in \_\_\_\_\_  
detail (enclose audit account for the last three years, \_\_\_\_\_
5. Number of members of the Library, Life members and ordinary, If it is public Library \_\_\_\_\_
6. Is there is a membership fee; if so, how much; what is the annual income on this account. \_\_\_\_\_
7. Details of periodical and daily newspapers purchased for the Library, monthly expenditure on this account (Please provide a list of newspapers/periodicals) \_\_\_\_\_
8. The details of Books available in the Library \_\_\_\_\_
9. Details of financial assistance required from The Council with items to be purchased \_\_\_\_\_
10. If, financial assistance received from the Council in previous years, has its Utilization certificate furnished to the Council. \_\_\_\_\_

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Designation \_\_\_\_\_

Place: \_\_\_\_\_

Delhi: \_\_\_\_\_



**13.2 Scheme for Computerization of Records of State Wakf Boards During 2009-2012**  
**(XI Five Year Plan Period Effective From The Year 2009-10)**  
**Government of India**  
**Ministry of Minority Affairs**

**A. APPLICATION FORM TO BE SUBMITTED BY THE STATE WAKF BOARD FOR  
RELEASE OF GRANT-IN-AID FOR COMPUTERIZATION OF THE RECORDS OF  
THE STATE WAKF BOARDS**

- 1) Name and address of the State Wakf Board .....
- 2) Name of the Chief Executive Officer with contact number and FAX number & E-mail .....
- 3) Whether Mutawalli form of Wakf is prevalent in the State/UT? .....
- 4) Total number of registered Wakfs as on 5.11.2009.....
- 5) Details of hardware and software available with  
the Wakf Board (Status Report).....
- 6) The total number of employees of Wakf Board with name & designation who need training in  
computer operations.....
- 7) Number of computers currently available with the Board?.....
- 8) Whether internet and E-mail facility is available?.....
- 9) Whether Board has a small server room and computer room with AC?.....
- 10) Whether LAN facility is available within the Board premises?.....
- 11) Email ID of all Officers/Officials available?.....
- 12) Status note on present state of  
computerization?.....

Signature.....  
Name of the Chief Executive  
Officer.....

N.B:- Under Central Grant, the Wakf Board can purchase 5 Computers, one UPS for each of the Computers, DG set, Printers/Scanners, Air Conditioners, furniture, site preparations etc. as per specification of NIC and at DGS&D rates. Manpower hiring cost for First Year consisting of 2 Manpower within the capacity of Asst. Developer and Data Entry Operator at the rate of Rs.15000/month and Rs.10000/month stationed in Wakf Boards in States /UTs. Waqf Board Hired Manpower Handholding cost for Second Year and Third Year @ Rs.12 Lacs per year per State Waqf Board (for 29 SWBs + Jammu & Kashmir) towards contract Personnel, Computers stationeries etc. (To be released to Wakf Boards, under intimation to the State/UT Government).

**B. STATUS REPORT TO BE PROVIDED BY THE PRINCIPAL SECRETARY/  
SECRETARY**

- 1) Name of the Principal Secretary looking after the  
Wakf Board with TEL. No., FAX No. & E-mail ID.....
- 2) Whether full time CEO has been appointed? .....
- 3) If timely audit of accounts of Board being  
undertaken.....
- 4) if so, up to which year, audit is completed?  
.....

5) Whether time bound survey of wakf properties being done through appointment of Survey commissioner under Section 4 of the Wakf Act, 1995?

6) If so, when was the last Survey Commissioner of wakf appointed?

7) Average annual income of the Wakf Board during the last 3 years

(2006-06) .....

(2007-08) .....

(2008-09) .....

& Average of 3 years .....

8) Whether the Detailed Project Report of the scheme displayed in the websites (www. Minority affairs . gov.in) of Ministry of Minority Affairs has been gone through? .....

9) Consent of the State government to forward the Utilization Certificates after utilization of funds by end of the April of the next financial year: .....

10) Whether State level Coordination Committee has been constituted for effective implementation of this computerization scheme with 2 representatives as experts from outside the Government and one from IT Department. ....

(Signature)  
Secretary/ Principal Secretary

(Signature)  
Chief Executive Officer

Department of State Wakf Board of .....  
State Government of.....

SECTION 14  
MINISTRY OF CULTURE  
SCHEME OF DEVELOPMENT OF BUDDHIST & TIBETAN CULTURE AND  
ART

**14.1 Scheme for Financial Assistance for the Preservation and Development of Buddhist/Tibetan Culture and Art Scheme Revised in October 2011)**

**A. Documents**

**S. No Documents/information**

- i. Copy of the valid Registration Certificate clearly showing the validity of the Registration. The copy of the Registration Certificate will be duly certified by a Gazetted Officer.
- ii. Copy of Memorandum of Association
- iii. Copies of Audited Accounts for last three years.
- iv. Copies of Annual Report for last three years.
- v. Item-wise write-up on each activity to be undertaken incorporating detailed break-up of funds sought, no. of target beneficiary, time schedule of the Project, etc.
- vi. List of books to be purchased and their cost, if applicable.
- vii. Copy of registration certificate & other documents in proof of ownership of the land/building in case of civil construction, if applicable.
- viii. Detailed Project Report for civil works incorporating information, inter-alia, total land availability, estimated cost item wise, phasing of expenditure, completion schedule, approved estimates from State PWD for each item, details of Architect, details of class rooms – whether primary or secondary, Number of class rooms, Number of students per class rooms, what are the courses to be offered and upto which class, etc., if applicable.
- ix. Details of teachers - name, age, qualifications and salary paid. Proposal relating to Salary of Teachers will be subject to the following:

If the society is running a Monastic/Nunnery School in its building or it is running a school in its monastery.

- i. Number of monk/nun students taking training in such school.
  - ii. Number of teachers, their age and qualifications and salary paid to the teachers.
  - iii. Is the Monastic/Nunnery School affiliated with some local Education Board in the State or any other Educational Board?
  - iv. Are the student's day scholars or resident in the school?
- x. Proposal relating to Award of Scholarship to students will be subject to the following conditions:-
- i. Criterion for selection of persons for payment of scholarship.
  - ii. Does the organization notify in the beginning of the financial or academic year about the release of scholarship to the candidates to apply for scholarship? If yes mode of such notification and proof be given.

