



**GOVERNMENT OF INDIA  
MINISTRY OF TRIBAL AFFAIRS  
Research Division**

**Guidelines for processing proposals under the scheme  
“Supporting Projects of All-India or Inter-State Nature” for**

- a. Research Studies**
- b. Seminars/Workshops**
- c. Publication of books**

**(W.e.f. June, 2014)**

## **Supporting Projects of All-India or Inter-State Nature**

### **A. Introduction**

The issue of tribal development has been engaging the attention of the planners, administrators and people's representatives since the planning process started in the country. However, inspite of political, social and economic commitments, the development gaps exists between tribal and non-tribal population. Due to economic activities like industrialization, mining, multi-purpose projects etc, large part of the tribal population has been driven out from their natural habitats and are facing social-cultural problems. Anti-exploitation legislations and special constitutional provisions for safeguarding their interests and for accelerating their socio-economic development have also not been effectively implemented. It is in this context that the Ministry of Tribal Affairs feels the need to support research studies for.

- Evaluating the efficacy and effectiveness of selected tribal welfare programmes.
- Providing research inputs for identification of implementation bottlenecks and suggesting remedies.
- Undertaking mid course correction for improving service delivery and development interventions.
- Documenting success stories for replication/ up scaling of good practices, etc.

### **B. Scheme of Grants-in-Aid (G-i-A) to Institutions/ Universities/ Non-Government Organisations (NGOs)**

In keeping with the mandate of the Government for accelerated socio-economic development of the STs, the Government initiated the Scheme for Grants-in-aid under “**Research and Training for the Welfare of STs**” in the **First Five Year Plan**. The scheme is now known as “**Research and Training**”. One of the components of this scheme is “**Supporting Projects of All-India or Inter-State Nature**”. Under this sub-scheme, G-I-A is given for:

1. **Research/Evaluation Projects** - research including action research for evolving innovative programmes and evaluation studies for ascertaining the adequacy or otherwise of developmental programmes and services;
2. **Seminar/Workshops** - workshops and seminars helpful in orienting developmental programmes and disseminating knowledge and exchange of experience and
3. **Publication of books** - publication assistance to individual authors for bringing out literature on tribal development. The projects covered under this assistance should have focus on

accelerating tribal development programmes in the field of planning, programming and implementation

## **C. Coverage/Types**

### **C.1. Research/Evaluation Studies**

The projects sponsored by the Ministry of Tribal Affairs will be in the field of tribal development and may cover connected disciplines like anthropology, sociology, economics etc. However, priority within this broad area will be accorded to the following types of studies:

- (a) Studies that can analyse present policies and schemes vis-à-vis their functioning in the field so that practical solutions to implementation problems and shortfalls can be identified ;
- (b) Comparative studies across various programmes, to identify reasons and common parameters of success. This may also be inter-State/inter-district comparisons;
- (c) Studies on innovative ideas on projects for possible replication;
- (d) Studies showing adverse beneficial impact of policy prescriptions on Particularly Vulnerable Tribal Groups (PVTGs);

The selection criteria will include overall importance cum applicability, set time and activity schedule, and an easily monitorable format.

### **C.2. Seminars/Workshops**

Grants under this category may be made to an institution or a group of institutions for organizing seminars/workshops which will help in (i) identifying problem areas and developmental issues/problems in the broad field of tribal development, and (ii) disseminating research findings. A seminar should focus on awareness generation and dissemination of knowledge about the existing programmes on tribal development and motivate tribal people to take advantage of these programme and schemes. On the other hand, a workshop should result in a set of workable recommendations which could be used in policy planning and formulation. For this, workshops linked with pilot projects for testing the practicability of recommendations would be encouraged. The duration of workshop will be for 1 day extendable to a maximum of 3 days where field tour is essential. The Ministry will normally support seminars/workshops in tribal areas and in only exceptional and well-reasoned cases, with the approval of Secretary(TA), in cities far way from such areas.

**C.3. Publication of books**

To encourage eminent authors/ writers/ scholars to write on or translate good books on tribal development, including on non-written tribal folklores, the Ministry may provide grants, preferably to an institution to which such persons are affiliated.

