

FORM No 2
APPLICATION FORM FOR THE FIRST INSTALLMENT OF GRANT IN ONGOING CASES
UNDER THE SCHEME OF VOCATIONAL TRAINING CENTRES IN TRIBAL AREAS IN CASE OF
NGOs

Name of the Organisation

Complete Postal Address:

(in case of NGOs)

Phone:

Fax:

Telex:

Email:

Gram:

1. Location of the proposed centre
2. Audited / Unaudited accounts for the previous year indicate the expenditure incurred on each sanctioned item vis-a-vis the grant sanctioned (not for new NGO) (see note below)
3. Budget Estimates for the financial year for which grant in aid is required (show recurring and non recurring items separately)
In case construction grant has been availed the following information is required:
 - (a) Whether building is completed
 - (b) Utilisation of building grant
 - (c) Date of Operationalisation of the centre

Signature

Name:

Address:

FORM No 2- A
APPLICATION FORM FOR ANNUAL GRANT IN ONGOING CASES TO THE STATE
GOVERNMENT/UT/OTHER GOVERNMENT INSTITUTIONS UNDER THE SCHEME OF
VOCATIONAL CENTRES IN TRIBAL AREAS

1. Name of the State/UT/Institution
2. Location of the Centre
3. Trades selected in the Centre
4. No of drop –outs, if any during the years
5. Accounts for the previous year indicating the expenditure incurred on each item vis – a-vis grant received both from recurring and non –recurring as per Appendix – I
6. Budget Estimates for the financial year for which grant in aid is required
7. In case building grant has been availed please State

- (a) Year of the grant sanctioned
- (b) Amount received
- (c) Amount utilised
- (d) Unspent balance if any
- (e) Progress of the building as per Appendix II
- (f) Date of operationalisation of the Centre

In case the Centre is being run in rented building Please State

- (a) The validity of the rent agreement
 - (b) Copy of the rent agreement
8. List of beneficiaries as per Appendix II
 9. List of staff employed as per Appendix IV
 10. No of persons benefited showing breakup of persons
Successfully trained and self employed or employed
In organised sector (jobs etc)

Signature

Name/Designation:

Address:

Appendix III**APPLICATION FORM NO III (VOCATIONAL TRAINING CENTRE)****DETAILS OF THE BENEFICIARIES**

No of beneficiaries Tradewise	No of Beneficiaries availing residential facilities	No of beneficiaries gender wise	Name of the tribal
1	2	3	4

Signature

Name & Designation

APPLICATION FORM NO iii (Vocational Training Centre)

Part I (Previous Year)

- (i) Name of the State/UT/Institution/Organisation
- (ii) Name and address of the Centre
- (iii) Year

Sl no.	Name & Address	Educational Qualification	Date of Appointment	Period for which employed during the year	Salary per month	Total salary paid during the year	Remarks
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Part II (Current year) (I) Only notify change from the previous year

- (ii) In case there is no change in Part I from the previous year please certify as follows “ No change in the staff particulars from the previous years”

Signature

Name & Designation

APPLICATION FORM FOR THE SECOND INSTALLMENT OF GRANT IN ONGOING CASES UNDER THE SCHEME OF VOCATIONAL TRAINING CENTRES IN TRIBAL AREAS IN CASE OF NGOS

1. Name of the Organisation
2. Complete Postal Address:
(in case of NGOs)

Phone:

Fax:

Telex:

Email:

Gram:

- | 3. Grant in aid (in Rs.) | Recurring | Non –Recurring | Total |
|--|-----------|----------------|-------|
| a. Applied in the current year | | | |
| b. Received as first installment | | | |
| c. Applied for 2 nd Installment | | | |

3. The applicant Non-Governmental Organisation should submit the following documents

- (i) Rent agreement on non-judicial stamp paper worth Rs. 5/- with the period of validity and amount of rent per month
- (ii) List of management Committee, if there is any change in the list furnished for the first installment of the grant
- (iii) An attested copy of registration certificate (with period of validity, in case of UP based NGOs)
- (iv) Annual report of the previous year
- (v) Audited accounts of statements in previous year(Income & expenditure statement, receipt and payment statement and balance sheet)
- (vi) Audited Utilisation certificate with itemwise expenditure as per the Sanctioned Norms of grant

- (vii) Details of staff employed as per Appendix – I
- (viii) Details of beneficiaries as per appendix II
- (ix) Assets acquired wholly or substantially out of Government grants under GFR 19 as per Appendix III
- (x) No of drop outs if any during the year
- (xi) Any other information considered necessary by the organisation or as asked for.

6. No of persons benefited showing breakup of persons Successfully trained and self employed or employed in Organised section (job etc)

Signature

Name:

Address/seal

Date;

APPLICATION FORM NO iii (Vocational Training Centre)

Part I (Previous Year)

(iv) Name of the State/UT/Institution/Organisation

(v) Name and address of the Centre

(vi) Year

Sl no.	Name & Address	Educational Qualification	Date of Appointment	Period for which employed during the year	Salary per month	Total salary paid during the year	Remarks
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Part II (Current year) (I) Only notify change from the previous year

(ii) In case there is no change in Part I from the previous year please certify as follows “ No change in the staff particulars from the previous years”

Signature

Name & Designation

Appendix II

APPLICATION FORM NO III (VOCATIONAL TRAINING CENTRE)

DETAILS OF THE BENEFICIARIES

No of beneficiaries Tradewise	No of Beneficiaries availing residential facilities	No of beneficiaries gender wise	Name of the tribal
1	2	3	4

Signature

Name & Designation

FORM GFR 19

(See Government of India's Decision (7)(b) under Rule 149 (3))

Assets acquired wholly or substantially out of Government Grants

Register maintained by grantee institution

Block account maintained by sanctioning authorities

Name of sanctioning Authoritȳ

	Serial No
	Name of grantee Institution
	No. and date of sanction
	Amount of the sanctioned grant
	Brief purpose of the grant
	Whether any condition regarding the right of ownership of Government in the property of other assets acquired out of the grant –in – aid sanction
	Particulars of assets actually credited and acquired
	Value of the Assets as on
	Purpose for which utilised at present
	Encumbered or not
	Reasons encumbered
	Disposed of or not
	Reasons and authority, if any, for disposal
	Amount realised on disposal
	remarks