

On Rs.10/- Stamp Paper

BOND PRESCRIBED TO EXECUTED BEFORE GRAND IS RELEASED

Know all men by these presents that we the M/S, associate registered under the Act..... in And having its office at , _____in the State of hereinafter called the obligors)are held fully and finally bound the president of India hereafter called there government) for the sum Rs.....-(Rupees **Only i.e. sanctioned amount**) well an trusty to be paid to the Govt. on demand and without a demand for which payment we firmly bin overcalled and our successors and assigns by these presents.

Signed this day of in the year whereas on the obligors requested the Govt. has per the letter of the office of the Dev. Commissioner (Handicrafts) No.C- **Dated** hereinafter referred to as of sanction which forms integral part of these present of and a copy where of is annexed here to and marked with. A agreed to make in favor of obligors a grant of Rs...../-(Rupees **Only, i.e. sanctioned amount**) for the **purpose of conducting**incraft at Vill out of which the the sum of Rs.-/-(Rupees **Only, i.e. amount to be released as 1st installment**) have on date been paid to the obligors (the receipt of which the obligors do hereby admit and acknowledge) on condition of there obligors executing a bond in the terms and manner contained hereinafter which the obligors have agreed to do

Now the conditions of the above written obligation in such that if the obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction the above written bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it required to be spent, interest @ 10% per annum shall be charged upto the date of its refund to the Government unless it is agreed to be over.

(continue.....)

The Society/Trust agrees and undertakes to surrender/pay the Government the monetary value of all such pecuniary or other benefits which it may be received or derive have received or derived through upon unauthorized use or (such as letting out the premises or adequate or less than that for which the grant was intended of the property building created/acquired/constructed largely form out of the Govt. of India in the Ministry of Textiles, Office of the Development Commissioner (Handicrafts) or the administrative Head of the Department as regards the monetary aforementioned to be surrendered/paid to the Govt., will be final and binding on the society/trust.

AND THESE PRESENTS ALSO WITNESS THAT

- I. The excision of the Secretary to the Govt. Of India in the Ministry of Textiles on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding on the obligors.
- II. The Govt. shall bear the stamp duty payable on these presents.

In witness where of these presents have been executed as under on behalf of the obligors the day herein above written in pursuance of the order No. **No.C**.....

Dated for and on behalf of the president of India.

(.....)
President/Secretary
Sign with rubber seal

Signed for and on behalf of the Obligor.

Witnesses--

1. (Signature)
Name & Address-

2. (Signature)
Name & Address-

For Office use only

Accepted
Name _____
Designation _____
Date - _____

On the Letter Head of organisation

PRE-RECEIPT

Received a sum of **Rs.**/- (Rs only) as
1st / 2nd installment from Office of the Development Commissioner (Handicrafts),
Ministry of Textiles, west Block No.7, R.K.Puram, New Delhi- 110 066 in respect
of(name of activity) for conducting / conducted in
.....(Name of craft) craft at(Name of location), Distt.
....., as Sanctioned vide order No. C-....., dated
.....(no. & date of current sanction order).

Name & Address of the bank of organization-

Bank Account No. -

Nearest Central Bank of India Branch -

Signature on Rs.1/- Revenue stamp with organisation seal

(Name of authorised signatory)
Designation (President/Secretary/Chairman)

Terms and conditions under which grant-in-aid sanctioned under AHVY Scheme
Development Commissioner (Handicrafts)

S. O No. C-.....

Dated.....