**B. Recommendation**

The State Governments/UTs, District Collector/Dy. Commissioner while recommending the proposal will verify the following:

- i. Registration status of the organisation.
- ii. Whether as per Memorandum of Association the objectives and activities of organisation are related to promotion of Buddhist/Tibetan Art and Culture.
- iii. In case funds are sought for IT upgradation, transport facilities, civil construction, salary of teachers whether a Monastery, Monastic/Nunnery School exists/owned by the organisation.
- iv. Whether the organisation is capable of undertaking such projects.
- v. Recommend the activity/activities and the amount thereto.

The Central Institute of Buddhist Studies, Leh will act as 'Help Window', for the organisations located in Leh and Kargil districts of J & K. Mode of and Conditions for Release of Grants

- a. Grant shall be given based on the appraisal of applications and recommendation by the Expert Advisory Committee and thereafter administrative approval and financial concurrence of competent authorities in the Ministry of Culture.
- b. Grants will be paid in two equal instalments, the first being normally released with the approval of the project. The second instalment will be released on receipt of duly audited statement of accounts showing the utilization of the entire amount of grant plus the share of the grantee/concerned State/U.T. Government and other documents on behalf of Chartered Accountant. The release of the balance of grant will be decided on the basis of the actual expenditure incurred on the project subject to the maximum limit.
- c. An organization in receipt of financial assistance under the scheme shall be open to inspection by an officer of the Ministry of Culture, Government of India or the State Government concerned.
- d. The accounts of the project shall be maintained properly and separately and submitted to the Government of India as and when required and will be subject to check by an officer of the Central Government or the State Government or by the Comptroller and Auditor General of India at his discretion.
- e. The organisation shall submit detailed break-up of expenditure under the head " Maintenance" in a separate annexure forming part of accounts.
- f. The grantee shall maintain:
  - i. Subsidiary accounts of the grants-in-aid received from the Government.
  - ii. Cash book Register in hand written bound books duly machine numbered.
  - iii. Grant-in-aid Register for the grant received from the Government and other agencies.
  - iv. Separate ledgers for each item of expenditure like construction of hostel building, etc.
- g. The organization shall maintain a record of all assets acquired wholly or substantially out of the Central Government grant and shall not dispose of or encumber or utilize for purposes other than those for which the grant was given without prior approval of the Government of India.
- h. If at any time, the Government of India has reason to believe that the sanctioned money is not being utilized for approved purposes, the payment of grant may be stopped and the earlier grants recovered.
- i. The organization must exercise reasonable economy in the working of the approved project.
- j. The grantee organization shall furnish to the Ministry of Culture a quarterly progress report of the project indicating in detail both the physical achievements and the expenditure incurred on each of the approved items separately.
- k. The organisations availing grant for civil works will not be eligible for the grant for similar purpose for the next ten years.
  - a. The grantee shall furnish PWD completion certificate and photographic evidence for Civil Works.
  - b. The grantee shall submit five copies of the Research Project.
- n. The grant for Repairs, restoration, renovation of Heritage Buildings associated with Buddhism is subject to certificate from Archaeological survey of India. An officer of appropriate level from ASI office/Circle concerned will be associated by the organisation for this activity.
- o. Applications against which previous grant/Utilisation certificate is pending will not be considered.  
Mode of Payment All payments will be made through electronic transfers.

### C. Outcome of the Scheme :

A Performance-cum-achievement Report on the activity undertaken will be submitted in triplicate, duly bound, at the time of seeking second and final instalment to the Ministry and one copy to State Government/UT/Dy Commissioner concerned as per the following format: Scheme of Financial Assistance for the Development of Buddhist/Tibetan Culture and Art Performance-cum-achievement Report

- i. Name, address, Tel/Fax of the organisation
- ii. Sanction No. and date
- iii. Total grant sanctioned/ expenditure Item
- iv. Location of the Project

- v. No. of beneficiaries
- vi. Expenditure incurred
- vii. How it helped/will help for preservation and development of Buddhist Culture and Art
- i. Any other point

Signature \_\_\_\_\_

**President/ Secretary of organization :** Incomplete applications not supported by the required documents and applications received without recommendation of the prescribed authority will not be considered and summarily rejected.

**Special Provision** The Expert Advisory Committee on the scheme is empowered to recommend or reject any proposal received without or with the recommendation of State Government/U.T. administration/ Local Administration and also to recommend the amount beyond the maximum limit but not exceeding Rs.1.00 crore from this scheme, in respect of any proposal which is of outstanding merit for which the EAC feels that the maximum limit would not be sufficient for undertaking the said project, with the approval of Minister (Culture) and concurrence of AS & FA, Ministry of Culture.

**Inspection and Monitoring :** Inspection would be carried out by Ministry officials every year at least in 5% of the cases. The concerned State Govt/UTs Administration, District Collector/Dy Commissioner will also monitor.

**Penalties in case of misutilisation of Grants:** The members of the executive body of the organisation would be liable for recovery of misused grants. The organisation will also be blacklisted for misuse of funds, fake registration certificate, etc. All immovable assets created from the Government grants would be taken over by local administration prescribed by the Ministry.

**D. Scheme of Financial Assistance for the Development of Buddhist/Tibetan Culture and Art**  
**APPLICATION FORM**

1	State			
2	Name and address of the Organization: (with telephone/ Fax/ e-mail)			
3	Under which Act the Organisation is registered and Year of establishment:			
4	Details of financial assistance received: from the Central/State/UT Govt. during the last three years indicating the purpose for which grants were received.	Name of the funding agency	Purpose	Amount received
		Year		
		Details may be attached		
5	Details of the financial assistance sought for			
S. No	Item	Estimated amount	Amount sought	
(i)	Maintenance (Salary of staff, office expenses, misc.exp.).			
(ii)	Research Project on promotion of Buddhist/ Tibetan Art and Culture.			
(iii)	Purchase of Books, publication & cataloguing, translation, etc relating to Buddhism			
(iv)	Award of scholarships to Monk, nunnery students			
(v)	Holding of special courses, workshops, seminars on promotion of Buddhist, Tibetan Art and Culture.			
(vi)	Audio- Visual Recording/ Documentation/ Archiving of the traditional materials relating to Buddhist art and culture for preservation and dissemination.			
(vii)	IT up gradation and IT-enabled Teaching, Training aids for Monastic, nunnery school.			
(viii)	Transport facilities for Monastic/nunnery schools and Monasteries located in remote areas.			
(ix)	Salary of teachers for monastic/nunnery school			
(x)	Repairs, restoration, renovation of ancient monasteries and Heritage Buildings associated with Buddhism			
(xi)	Construction/Repairs/Extension with toilet and drinking water for Class Rooms, Hostel, School Buildings and Training Centres which are focused on Buddhist/Tibetan Art and Culture as well as skill development of traditional craft.			

