

F. NO. 3-1/GIA-FA-12th/2014-15/935/182

1242/891

Registered Post
Date: 29-8-2014

The Secretary ,
Pulse Welfare Society
78 B, DDA Flats,
Mata Sundari Road,
New Delhi-110002

Subject: Scheme of Financial Assistance to Voluntary/ Private Organization for Book Promotional Activities.

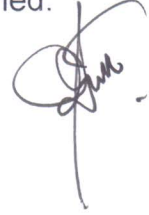
Sir

I am directed to convey the approval of the Trust for financial assistance of **Rs.75,000/- (Rupees Seventy Five Thousand only)** for organizing **Five days Book Fair & Seminar at Budaun, U.P., subject to provide free stall to National Book Trust, (NRO) for participation during the Book Fair.** Kindly confirm about the dates of the event to be organized and also intimate the Trust 30 days before the Inauguration/commencement of the event.

II. I am also directed to convey the sanction for payment of **Rs.37,500/- (Rupees Thirty Seven Thousand and Five hundred only)** as Grant-in-Aid (**Non-Recurring**) as the first installment out of the total sanctioned amount of **Rs.75,000/-** for conducting the said activities to **Pulse Welfare Society**, payment of which will be released subject to submission of the requisite documents, as per details given on pages 2-4 of the letter.

The remaining amount of **Rs.37,500/- (Rupees Thirty Seven Thousand and Five Hundred Only)** towards 2nd installment would be released only after the receipt of Audited Accounts (Receipt & Payments, Income & expenditure, & Balance sheet along with Bill/ Vouchers), Utilization Certificate in the enclosed format (**Annexure-I**) on the letterhead of organization duly signed by the authorized official of the NGO and another Utilization Certificate of Chartered Accountant on their letterhead certifying that the amount has been utilized for the purpose for which it was sanctioned.

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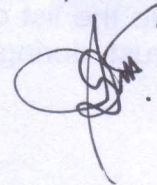
प्रधान कार्यालय
नेहरू भवन
5 इंस्टीट्यूशनल एरिया
फेज - II, वसंत कुंज
नई दिल्ली - 110 070

HEAD OFFICE
Nehru Bhawan
5 Institutional Area
Phase - II, Vasant Kunj
New Delhi - 110 070

III. The grant is subject to the following conditions:

The Grant shall be released on submission of a bond on Non-Judicial stamp paper attested by Notary Public by the grantee organization as per the (Annexure II) format of which is enclosed herewith.

1. The organizations has to submit **Resolution** by way of authorizing a person who will execute the bond and will sign all the pages of bond and column "F" of the Bond with rubber stamp (above surety column on last page and after the word as "signed"), on behalf of organization. **The same person is not eligible to give SURETY and Witness in the Bond.**
2. The name and address of two persons given at first page as **SURETY** should be the same at last page with their signature & address in the **SURETY** column and two separate persons should sign "**IN THE PRESENCE OF**" (witness) column along with names and address.
3. The NGO may submit identity proof of sureties duly attested by the Gazetted Officer or Notary Public along with bond to write them.
4. The organization shall have to give an **Undertaking (Annexure-III)**,
 - i) that no other grant-in-aid has been applied and received from any other authorities of the Central/State Government and also that
 - ii) the grant shall be utilized for the purpose for which it was applied and sanctioned. Failure to do so will render organization liable to refund to the Trust grant in full with such interest thereon as the Trust may decide. Beside, the Trust reserves its rights to black lists such institutions through its website and local newspapers for the notice of other government agencies and general public.
5. A pre-stamp receipt (two copies) affixing a revenues stamp of Rs. 1/- towards the 50% amount of grant sanctioned to NGO (**Annexure IV**) may be sent along with the Bond and later after event organized and submission of Utilization Certificate, bill/voucher/photographs and audited accounts of chartered accountant.
6. An amount equivalent to at least 25% of the actual budgetary expenditure shall be contributed by the organization from its own sources, failing which proportionate amount will be refunded to the Trust.
7. The account of your organization shall be open for inspection by an officer of the Trust or an officer of Indian Audit and Accounts Department as and when asked by the Trust.



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