**D. Eligible Institutes/Organisations for conducting research studies and Seminars/Workshops**

Only reputed institutions, universities, State Tribal Research Institutes (TRIs), Institutes affiliated with UGC / AICTE and State/UT recommended NGOs shall be considered for award of research studies and seminars/workshops as per the terms and conditions given at **Annexure-I**. Specific Terms and Conditions for commissioning the study are placed at **Annexure-II**.

**E. Nature of Assistance**

1. **Research/evaluation studies**: The assistance given by the Ministry for research studies will be released to an Institution/Organisation only. The Project Director will have to work in an honorary capacity. The applicant Institution/Organisation has to submit the proposal in the prescribed application format as given at Annexure-II(a). The grants of this Ministry will ordinarily be given for research projects covering a period as approved by the ministry. The selected organization will furnish the final report within three months of the completion of the project, but a status/draft report will be submitted immediately on completion of the stipulated project period. The grants of the Ministry will be on cent percent basis. The assistance will be released in two installments in proportion of **70:30**. 70% of the sanctioned grant will be released as 1<sup>st</sup> instalment. The balance 30% will be released after the receipt of the final Report. The organization will make a presentation of the final draft in the Ministry of Tribal Affairs. The final Report (after incorporating suggestions received), along with the executive summary will be submitted along with two hard copies and a soft copy. The final report of the project will carry prominently an acknowledgement of the financial assistance provided by the Ministry and a statement to the effect that the views expressed in the report is that of the grantee/author and the Ministry bears no responsibility in this regard.
2. **Seminars/workshops**: Grants for seminars/workshops will be made available through the head of the Institution/ Organisation organizing it. The pattern of the financial assistance for the purpose will be as under:-

<b>Day(s)</b>	<b>Amount ( Rupees in lakhs)</b>
For one day	0.50
For two days	0.75
For three days (exceptional, days where field tour is involved)	1.00

The assistance will be released in two installments in the proportion of 90:10. 90 percent of the total grant sanctioned will be released as 1<sup>st</sup> installment on approval and the remaining 10 percent of the total Grant-in-aid sanctioned will be released only after receiving the following documents after the conclusion of the seminar/ workshop:

- a) Two hard copies (including a soft copy in C.D.) of the proceedings of seminar/workshop which *inter-alia* should include
  - (i) The objective of the Seminar/Workshop;
  - (ii) Programme/schedule of the seminar/workshop;
  - (iii) A copy each of the papers contributed;
  - (iv) List of invitees/participants along with their complete addresses;
  - (v) Photographs of participants and resource persons;
  - (vi) Recommendations in brief vis-a-vis the objectives;
  - (vii) Follow up actions initiated/ to be initiated by the organisation.
- b) Audited statement of accounts and Utilization certificate (In GFR 19A format) of sanctioned amount duly certified by the Chartered Accountant.

The support received from the Ministry should be duly acknowledged.

3. **Publications:** Publication grant will be only for works to be undertaken, not compiled. The maximum assistance under the category will be Rs 30,000/- (Rupees thirty thousand only) to be released in two installments in the ratio of 80:20. The first installment of 80% shall be released on approval and the remaining 20 per cent shall be released on receipt of two copies of the book and the utilisation certificate for the 1<sup>st</sup> installment. The applicants would be required to submit a soft copy for putting up of the introduction/ preface on the net.

#### **F. Pattern of Assistance for research studies**

The Ministry of Tribal Affairs will consider funding the following items of expenditure for the study to be undertaken:

- (a) The consolidated pay of the project staff other than Director who will be honorary, except in specific cases where the Ministry is satisfied regarding the need of pay/ remuneration to the Director. The consolidated pay of the peon will not be sanctioned as a part of expenditure on a research project; however, any expenditure on this account may be met out of the overhead charges mentioned below.
- (b) Travels within the country in relation to the project.
- (c) Data processing.
- (d) Stationery, printing and photocopies.
- (e) Equipment, if any to be specified.
- (f) Contingencies.
- (g) Any other (to be clearly specified) and
- (h) Overhead charges @ 5% of the total cost of items (a) to (g)

***Note: Retrospective payment for work already done will ordinarily not be permissible.***

The remuneration and conditions of services of the staff employed on the project shall be worked out by the proposer keeping in view the prevalent standard terms of personnel working in similar research project/institutions and shall not exceed the pay of their counterparts, who are regular employees of the research agency.