*(Strike off whichever is not applicable)*

**Note: -**

- i. Each item should be supported by the requisite information interalia required vide S.No.4 regarding procedure for application.
- ii. Application should be continuously page numbered/ duly spiral bound and check list along with enclosures should be attached with the application.

Signature of applicant  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Office Stamp \_\_\_\_\_

Date:  
Place:

**E. CHECK LIST OF ENCLOSURES (TO BE ATTACHED WITH APPLICATION FORM)**

S.No.	Item	Attached (Yes/No/Not applicable)	Page No.
1.	Copy of the valid Registration Certificate		
2.	Copy of Memorandum of Association		
3.	Copies of Audited Accounts for last three years.		
4.	Copies of Annual Report for last three years.		
5.	Item-wise write-up on each activity to be undertaken		
6.	List of books to be purchased and their cost.		
7.	Copy of registration & other documents in proof of ownership of the land/building in case of civil construction		
8.	Detailed Project Report		
9.	Details of teachers - name, age, qualifications and salary paid, etc. as per para 4.1 (ix).		
10.	Details for scholarship as per para 4.1 (x)		

**14.2 Building Grants Including Studio Theater**

**A. Application forms for Scheme of Building Grants, including Studio Theatres**

1. Name of the Organization \_\_\_\_\_  
 2. Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Mobile Number \_\_\_\_\_  
 Email address \_\_\_\_\_

3. Registration details

Society	Trust	Others
---------	-------	--------

a. Whether registered as \_\_\_\_\_  
 b. Registration Number \_\_\_\_\_  
 c. Date of registration \_\_\_\_\_

4. Names of Office bearers \_\_\_\_\_  
 \_\_\_\_\_

- a. President/ Chairman \_\_\_\_\_  
b. Secretary/Director \_\_\_\_\_

5. Name of city/place where the proposed project is located \_\_\_\_\_

6. Components of Project Proposal for which financial assistance sought (tick mark the relevant box/boxes)

- a. New construction or Purchase of a built-up space.
- b. Renovation/ up gradation/ modernization/ extension/ alteration of an existing building/ space/ facility.
- c. Remodeling of the interiors of an existing built-up space.
- d. Provision of facilities like electricals, air conditioning, acoustics, light and sound systems and other items of equipment, such as musical instruments, costumes, audio/ video equipment, furniture and stage material that may be required for a studio theatre, auditorium, rehearsal hall, classroom, etc

7. Total estimated cost of proposed project \_\_\_\_\_  
a. Assistance sought from Ministry of Culture  
b. Matching share of the Applicant Organization

8. Permanent Account Number (PAN) of the Organization \_\_\_\_\_

9. Unique ID Number obtained from NGO Partnership National Portal (see the advisory note at page 4 below) \_\_\_\_\_

10. Whether assistance received from Ministry of Culture in the past, under the Scheme for Building Grants to Cultural Organizations. \_\_\_\_\_

If yes, furnish copy of the Sanction Order and the Utilization Certificate for the last grant received.

**Declaration:**

**The checklist has been filled up and documents mentioned therein have been attached. It is certified that the information contained in this application form and the checklist is true and correct to the best of my knowledge and nothing has been concealed herefrom.**

Date: \_\_\_\_\_ (Name) \_\_\_\_\_  
Place: \_\_\_\_\_ (Designation) \_\_\_\_\_  
For & on behalf of \_\_\_\_\_  
(Name of the Applicant Organization)

Signature of Authorized Signatory

**B. ADVISORY NOTE ON NGO PARTNERSHIP**

1. Civil society organizations have complained of difficulties in accessing grant from the Government. A transparent and accountable system was, therefore, required to be devised and implemented which could help VOs/NGOs obtain information on various grant giving programmes, the procedure for obtaining the same and the status of their request once an



- application is made. This kind of arrangement also helps Government keep track of the applications and assist in speedy disposal within a rational framework.
2. With the above facts in mind, the Government of India has instituted the concept of NGO Partnership System to bring about greater partnership between government & the voluntary sector and to foster better transparency, efficiency and accountability.
  3. The VOs/NGOs are mandatorily required to Sign Up on the NGO Partnership System (NGO-PS) at <http://ngo.india.gov.in> .
    - This is mandatory for NGOs applying for grant from Ministry of Social Justice & Empowerment, Culture, Human Resource Development, Health Ministry, NACO, Women & Child Development and CAPART. These Ministries in turn have to mandatorily provide a web enable interface created by NIC to entertain applications for grants (this facility is not available at present).
    - The existing paper applications route will also continue to be available for the time being
    - The Unique Identification No. assigned by the NIC software upon particulars being registered with portal data base, must be cited in all future applications, correspondences etc.
  4. This facility will enable the NGOs/VOs to :
    - Get details of existing VOs / NGOs across India
    - Get details of grant schemes of key Ministries/Departments
    - Apply on – line for NGO grants and track status of application for grants (this facility is not available at present).

