

GRANTS

**Government of India
Central Hindi Directorate
Ministry of Human Resource Development
Department of Higher Education**

**Central Scheme of Assistance to Hindi Organizations
Financial Year**

Application Form PART - II

(To be completed by the Institution)

1. Name of the Institution/Organization etc. applying for (Status to be specified to any parent organization itself, and whether it is registered or not etc.)
2. Total assets of the Institution/Organization in the form of building, further equipment, library books etc.
3. Details of grants received from State Government or other source and the amount raised by way of donation etc. during the last 3 years (source and purpose to be clearly and precisely indicated in each case)
4. Whether a request for grant-in-aid had been made to the State Government earlier, if so, with what result
5. Brief description of the objects and activities of the Institution/Organization etc.

6. Scheme for which grant is requested. It may also be stated whether the scheme is of a recurring or non-recurring nature and if the former category the period over which it will have to be spread. .
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7. Justification for the project/scheme indicating the features of the institution which enable it to central assistance and also how it will help in the fulfilment of objectives of propagation and development of Hindi .
.....

8. Whether suitable facilities for undertaking the project/ scheme are available. .
.....

9. Total expenditure on the scheme for which grant is requested. Detailed break-up of this expenditure should be given in such a way that every paise is accounted for and each item is capable of being checked up if required e.g. .
.....

(i) In the case of expenditure on establishment, number and name of persons employed, their pay and scales of pay and other financial benefits, their designations and duties should be specified. .
.....

(ii) In case of purchase of equipment, price of each article to be purchased together with clear justification for the same should be given. .
.....

(iii) In case of construction of a building or expanding it or carrying out repairs to it, it .
.....

may be stated if necessary
land for the proposed building
is available and the plans and
estimates have been approved
and if so by whom.

(iv) In the case of purchase of a
building it should be stated
that the reasonableness of the
cost of the building has been
certified and if so by whom.
Total plinth area and
justification for the same
should be given. To afford
justification it may be
necessary to give the number
of persons for whom building .
is required and so on.

10. Likely dates of
commencement and .
completion of the .
project/scheme.

11. Amount of grant requested. .
.

12. Sources from which total
expenditure for the scheme is
to be met. (Column 9 minus .
Column 2)

13. List of papers/statements to .
be attached (in duplicate)

a) Prospectus or a note giving
aims and objects of the .
institution:

b) Constitution of the Board of
management and particulars .
of each number:

c) Latest available annual report: .
.

d) Audited accounts for the last
three years alongwith copies .
.

of certified balance sheets: .

e) A statement giving details of (year, purpose, amount etc.) of assistance received during the last five years from the Central/State Governments, Central Social Welfare Board. Local Bodies or any other quasi – Government institution Including requests made to any one of those organizations;

f) A statement giving details of estimated recurring and non - recurring expenditure on the project/scheme.

g) Plans and estimates of the building reasonableness of the cost of building duly approved by any of the following:

(i) State Public Works Department or;

(ii) An Officer of the Engineering Department of a Local Body Corporation or Improvement Trust of the Status of not less than an Executive Engineer or;

(iii) An Engineer employed by the Education Department to look after the State Government building. (In the case of construction of building costing not more than Rs. 25,000/- only a statement that the rates are not more than those approved by the State P.W.D. for similar work will be sufficient);

14. A statement indicating the equipment apparatus,

furniture, library books etc. .
(by numbers or details
whichever is possible) already
available (to be furnished in
case of for grant these items);

15. In the case of publication work
one copy of the manuscript
together with a certificate
from the author authorizing
its publication by the
institution may kindly be
attached. .

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16. List of additional papers, if
any. .

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17. Additional information, if any. .

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(SIGNATURE)

DESIGNATION

OFFICE STAMP.