The categories and the size of the staff in such category would depend upon the nature of the project. All such persons appointed to work on the project and paid from the project funds being fully financed by the Ministry, shall be deemed to be employees of the research agency concerned and the Ministry will not accept any responsibility and/or liability on this/their account.

While formulating the project, the research agency would examine the feasibility of the use of mechanical and or electronic (including computer) devices for processing of the data proposed to be collected and details of cost involved vis-à-vis quantum of data to be processed and the necessary inputs required for it shall be worked out and conveyed to the Ministry along with the comprehensive research proposal.

#### **G. Submission of Proposals**

The Ministry of Tribal Affairs will call for proposals through the Ministry's website and also advertisement in at least three national/regional newspapers

The Institutes/Organisations/proposers desirous of applying for grant-in-aid should send details as per the application format at **Annexure-II(a)** for Research Studies; for Seminars/Workshops as per the application format at **Annexure-II(b)** and for publications of book as per **Annexure-II(c)**. The application for research studies and seminars/workshops complete in all respects should be sent along with the following documents:

- (a) Audited statement of accounts with the Auditor's Report for the last three years.
- (b) Annual Reports of the last three years.
- (c) Acceptance of Terms and Conditions (**Annexure VII**).

The complete Checklist is given in the **Appendix**

***Note: Incomplete applications will be summarily rejected.***

#### **H. Scrutiny and sanction**

The proposals for research/evaluation study will be evaluated by the designated committee (RAC) of Ministry of Tribal Affairs. The proposals for Seminar/Workshop/Publication of books will be scrutinized and recommended by an internal Selection Committee consisting of officers from different Divisions of the Ministry set up under the Chairmanship of a Joint Secretary or equivalent officer. Final selection, out of the recommended cases will be by Government.

**TERMS AND CONDITIONS**

**The grant-in-aid sanctioned under the aforesaid scheme is subject to fulfillment of following conditions by the autonomous institutions of the State Government/ Universities under UGC/ Voluntary Organization (VO) / Non-Governmental Organization (NGO):**

1. THAT, the organization which intends to receive the Grant-in-aid under the Scheme, will fulfill the eligibility criteria as specified in the scheme;
2. That, the grants can not be claimed as a matter of right, it depends on sole discretion of Government of India depending on the merit of the project;
3. THAT, the organization will confirm in writing to the effect that, the conditions contained in this document and as revised from time to time for the implementation of this scheme are acceptable to it;
4. THAT, the organization will also execute a Bond on Non-Judicial Stamp Paper of Rs.20/- in favour of the President of India to the effect that, it will abide by the terms and conditions attached to the grant, revised from time to time and that, in case of its failure to abide by the same, it will refund to the Government the total Grant-in-aid sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal action as per law;
5. THAT, the organization will make reservations for the Scheduled Castes and Scheduled Tribes, etc., in the posts/services under their control on the lines of the instructions issued by the Government of India and as amended from time to time;
6. THAT, the Ministry shall not be liable for any kind of payment to the temporary/regular employees appointed by the organization for running the project, except as stated in para G(a) of the guidelines;
7. THAT, the organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving Rs.10,000/- and above of the grantee institution must be through cheques only. The grantee institutions are required to submit, at the time of seeking grant for continuation of the project, a copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts and other related documents/papers will remain open for inspection by representatives/officers from the office of Comptroller and Auditor General of India, Government of India, or concerned State Government at any time. The organization shall have the accounts of the grant-in-aid audited either by Govt. Auditor or Chartered Accountant and supply a copy of the following audited accounts, together with Utilisation Certificate(UC), for the release of subsequent installments:
  - a) the receipt and payment account of grant-in-aid in question for the year;
  - b) the income and expenditure accounts of grant-in-aid in question for the year;
  - c) the balance sheet, indicating assets and liabilities from grant-in-aid in question;
  - d) the utilization certificate in prescribed format as per General Financial Rules (GFRs) along with the item-wise break-up;
  - e) the audited accounts of the organisation for the year.
8. THAT, the facilities to be extended with the help of the Grant-in-aid will be available for the welfare of all STs irrespective of creed, religion, colour, etc.;
9. THAT, the organization will not obtain grant for the same purpose/project from any other source, including the Government. In case, it wishes to receive grant for the same project from any other sources, the Ministry of Tribal Affairs will be intimated immediately explaining the reason why. The Ministry reserves the right to impose conditions thereon if there is any apprehension of double funding;