**C. Check list of enclosures (to be attached with application form**

- Name of the Organization
- Project for which grant is sought
- Are the following documents attached:

	Attached	Annexure No.
1. Project report/proposal which includes:		
a) Organization's profile containing a description of the organization, its strength, achievements and year-wise details of its activities over the last 3 years.	<input type="checkbox"/>	Y/N <input type="checkbox"/>
b) Description of the project/proposal including its rationale/ justification.		
c) Summary of the cost estimates (building/ equipments/ facilities).		
d) Sources of finance/ funds.		
e) Time schedule for completion of project, and		
f) Post completion - how the organization will manage the operation and maintenance of the facility created through the project and meet the recurring maintenance/operational costs.		
D. Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant Acts	<input type="checkbox"/>	<input type="checkbox"/>
E. Copy of the Memorandum of Association (or Trust Deed) of the organization including Rules & Regulations, if any.	<input type="checkbox"/>	<input type="checkbox"/>
F. List of present members of the Board of Management/ Office Bearers / Trustees with name & address of each member.	<input type="checkbox"/>	<input type="checkbox"/>

G. Copies of Annual Accounts for the last 3 financial years (duly certified / audited by a Chartered Accountant or Government Auditor).

H. Copy of the title deed (registered conveyance deed, gift deed, lease deed, etc.), showing

(a) Ownership of the land/building for the project in the name of the applicant organization and confirming that the property can be used for commercial, institutional or educational purpose. In the case of a proposal to purchase built up space, copy of Allotment letter/Agreement to Sale be submitted.

(b) Cost of land/ building. In case the cost of land/ building is not indicated in the title deed, relevant documents in support of cost be submitted.

I. Copy of Building/ Development Plans duly approved by the appropriate civic body/ local authority (Municipality, Panchayat, Development Authority, Improvement Trust, etc.).

In case of proposal to purchase built up space, copy of the layout plan and completion certificate duly approved /issued by competent civic body/local authority to be submitted.

J. Cost estimates (Building/Equipments), duly approved by a Registered Architect who will also certify that:

a. The quantities are in conformity with the structural requirements of the project.

b. The rates are in conformity with the prevailing market rates, and

c. That the cost estimates are reasonable.

K. Documentary evidence in support of the claim that the organization has secured or made arrangements to secure its matching share e.g. a bank statement, certificate of expenditure already incurred on the project (with break-up, duly certified by Chartered Accountant), loan sanction letter, letter of the State Government / Union Territory Administration/ Local Body etc. sanctioning funds for the project.

L. Resolution (in the prescribed format) of the Board of Management/ Executive Board/ Governing Body of the organization authorizing a person to sign the application for grant, bond etc. on behalf of the organization.

M. A Bond (in the prescribed format) for the assistance sought, on a stamp paper of prescribed denomination.

N. A Bank Authorization letter (in the prescribed format) showing ECS/RTGS/NEFT details of the Bank Account of the organization.

• Has a Unique ID Number generated from NGO Partnership Portal mentioned in the application form (Col.9)

## Signature of the Authorized Signatory

(Name & Designation) : \_\_\_\_\_  
(Name of the Applicant Organization): \_\_\_\_\_  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_

### NOTES:

- I The applicant organizations are free to attach any other document they may wish to submit in support of their proposal (e.g. certificate or recommendation letters from a national or state level Government body or Akademi, annual reports, press clippings/ reviews, award letters, affiliation letters etc.).
- II Wherever the documents are in a regional language, an English or Hindi version must also be made available
- III Wherever copies of certain documents are being submitted, the same should be duly attested by a Gazetted Officer or Notary Public.
- IV For proposals from Government-sponsored bodies, University Departments or Centres and Colleges that are dedicated to the Performing Arts, out of the documents specified at point numbers 2 to 10 above, only such documents as are relevant to the applicant organization will need to be provided.

**SECTION 15**  
**15.2 2 Delhi SC/ST/OBC/Minorities & Handicapped Finance and  
 Development Corporation Limited,**  
**Ambedkar bhavan, Institutional Area, Rohini Sector-16,**  
**Delhi-110085**  
**A.COMPOSITE LOAN SCHEME (CLS)**

LOAN APPLICATION FORM FOR LOAN UPTO RS.1,00,000/-

Registration No..... Registration Date.....

Name of scheme..... Date of issue.....

Caste Category..... Activity for which loan  
 Is required.....



Name of applicant.....

Name of applicant's Father/Husband.....

Loan amount applied for (Rs.).....

Residential Address in Delhi

House/Flat No..... Street/Road No.....

Name of the Locality/colony.....

City.....District.....Pin Code.....

Details of the Bank Draft of Rs.350/- (Processing Fee)

D.D./Pay Order No.....

Date.....

Bank Name..... Branch.....

Whether Applicant is furnishing: - a) Gurantee or b) Collateral Security

Details of the Applicant

Caste Certificate No. (if applicable)..... Sub Category.....

Mother's Name.....No. of Dependants.....

Ration Card/Voter I.Card No..... Circle No./ AC No.....

Date of Birth..... Age as on date.....

Qualification..... Sex: Male/Female.....

Telephone No..... Marital Status Married/Single.....

E-mail id..... Annual Income.....

Contact Address

Workplace Address with Area

.....

.....

.....

Current Occupation.....

Guarantor Details

Name..... Father'sname.....

Employee's code/staff/Token No..... Date of Birth.....

Designation..... Organisation/Office Name.....

Office Address.....

.....

Residential Address.....

.....

Phone No. Res..... Mobile..... Office.....

Collateral Security Details

Document No..... Document Type.....

Date of Issue..... Date of Maturity.....

Issuing Office/Branch/ Authority name & address.....

Declaration

I hereby declare that the information/details furnished by me in this application form is true and correct as per my information. If any information/particulars found false/incorrect, I shall be liable for the same.

-----  
(Signature of the applicant)

**B.BIG LOAN SCHEME**

**LOAN APPLICATION FORM FOR LOAN UPTO RS.5,00,000/-**

Registration No..... Registration Date.....

CATEGORY:.....