1. Any amount unspent will be surrendered by the end of the financial year unless allowed to be adjusted/carry forwarded.
2. The accounts shall be audited by the registered Chartered Accountant or recognized body of auditors and will submit audited statement accounts/performance report and other related documents etc. within month from the date of completion of the project.
3. The beneficiary organization/institution shall send to the Govt. a Statement of Accounts, duly audited together with the auditor's certificate that the conditions attached to the grant are being fulfilled (or giving the details of the breaches of these conditions) The statement of accounts may be countersigned by a responsible officer of the beneficiary institution as well.
4. The grant shall not be diverted to or utilized for purpose other than that for which it is sanctioned. The execution of the schemes for which the grant is made shall not be entrusted to another institutions or organization without prior permission of the Office of the Development Commissioner (Handicrafts), Expenditure in this behalf will be incurred by the beneficiary institution.
5. The beneficiary institution shall submit to the Govt. such reports, statement etc. in respect of expenditure from the grant as and when required and that there has not been any variation or diversion of funds
6. The beneficiary organization shall keep its accounts open for a test check by the Controller & Auditor General at his direction.
7. The beneficiary institution will submit its accounts for audit promptly, whenever, required to do so whether they are complete or not.
8. The beneficiary institution shall maintain a register in the form GFR-19 of the permanent and semi-permanent assets acquired wholly or mainly out of this Govt. grant and a copy thereof shall be furnished to the Govt. annually by the end of June following the financial year to which it relates. The register of assets shall be available for open to scrutiny by audit.
9. The beneficiary institution undertakes to be governed by all the conditions of the grants and assets
10. The assets acquired wholly or substantially out of Govt. grant-in-aid should not, without the prior sanction of Central Govt. is disposed of encumbered or utilized for purpose other than these for which the grant was sanctioned.
11. A performance-cum-achievement report will be submitted by the grantee within the time frame mentioned in the sanction order.
12. The grant shall be spent on the specific purpose for which it is sanctioned.
13. The beneficiary institution is also bounded by the condition that assets like machinery, building etc. acquired wholly or substantially out of Govt. grant would not, without the prior sanction of the Govt. dispose of, encumber or utilize for the purpose other than those for which the grants were sanctioned. Failure to abide by any of the above conditions is liable to forfeit the right to the machinery, building etc.
14. The beneficiary institution will submit a quarterly progress report of physical progress made and expenditure incurred in each quarter ending March, June, September and December each year.
15. The project should be completed within time frame on receipt of the grant failing which the grant sanctioned will recovered with penal interest.
16. The beneficiary institution will work under the Cluster Cell continuously for five years or till project assigned to them will be completed in all respect.
17. The beneficiary institution would not take or obtain funds from any other source/agency for the activities under the scheme as approved and sectioned.
18. Institute have its own and adequate financial resources to ensure unhindered implementation of the activities as the pattern of release of funds after the first instalment may include further releases as reimbursement.
19. That the organization is not black listed by this office or any other Central/State Govt. Department.

Accepted the above terms & conditions.

**Signature with Rubber Stamp of the
Authorized signatory of the Organization**

On the Letter Head of organisation

AUTHORISATION LETTER BY THE RECIEPIENT TO THEIR BANK

We M/S(name of organisation)
hereby authorize(Name of the Bank of
Organisation) to receive payments on our behalf through electronic transfer (e.g. CBS/RTGS)
on account of Development Commissioner (Handicrafts) sanction order No.
.....dated....., from the Central Bank of India,
Safdarjung Enclave Branch, New Delhi, i.e. accredited bank of the office of the Development
Commissioner (Handicrafts), Ministry of Textiles, New Delhi.

Place-

Dated.

Name-

Designation-

Address-

Bank's Branch MICR Code-

IFSC Code-

Bank A/c No. -

Name of Bank and Branch-

Customer ID-

Seal & Signature of the authorized signatory of Organisation

Mandate for Electronic Fund Transfer through ECS/RTGS

S.no.	Subject	Details
1.	Name of the Grantee organisation	
2.	Address of the Grantee organisation	
3.	Telephone No.	
4.	Particulars of Bank A/c	
A	Bank name	
B	Branch name & address	
C	City of the Bank Branch	
D	9-digit MICR code number of Branch (as appeared in cheque book)	
E	Type of account	
F	(Saving/current/cash/credit with code of bank)	
G	BSR code of Bank (4 digit code)	
H	Account Number (15 digit code in numeral digit)	
I	Account number (in word)	
J	IFSC Code	
K	Customer ID	
L	Whether this branch is RTGS enabled (Yes/No)	

I hereby declare that the particular given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

Date.

**(signature of the grantee)
Name & Designation with rubber stamp**

Certified that the particulars furnished above are correct as per our Bank record.

(Seal & Signature of authorised signatory of Bank)

AFFIDAVIT on Rs. 10/- judicial stamp paper

I,, W/o Sh....., aged years resident ofas Secretary of M/s do hereby solemnly affirm and stated as under:-

1. That majority of members of governing body do not belong to the same family.
2. That the above said NGOs/Society is not involved in any corrupt/objectionable practices and its registration is valid till date.
3. That the said organisation is not blacklisted or debarred from any Central/state government agency.
4. That the above said NGOs/Society is working for the development in handicrafts sector and not a profit making organization.
5. That the details of the member having membership in any other society registered anywhere in India.

S.no.	Name of the member	Relationship	Name of other orgn.

6. That the details of grant received from O/o the Development Commissioner (Handicrafts) under various schemes during the last three years.

Year	Name of scheme/activity	Amount Sanctioned	Whether utilised or not

7. Details of grant received from various central / State/any other deptt. During last three year

Year	Name of Deptt./Ministry	Amount Sanctioned	Whether utilised or not

VERIFICATION

Verified at on this Day of that the above contents are true and correct to the best of my knowledge and belief.

Deponent

Attested by Public Notary