10. THAT, the institution/organization will utilize the grant-in-aid for the purpose it has been sanctioned and not divert or entrust the execution of the project for which Grant-in-aid is sanctioned, to another organization or institution;
11. THAT, if the Government is not satisfied with the progress of the project or considers that, the guidelines of the scheme, terms & conditions of the sanction etc., are being violated, it reserves the right to terminate the Grant-in-aid with immediate effect and also take such other action as it deems fit with prior notice;
12. THAT, any unspent balance out of the grants shall be adjusted by the Ministry in the subsequent admissible grant due;
13. THAT, no assets acquired wholly or substantially out of this Grant-in-aid will be disposed off or encumbered and or otherwise, utilized for the purpose other than that, for which sanctioned;
14. THAT, the release of the last installment of the annual grant will be conditional upon the grantee institution to provide reasonable evidence or proper utilization of installment released earlier during the year;
15. THAT, the NGO should liaise with District Administration for convergence of other existing services for the welfare of Scheduled Tribes. It should also maintain contact and seek cooperation of local Panchayati Raj Institutions. It should also have institutional arrangements for seeking community participation;
16. THAT, provisions of GFRs 150(2) (a) would be applicable where the NGO are being provided assistance for the prescribed amount;
17. THAT, the organization shall not charge any fees from the beneficiaries;
18. THAT, in case of new projects, the organization shall intimate this Ministry and the State Tribal Welfare Department about the date of commencement of project and that, should be within 15 days from the receipt of funds by the organization in their bank account;
19. THAT, the organization shall not profess or promote any religious/communal/ fundamentalist/divisive beliefs or doctrines with these grants;
20. THAT, in the event of a Court case, the organization shall not be entitled to any grant-in- aid till the matter is pending in the Court of Law; the Ministry shall not be responsible for any legal/intellectual/contractual disputes between the NGO and a third party. By accepting the grant, the recipient accepts this condition;
21. THAT, for all disputes involving Ministry of Tribal Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi;
22. THAT, the organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein;
23. THAT, the study must be completed within the time stipulated in the proposal/sanction. Any extension proposals must be duly justified but not presumed to be automatic;
24. THAT, the Ministry may call upon the research agency to which a grant-in-aid has been sanctioned to supply any information or produce any document or book which in the opinion of the Ministry are necessary to justify proper utilization of the grant. It may also request the research agency or any other committee specifically appointed for the purpose, to hold any enquiry into specific matter/matters and submit the report to the Ministry;
25. THAT, the research agency receiving grant-in-aid for a project shall make suitable arrangements for the preservation of the data, such as filled in schedule tabulation or working sheets, manuscript reports etc.

relating to the project in digital format, and make it available to Ministry only if required. The data can be destroyed only with the approval of the Ministry;

26. THAT, the project report in any form can be published after three months of the final submission to the Ministry;
27. THAT, five copies of the final Project/Study Report have to be supplied to the Ministry alongwith a soft copy in CD. The executive summary and recommendations should be put up on the Organisation's website after the six months of submission. The Institute/Agency shall make a presentation to the Ministry or its nominee on the findings and recommended interventions before the final submission. Similarly, for the seminars/workshops, the organisation shall submit the following details:

Three copies including a soft copy of the proceedings of seminar/workshop which *inter-alia* should include

- (i) Programme/schedule of the seminar/workshop;
- (ii) A copy each of the papers contributed;
- (iii) List of invitees/participants along with their complete addresses;
- (iv) Photographs;
- (v) Recommendations in brief;
- (vi) Follow up actions initiated/ to be initiated by the organisation;
- (vii) Acknowledgement of the support received from the Ministry.