(SC/ST/OBC/MINORITIES/SAFAI KARAMCHARI/HANDICAPPED)

ATTESTED

1. Applicant's Name.....
2. Father's/Husband name.....
3. Permanent Address with telephone No.....  
.....
4. Present Occupation/Profession.....
5. Proposed Activity/occupation.....
6. Address of the proposed work place.....  
.....
7. Whether own or on rent.....  
(Proof of ownership or rent agreement is to be furnished)
8. Applicant's Date of Birth..... Age .....
9. Marital Status Married/Single..... 10. Sex: Male/Female.....
11. Educational Qualification.....
12. Annual family income from all source.....  
(Please attach income certificate issued by concerned SDM in original)
13. Caste Certificate No. (if applicable)..... Sub Category.....
14. Religion (in case of minorities).....
15. Ration Card/Voter I.Card No..... Circle No./AC No.....
16. Mother's Name..... No. of Dependants.....
17. Proposed Industry/Business details.....  
(Please attach a separate sheet, if required)
18. Whether you have availed any loan from any financial institution, if yes,  
details thereof.....
19. Whether you have availed loan from DSFDC for any activity, if yes, details of the  
same.....
20. Cost of Project

S.NO.	PARTICULARS	COST PER UNIT	TOTAL
1.	LAND		
2.	BUILDING/CIVIL CONSTRUCTION		

3.	MACHINERY & EQUIPMENTS		
4.	MISC.FIXED ASSETS		
5.	PRE PRODUCTION EXPENDITURE		
6.	INCIDENTALEXPENDITURE AND EXCLANATED EXP		
7.	OTHERS EXPENDITURES		
8.	WORKING CAPITAL/MARGIN FOR WORKING CAPITAL		
9.	TOTAL		

**21. SOURCE OF FINANCE**

S.NO.	SOURCE	PERCENTAGE	TOTAL
1	PROMOTER CONTRIBUTION		
2	MARGIN MONEY(DSFDC)		
3	TERM LOAN(APEX CORPORATION)		
4	BANK/OTHER FINANCIAL INSTITUTIONS		
5	OTHER'S (PL. SPECIFY)		
TOTAL			

22 TOTAL LOAN AMOUNT REQUIRED.....

23. Technical Details:

- a) Technical knowledge for Installation of Machinery/equipments and knowledge for proposed production and arrangements made for the same.....
- b) Production Process  
Provide detailed justification for installation of every machine/equipment and details of production from raw material to finished product.....
- c) Required raw material, quantity, its source of procurement, cost and availability.....
- d) Electricity, Water and Fuel (provide details of arrangements made for for the same).....
- e) Polluted wastage management arrangement made, if required .....

24. Required Manpower

S.NO	CATEGORY	SALARY P.M	NO'S	TOTAL SALARY
1.	MANAGERIAL			
2.	SUPERVISOR			
3.	SKILLED			
4.	UNSKILLED			
	TOTAL			

25. Marketing Arrangements

1. Status of Total Demand and Supply in the Area.....
2. Status of competetitors.....
3. Selling Arrangements.....

26. Repayment Details

1. Please indicate the Moratorium period.....
2. Mode of re-payment of loan.....

27. Implementation of project details

S.NO.	ACTIVITIES	COMMENCING MONTH	END MONTH
1.	LAND ARRANGEMENTS		
2.	CONSTRUCTION OF BUILDING		
3.	PROCUREMENT OF MACHINERY AND EQUIPMENTS		
4	SUPPLY OF MACHINERY AND EQUIPMENT		
5.	INSTALLATION		
6.	COMMENCEMENT OF PRODUCTION		

28. Other details for the similar project of Apex Corporation

S.NO.	ACTIVITIES	COMMENCING MONTH	END MONTH
1	IDENTIFICATION AND SELECTION OF BENEFICIARIES		
2	SELECTION OF ASSETS		
3	AGREEMENTS WITH SUPPLIERS		
4	DRAWAL OF FUNDS FROM APEX CORPORATION		
5	PAYMENTS TO SUPPLIERS		
	TOTAL		

29. Working capital requirements. (Please give the justification of working Capital requirements. If the working capital is also required from apex Corporation, give the details. If the working capital has been arranged From some some financial institutions or bank, give the details.

.....  
 .....  
 .....

30 Others:-

- a) Co-operative understanding
- b) Environment related
- c) Approval of Govt, if any
- d) Different Forecast in format

FORMAT NO.1 (ENCLOSURE-1)

DETAILS

- a) Work Place Address.....
- b) Owned/On lease.....
- c) Lease/Rent per month.....
- d) Cost of construction of building/civil work.....  
 (With type of construction and Area).....  
 Cost of construction per Sq. Ft.....

MACHINERY AND EQUIPMENT

S.NO.	MACHINE NAME	COST PER UNIT	TOTAL COST	ESTIMATED LIFE
1.				
2.				
3.				
4.				

Add cost of transportation and installation

S.NO.	PARTICULARS	COST PER UNIT	TOTAL COST
1.			
2.			
3.			
4.			

FORMAT NO. 1(ENCLOSURE-2)

Cost of production and details regarding estimated profit

Till the date of re-payment of complete loan

S.NO	PARTICULARS	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	4 <sup>TH</sup> YEAR	CURRENT YEAR
1	Installed capacity					
2	Capacity utilization					
3	No. of shifts					
4	No. of working days					
5	Sale proceed					
6.	Cost of production					
A.	Raw material					
B.	Storage					
C.	Fuel and electricity					
D	Repair/ maintenance					
E	Salary & wages					
F	Administrative overheads					
G	Interest					
H	Others					
7.	Total cost of production					
8.	Profit before depreciation					
9	Depreciation					
10	Profit before tax					
11	Tax					
12	Profit after tax					

FORMAT NO. 1(ENCLOSURE-3)

Working capital requirements (per unit) at 100% capacity utilization

S.NO	PARTICULARS	PERIOD	COST PER UNIT	WORKING CAPITAL MARGIN- APEX CORPORATION
1	Raw material			
2	Storage and others			
3	Work in process			
4	Ready stock			
5	Debtors/creditors			
6	Others, pl. specify			
7	Less deposits in the market			
8	Net			

I hereby declare that the information furnished by me in this application form is correct and true to the best of my belief. If any information is found false or incorrect, I shall be responsible for the same.

-----  
Date: (signature of the applicant)

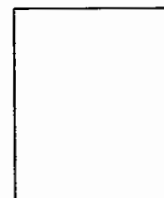


O. APPLICATION FORM FOR COMMERCIAL VEHICLE UNDER TRANSPORT SECTOR

P. APPLICATION FORM FOR MOBILE STD-PCO FOR HANDICAPPED PERSONS

(Note : Form C or D are Same)

Registration No.....Registration Date.....