28. THAT, the research agency will submit a statement showing the equipment/fixed assets purchased out of the grant-in-aid, if any, with its price alongwith the audited statement of account to this Ministry. For the purpose of this rule, equipment/fixed assets shall mean items costing Rs.10000/- or more;
29. THAT, all books and periodicals purchased for the project out of the sanctioned grant-in-aid shall be transferred on its completion to the library of the research agency and a certificate to this effect sent to the Ministry unless the Ministry calls for any/all books/periodicals for its own use and records;
30. THAT, depending on the merits of the case, the Ministry shall have the authority to impose such additional conditions as it may deem expedient, explaining the reasons for doing so;
31. THAT, the final report must mention, at the preface, the support received from the Ministry but the report is the finding of the Organisation and does not reflect the views of the Ministry.

Date  
Place

Signature of President/Secretary  
Full Name  
Designation  
Official Seal

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**SPECIFIC TERMS AND CONDITIONS FOR COMMISSIONING THE ACTION RESEARCH/STUDY**

- (a) The Proponent agency shall indicate the time by which the study would be completed.
- (b) The proponent agency shall propose indicative man power (research associates etc.) to be engaged, number of visits and other activities along with expense that is expected to occur during the study.
- (c) There shall be no ceiling on cost of the research study but overall cost shall be in keeping with the ceiling applied by institutions like the UGC. Financial assistance would be made available in two installments as 70% and 30% of the sanctioned amount.
- (d) The Ministry may call upon the research agency to which the grant-in-aid has been sanctioned to supply any information or produce any documents or books which in the opinion of the Ministry are necessary to justify proper utilization of the grant. It may also request the research agency or any other committee specifically appointed for the purpose, to hold any enquiry into specific matter/matters and submit the report to the Ministry.
- (e) The Ministry may at any time, depute any of its officer to inspect the accounts and other papers relevant to the grant-in-aid sanctioned to the research agency and direct him to submit a report to it on such points as may be specified.
- (f) The research agency receiving grant-in-aid for a project shall make suitable arrangements for the preservation of the data, such as filled in schedule tabulation or working sheets, manuscript report etc. relating to the project, and make it available to Ministry only. The data can be destroyed only with the approval of the Ministry.
- (g) The project report in any form cannot be published without prior approval of the Ministry.
- (h) Ten typed/cyclostyled copies of the final Project/Study Report have to be supplied to the Ministry.
- (i) The research agency will submit a statement showing the equipment/fixed assets purchased out of the grant-in-aid with its price along with the audited statement to the Ministry. For the purpose of this rule, equipment/fixed assets shall mean items costing Rs.100/- or more.
- (j) Equipment/fixed assets purchased out of the Grant-in-aid shall be the property of the Ministry which shall decide about its disposal and/or acquisition on the completion of the project.
- (k) All books and periodicals purchased for the project out of the sanctioned grant-in-aid shall be transferred on its completion to the library of the research agency and a certificate to this effect sent to the Ministry unless the Ministry calls for any/all books/periodicals for its own use and records.
- (l) Funds will be provided for undertaking the project. The expenses concerned directly with the study under a 'principal investigator' will be considered. Proposal for manpower for office or equipments will generally not be considered, except where extremely necessary.

Depending on the merits of the case, the Ministry shall have the authority to delete or modify, any of the conditions laid down in these rules or to impose such additional conditions as it may deem expedient. In all such variations, however, the reasons making the changes shall be recorded explicitly and in details.

**MINISTRY OF TRIBAL AFFAIRS  
GOVERNMENT OF INDIA****APPLICATION FORM****New Proposals for financial assistance under the Scheme of Grant-in-Aid under Supporting Projects of All India or Inter-State Nature for Research/ Evaluation Studies****Note:**

1. *It is mandatory for the applicant to fill all the columns. Incomplete application forms will be summarily rejected without any notice.*
2. *Unsigned application form will be summarily rejected without any notice.*
3. *The application form and all annexures should be properly indexed by putting a page no. and index should be placed on the top of the application form.*

**I Details/Suitability of Research Agency**

S.No.	Particulars	To be filled by the Organization
1	Name of the Organization (as per registration certificate)	
2	Full address of Headquarter of Organization with PIN code	
3	Landline telephone no. with STD code	
4	E-mail address of Organization	
5	Website address	
6	Experience of the Organization in the relevant field (should not be less than 3 years)	
7	Other activities in which the Organization is involved	