1. Applicant's name.....
2. Father/Husband's name.....
3. Permanent Address with telephone No.....
4. Driving license No..... Valid Upto.....
5. Date of Birth.....Age.....
6. Marital status Married/Single.....
7. Sex Male/Female.....
8. Present Occupation.....
9. Educational qualification.....
10. Annual family income from all source.....  
(Please attach income certificate issued by the SDM of your area)
11. Category to which belongs.....
12. Ration Card/Voter I. Card No.....Circle/ AC No.....
13. Details of loan availed from DSFDC or any other financial institution, if Any.....

I hereby declared that information furnished by me in this application form is true and correct to the best of my belief. If any information is found false/incorrect at a later stage, I shall be responsible for the same.

Date:

Signature of the applicant

**SECTION 21**  
**Scheme for Leadership Development of Minority Women**  
**Government of India, Ministry of Minority Affairs**

**1. DETAILS OF RATES FOR LEADERSHIP DEVELOPMENT TRAINING IN VILLAGE/LOCALITY FOR WOMEN**

Sl. no.	Items of expenditure for leadership development training programme	No. of persons	Indicative rate (Rs)	Duration / units	Total cost (Rs)
1	<b>(i) Leadership development training in the village/locality</b>				
	(a) Fees/honorarium for engaging faculty members/resource person	2	500	6 days	6000
	(b) To and fro transportation cost for faculty members/resource person	2	2500	3 occasions	15000
	(c) Lodging cost for faculty members	2	250	6 days	3000
	(d) Hiring of venue, furniture, and creche facility		750	6 days	4500
	(e) Cost for one meal for trainee women	25	50	6 lunches	7500
	(f) Cost for using/hiring audio-visual aids, participatory training kits and taking audio-visual clips of different activities for reports.		2000	6 days	12000
	(g) Cost for distribution of training material, literature in local language and stationary.	25	200	One time	5000
	(h) Allowance/stipend for women	25	50	6 days	7500
	(i) Cost for motivation, identification and selection of eligible women.	25	50	One time	1250
	(j) Cost for hand holding/nurturing by facilitators for project period including concurrent monitoring and reporting.		400	Once a month for 12 months	4800
2	<b>Total</b>				66550
3	<b>Total for 5 batches of village trainings</b>		66550	5 batches	322750
4	<b>Add agency fees/charges for 5 batches of village trainings</b>		25000		347750

**2. DETAILS OF RATES FOR LEADERSHIP DEVELOPMENT TRAINING FOR RESIDENTIAL TRAINING**

Sl.no.	Items of expenditure for leadership development training programme	No. of persons	Indicative rate (Rs)	Duration / units	Total cost (Rs)
1	<b>(i) Residential leadership development training.</b>				
	(a) Includes fees, boarding, food etc. (actuals to be reimbursed)	25	1000	6 days	150000
	(b) Literature, training material, information booklets, copies of government schemes and programmes, relevant laws and Acts, stationary.	25	600	One time	15000
	(c) Indicative transport expenditure (actuals to be reimbursed)	25	1000	One return trip	25000
	(d) Allowance/stipend for women	25	100	6 days	15000
	(e) Cost for motivation, identification and selection of eligible women.	25	50	One time	1250
2	<b>Total</b>				206250
3	<b>Add agency fees/charges for one batch of residential training</b>		15000		221250

### **C. Administrative expenditure for Ministry**

1. The Ministry shall be permitted to set aside upto the extent of 1.5% of the annual allocation under this scheme to meet administrative expenditure of purchase of computers and accessories, GPS enabled mobile phones and accessories, furniture, stationary and developing software, engaging qualified personnel for entering and analysing data, processing proposals, monitoring and evaluating reports, preparation of notes, power point presentation and reports, preparing material for placing information and data on the Ministry's website, manning telephone during office days for question and answer (Q & A) facility or outsourcing such activities, issue of advertisement, consultancy charges for preparation of pedagogy and training materials, etc. Financial assistance shall also be given to the States/government organizations for meeting expenses that would be required for smooth implementation of the scheme. This may include purchase of GPS enabled mobile phones and field visit expenses of government functionaries and evaluators.

Financial and physical targets

2. The scheme will be implemented throughout the country with special focus on districts, blocks and towns/cities having a substantial minority population. It is proposed to cover 50,000 women in 2011-12. The fund requirement for the scheme for a period of 2011-12 of the Eleventh Plan is Rs.15.00 crre.

Advertisement:

13. Advertisement will be published by the Ministry of Minority Affairs in the national/ local papers inviting applications of expression of interest from organizations for short listing organizations for implementation of the scheme.

**D. A sanctioning committee**, comprising of the following, shall be constituted in the Ministry of Minority Affairs to consider and approve projects submitted by the organizations for implementation of the scheme:-

- (a) Secretary, Ministry of Minority Affairs – Chairperson
  - (b) Financial Advisor, Ministry of Minority Affairs
  - (c) Joint Secretary, Ministry of Women & Child Development – Member
  - (d) Joint Secretary, Department of School Education & Literacy - Member
  - (e) Joint Secretary, Ministry of Rural Development – Member
  - (f) Deputy Director general, Council for Advancement of People's Action and Rural Technology (CAPART) – Member
  - (g) Executive Director, Rashtriya Mahila Kosh (RMK) – Member
  - (h) Advisor, Minority Welfare Sector, Planning Commission – Member
    - (i) Managing Director, National Minorities Development & Finance Corporation (NMDFC) – Member
  - (j) Joint Secretary, Ministry of Minority Affairs (dealing with the scheme) – Convenor and Member
- The Ministry may invite the Principal Secretary/Secretary of the State/UT concerned to participate in the selection of the organizations.

### **E. Terms and conditions for release of fund**

20. The terms and conditions for release of financial assistance, which may be modified by the Ministry, are as follows:-

- (a) The organization shall have a website displaying all the details of their organization, head office, field offices, land line telephone numbers, personnel, details of past operations and activities, and maintain full details of name and aadhaar number (wherever Unique Identity Card has been issued), address, and telephone number etc. of the women given training under the scheme, the activities carried out by them for improving their lives and living conditions after the training and during the nurturing/handholding period and furnish this information to the Ministry.
- (b) The organization shall have in their possession Global Positioning System (GPS) digital camera for taking photos of all important activities such as address by faculty, government functionaries, lunch being provided, usage of audio-visual equipments, submitting petitions for redressal of grievances/problems faced, workshop being conducted etc. such cameras should have the feature of taking photos with the location (latitude and longitude) of where the photo was taken using a GPS receiver. In case such equipment is not available with the organization, it should give an undertaking that it would do so before funds are released.