**II Project details**

S. No.	Particulars	To be filled by the Organization
1.	Title of the Research project	
2.	Full address of the location of the Project with PIN code	Survey No.: Village: Block/Mandal: P.O.: District: State: PIN Code:
3.	Objective of the proposed study. Given the conceptual framework and the specification of dimensions, the specific questions to be answered through the proposed research should be sharply formulated. In the case of an explanatory research design, specification of variables and relationship among them through	

	specific hypothesis be spelt out.	
4.	Justification for the project. If the focus of study is just one unit detailed justification for a particular unit.	
5.	Approach and methodology	
6.	Duration of the Project. The project should be broken up in suitable stages and time required for the completion of each stage of work should be specified. Such stages may cover: Preparatory work, pilot study if any, drawing of sample, tool construction, data collection, data processing, data analysis, report writing.	
7.	Budget	
8.	Institute/Organisation's contribution, if any.	
9.	Bio-data of Staff	
10.	Bio data of the Project Director of the proposed study	
11.	Whether the Project is located in Scheduled Area/ITDP area/TSP area/MADA area/Cluster, if so, name it	
12.	Whether the area is service deficient for the proposed activity	
13.	Names of target villages/Districts/States	
14.	Names of target PTGs, if any	

**N.B.:** The Project Director should be a Doctorate with sufficient experience of conducting similar research studies.

### III Bank details of the Organization for transfer of funds

S. No.	Particulars	To be filled by the Organization
1.	Details of main account: Name and full address of the Bank where the Organization desires to receive the financial assistance from Ministry of Tribal Affairs	
2.	MICR code of the branch of the Bank	
3.	IFSC code/RTGS code of the Bank	
4.	Nature of account (current/saving) and correct account no.	
5.	Names of authorized signatories operating the bank account (please enclose certificate for specimen signatures as per Annexure-II)	
6. (i)	Details of account at project site: Name and address of the Bank at the project site with MICR code	
(ii)	IFSC code/RTGS code of the Bank	
(iii)	Nature of account (current/saving) and correct account no.	
(iv)	Names of project head operating the bank account	

**Note:** Authorization letter as enclosed as Annexures IV & V and Surety Bond enclosed as Annexure VI to be attached with application. The Authorization letter should be countersigned by the Bank Manager. The details on this letter shall be for that bank where the grants have been proposed to be transferred by the organization.

**IV Details of Annexures (to be enclosed as per Checklist prescribed in the guidelines and also indicated in Appendix)**

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

**Declaration**

I hereby solemnly affirm that the information given above is true to the best of my knowledge.

Date:

Place:

Signature of the President/Secretary

Name of the Signing Authority

Official Stamp of the Organization

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**MINISTRY OF TRIBAL AFFAIRS  
GOVERNMENT OF INDIA**

**APPLICATION FORM**

For

**Proposals for financial assistance under the Scheme of Grant-in-Aid for organizing Seminar/Workshop**

**Note:**

1. *It is mandatory for the applicant to fill all the columns. Incomplete application forms will be summarily rejected without any notice.*
2. *Unsigned application form will be summarily rejected without any notice.*
3. *The application form and all annexures should be properly indexed by putting a page no. and index should be placed on the top of the application form.*

**I. Details of Institutions/Non-Governmental Organization (NGO)**

S.No.	Particulars	To be filled by Institution/NGO
1	Name of the Organization (as per registration certificate)	
2	Full address of Headquarter of Organization with PIN code	
3	Latest landline telephone no. with STD code	
4	Mobile no. of President and Secretary	
5	E-mail address of Organization	
6	Website address of the organisation	
7	Name of Act under which registered	
8	Details of registration and date of expiry (attested photocopy of registration to be enclosed)	Registration No.: Date of registration: Date of expiry:
9	Details of registration under Foreign Contribution Regulation Act, if applicable	
10	Details of financial assistance from foreign agencies, if applicable	
11	(a) Name of President (b) Name of Secretary	
12	Details of Management Committee/Governing Body	As per Annexure-III