- (c) The organisation shall furnish an undertaking, in the name of the competent authority responsible for actual implementation of the scheme, accepting the terms and conditions laid down by the Ministry of Minority Affairs and furnish a bond with two sureties and will also be responsible for furnishing of accounts of the grant sanctioned. The requirement of furnishing two sureties would not be required in the case of Central and State Universities/Institutions of higher learning recognized by University Grants Commission (UGC) and training institutes of Central and State Government.
- (d) The organization shall maintain a separate account for the financial assistance released by the Ministry of Minority Affairs and shall make the books of accounts available to the Ministry as and when requisitioned for inspection.
- (e) The organization shall utilize the financial assistance for the specified purposes only. The organization shall give an undertaking that in the event of acting in contravention of this condition, it will refund the amount received from the Government with 18% annual penal interest and any other action, as deemed necessary by the Government.
- (f) The organization shall be solely responsible for ensuring that women fulfilling the eligibility criteria are selected for training.
- (g) The organisation shall give an undertaking that their books for this project will be open to inspection by the officers of Central Government/State Government/UT.
- (h) On completion of the project, the organization shall submit to the Ministry of Minority Affairs, the utilization certificate (GFR-19A), and audited accounts, certified by a Chartered Accountant along with the following documents:-
  - (i) Duly audited income and expenditure account/balance sheet for the year, including receipt & payment account of the institute, in respect of funds received during the year.
  - (ii) A certificate to the effect that the institution has not received any other grant for the same project from any other Ministry/Department of the Government of India, State/UT Government and any other Government/Non-Government organization/bilateral/ multi-lateral funding agencies or United nations.
- (i) The organization shall erect at the venue of the training programme, banners/ boards indicating that the training/ workshop is organized on behalf of Ministry of Minority Affairs Government of India.
- (j) The organization shall give prior intimation of the training programme to the Ministry/ State Government to enable officials to be deputed to observe the training programme.
- (k) The organization shall submit photographs, video clippings as evidence of holding the training programme/ workshop to the Ministry. These shall also be hosted in the website of the organisation.
- (l) The organization shall submit copies of pamphlets, publicity materials etc. brought out in the local language in connection with the training programme to the Ministry/State Government.
- (m) The Government of India will have the right to direct the organization for making any changes in the programmes or in the estimated cost.
- (n) The Government shall have the right to lay down any other conditions prior to the release of the grants-in-aid.
- (o) The organization approved for implementation of the project proposal in the villages/localities shall ensure that, as far as possible, majority of the trainers deployed are women, preferably some of them from the minority community concerned.

#### **F. Requirements for release of fund in installments**

1. A bond furnished by the organization along with two sureties shall be sufficient if the bond covers the amount that would be released directly to the organization. Release of second and subsequent installments will be based on the various requirements to be fulfilled by the organization as stated in the Annex to the sanction order and will invariably include photographic evidence of all activities/trainings, periodic reports and utilization certificate by the organization, etc. Further, the recommendation for release of the 2nd and subsequent installments should be forwarded to the Ministry of Minority Affairs by the Minority Welfare Department in the State. The procedure to be followed in the State would be decided by the State Government concerned.

2. **Photographs:** With the Global Positioning System (GPS) enabled mobile phones available with the organization, the photos of all daily activities would be captured and sent to the internet address of the Ministry every day as given in the sanction order. Submission of photographs to the Ministry and State Government on each of the activities carried out by the organization would be a requirement for release of the 2nd and subsequent installments. The organisation shall place the photographs on their website

and this should be informed to the Ministry of Minority Affairs, State Government and District Collector concerned.

**3. Release of Funds:** Funds will be released by the Ministry to the organization concerned based on the approved project proposal in instalments as follows:-

**For Village/urban locality Training:**

**1st installment:** 70% of the approved project cost would be released before the commencement of the training. The organization will ensure that this release covers expenditure for conduct of training and allowance/stipend. Expenditure for holding workshop will be released in one lump sum along with the first installment.

**2nd installments:** 20% of the approved project cost would be released on submission of a certificate of satisfactory completion of the training course duly signed by at least 75% of women trained and countersigned by a representative of local body concerned like Sarpanch/Pradhan, etc. or Block Development Officer/Sub-Divisional Officer and submission of utilization certificate.

**3rd installments:** 10% of the approved project cost would be released on submission of a certificate of satisfactory completion of the project (including handholding, submission of concurrent monitoring and completion report) duly signed by at least 75% of women trained and countersigned by a representative of local body concerned like Sarpanch/Pradhan, etc. or Block Development Officer/Sub-Divisional Officer and submission of utilization certificate.

**For Training in Residential Training Institutes:**

**1st installment:** 70% of the approved project cost would be released before the commencement of the training. The organization will ensure that this release covers expenditure for conduct of training and allowance/stipend.

**2nd installment:** 30% of the approved project cost would be released on submission of a certificate of satisfactory completion of the training course duly signed by at least 75% of women trained and countersigned by a representative of local body concerned like Panchayat Samiti/ Block level Panchayat, etc. or Block Development Officer/Sub-Divisional Officer and submission of utilization certificate.

**Electronic fund transfer**

Transfer of fund would be done through electronic transfer by the banks wherever facility for such transfer is available. For enabling E-payment directly into the account of organization/training institute through ECS, RTGS, NIFT, TTs system, the NGO shall furnish an authorization letter from the payee, with full details of e-payment of the NGO/training institute i.e. name of payee, bank IFC code number, bank branch number, bank branch name, bank branch address etc. The authorization letter must be counter-signed by the manager of the bank branch concerned to avoid wrong account number. Only one authorization letter would be required for the entire financial year or till the account number is changed during the year. A proforma of the authorization is annexed.

**Transparency**

Having a website of the organization displaying all the details of their organization, head office, field offices, land line telephone numbers, personnel, details of past operations and activities, and full details of names including Aadhaar number, address, and telephone number etc. of the women given training under the scheme, the activities carried out by them for improving their lives and living conditions after the training and during the nurturing/handholding period is necessary. Furnishing this information to the Ministry would constitute an important element under the scheme to enable social audit. The organization shall ensure that photographs and short clips of the leadership trainings conducted in the village/urban locality as well as in training institutes including question and answer sessions are taken, placed on the website and made available to the Ministry.

**Monitoring by Ministry**

Ministry will put in place a mechanism for monitoring the progress of implementation of the projects by organizations and for this purpose invite State Secretary concerned and also some renowned women/NGOs to the review meetings. The Sanctioning Committee will also review the progress of implementation of the projects.

## Evaluation

Impact assessment and evaluation of the project would be carried out periodically or as and when required, by an outside professional agency to be appointed by the Government. Such studies will be funded under the existing scheme of research/studies, monitoring and evaluation of the Ministry. The implementation of the scheme would be reviewed after one year of implementation.

(To be furnished on Rs.20- Stamp Paper)

## G. 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 officer 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 present.

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 Gants of Rs. \_\_\_\_\_ Vide his Letter number \_\_\_\_\_ Dated \_\_\_\_\_; the obligors has agreed 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 proposed amount with the stipulation that obligor will be bond upto 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 such 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 be void and of no effect. But otherwise it shall remain in full force and virtue. If a par 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 alongwith interest earn 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 nay 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 Society/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
- abide by the conditions of the grant in aid by the target dates, specified in the letter of sanction and
  - not diver the grant or entrust execution of the scheme or work concerned to other institution (s) or organization (s) ; and
  - abide by any other conditions specified in the agreement governing the grant 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 whereof these present 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 Number/Mobile No. \_\_\_\_\_  
Email address (if available) \_\_\_\_\_  
Fax Number: \_\_\_\_\_

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

- (i)  
(ii)

(Sign)  
Accepted for an on behalf of the President of India  
Designation  
Date  
Name & Address

**B. Frequently Asked Questions (FAQs)**

**Scheme for Leadership Development of Minority Women**

**Q.1 Why was the scheme launched?**

A. A report of the high level Committee on the social, economic and educational status of the Muslim community of India (Popularly known as the Sachar Report) had highlighted the fact that India's largest minority group have been left out of the development trajectory and within this group Muslim women are doubly disadvantaged. Keeping this in view, the Ministry of Minority Affairs has launched 'Scheme for Leadership Development of Minority Women'.

**Q.2 When was the scheme launched and implemented?**

A. The scheme was launched in January, 2010 and is being implemented shortly.

**Q.3 What is the objective of the scheme?**

A. The objective of the scheme is to empower and instill confidence in women including their neighbors from other communities living in the village/locality by providing knowledge, tools and techniques for interacting with Government system.

**Q.4 What is the purpose of the scheme?**

A. The scheme is envisaged to reach out to women through non-governmental organizations who will be provided with financial support for conducting leadership development trainings so that women are empowered and emboldened to move out of the confines of home and community and assume leadership roles and assert their rights collectively or individually.

**Q.5 What is the target group and distribution of target?**

A. The minority communities served by the Ministry of Minority Affairs are Muslims, Sikhs, Christians, Buddhists and Zoroastrians (Parsis) as notified as minority communities. Eligible women of these minority communities would be the target group. However, the scheme permits a mix of women from other non-minority communities not exceeding 25% of a project proposal.

**Q. 6 What is the eligibility criteria for women to be selected?**

A. Although there will be no annual income bar, woman/parent or guardian, woman having annual income not exceed Rs.2.50 lakh from all sources would be given preference in selection. They should be between the age group of 18 years to 65 years.

**Q. 7 What are the types of trainings and their eligibility?**

A. There are two types of training:

- (i) Leadership development training in the village/locality. Upto 50 women in a village/locality who are dedicated, motivated and committed to work for the betterment of the welfare of women from the minority communities in particular. At least, 10% of the total woman in a group of 50 women should have passed Class X. This may be relaxed to class V level in case women who have passed class X are not easily available.
- (ii) Leadership development training in residential training institutes. Out of a group of 50 women for residential training, not more than five women from a single village/locality may be selected in residential government training institutes. They should possess at least a graduation degree, which may be relaxed to class X certificate holder in case graduates are not easily available, and should be dedicated, motivated, physically fit and healthy and committed to work for the betterment of the welfare of women from the minority communities in particular and the society in general.

**Q. 8 Who are the implementing agencies of the project proposals?**

A. The leadership development training scheme is implemented by the Ministry of Minority Affairs through the organizations. Apart from non-governmental organizations, organisations/ institutions which would be eligible for applying for financial assistance under this scheme are given below :-

- i) Society under the Societies Registration Act, 1860.
- ii) Public Trust registered under any law for the time being in force.
- iii) Private limited non profit company registered under Section 25 of the Indian Companies Act,1956.
- iv) Universities/Institutions of higher learning recognized by University Grants Commission.
- v) Training institutes of Central and State Governments including Panchayati Raj training institutes.

**Q. 9 How are organizations shortlisted?**

A. Expression of Interest is invited by the Government through advertisement in the newspapers and organizations fulfilling the mandatory qualifications.

**Q.10 What is the purpose of nurturing and hand holding?**

A. Nurturing/hand holding service envisaged in the scheme linked with involvement and availability of facilitators at the doorsteps of the target group. The personnel of the organization is required to visit the village/locality periodically for providing nurturing/handholding service to the group of women imparted training so that they are guided in the use of tools and techniques taught to them for extracting the benefit from their efforts.

**Q. 11 What is the purpose of workshops?**

A. The organization, in collaboration with the District Collector/ Deputy Commissioner/ SDO/ Block Development Officer, is required to organize a half day workshop to sensitize government functionaries, bankers including Panchayati Raj functionaries etc. at the district, Sub Division/ Block, etc. concerned about the women empowerment programme carried out by them under the scheme. In this workshop, the functionaries would be informed of the remedial action which may be brought and sought by groups of women and to be responsive in addressing their problems and grievances.

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