**II Suitability of Institution/NGO**

S. No.	Particulars	To be filled by Institution/NGO
1.	Experience of the Organization in the relevant field	



	(should not be less than 3 years)	
2.	Other activities in which the Organization is involved	
3.	Financial resources of the Organization Bank account nos. in various banks	
4.	Whether Organization is in position to run the project without assistance from Ministry of Tribal Affairs	
5.	Whether Organization has been declared bankrupt at any point of time	Yes/No
6.	If so, reasons there for	
7.	Whether Organization is involved in promoting any religious faith	Yes/No
8.	If yes, which religion?	
9.	Whether Organization has been blacklisted by any institution of the Government at any point of time, if so the details thereof	

### III Project details

S. No.	Particulars	To be filled by Institution / NGO
1.	Title of the Workshop/Seminar	
2.	Full address of the location of the Project with PIN code	Survey No.: Village: Block/Mandal: P.O.: District: State: PIN:
3.	Objective of the proposed Workshop/Seminar	
4.	Justification for the project	
5.	Relevance of the Workshop/Seminar	
6.	Follow up action to be taken after the Workshop/Seminar	
7.	Levels of participants and their number	
8.	Duration of the Project	
9.	Whether The organisation received grants-in-aid for Seminar/Workshop from the Ministry of Tribal Affairs in the past? If yes, Date and subject of the Seminar/Workshop conducted with the grant provided by the Ministry.	
10.	Budget	
11.	Institute/Organisation's contribution	
12.	Bio-data of Project Director for Seminar/Workshop	
13.	Whether the location of the proposed activity in a Scheduled Area/ITDP area/TSP area/MADA area/Cluster, if so, name it	
14.	Whether the area is service deficient for the proposed activity If yes, (a) how the organisation/institution proposes to take follow up action on the deficient services If No, (b) what is the necessity for the proposed activity.	
15.	Names of target villages/Districts/States	
16.	Names of target Scheduled Tribe communities going to benefited ( as	

	per Government notifications)	
17.	Names of target PTGs, if any	
18.	(a) If educational project, the ST literacy rates (male & female separately of that particular tribal block)	
19.	(a) If health related project, major health problems and prevalent diseases in that tribal area	
20.	If the project is employment/livelihood oriented: (a) Total ST population of the target villages (b) Total no. of BPL families in the target villages (c) Total no. of unemployed youths in target villages (d) Employment potential of the District	

#### IV Bank details of the Organization for transfer of funds

S. No.	Particulars	To be filled by VO/NGO
1.	Details of main account: Name and full address of the Bank where the Organization desires to receive the financial assistance from Ministry of Tribal Affairs	
2.	MICR code of the branch of the Bank	
3.	IFSC code/RTGS code of the Bank	
4.	Nature of account (current/saving) and correct account no.	
5.	Names of authorized signatories operating the bank account (please enclose certificate for specimen signatures as per Annexure-II)	
6. (i)	Details of account at project site: Name and address of the Bank at the project site with MICR code	
(ii)	IFSC code/RTGS code of the Bank	
(iii)	Nature of account (current/saving) and correct account no.	
(iv)	Names of project head operating the bank account	

**Note:** Authorization letter as enclosed as Annexure-IV & V and Surety Bond enclosed as Annexure VI to be attached with application. The Authorization letter should be countersigned by the Bank Manager. The details on this letter shall be for that bank where the grants have been proposed to be transferred by the organization.

#### V Details of Annexures (to be enclosed as per Checklist prescribed in the guidelines and also indicated in Appendix)

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

#### Declaration

I hereby solemnly affirm that the information given above is true to the best of my knowledge.

Date:  
Place:

Signature of the President/Secretary  
Name of the Signing Authority  
Official Stamp of the Organization

\*\*\*\*\*

**MINISTRY OF TRIBAL AFFAIRS  
GOVERNMENT OF INDIA**

**APPLICATION FORM**

For

**Proposals for financial assistance under the scheme of Grant-in-Aid for publication of books**

**Note:**

1. *It is mandatory for the applicant to fill all the columns. Incomplete application forms will be summarily rejected without any notice.*
2. *Unsigned application form will be summarily rejected without any notice.*
3. *The application form and all annexures should be properly indexed by putting a page no. and index should be placed on the top of the application form.*

**I Details of Institutions/Organisation**

S.No.	Particulars	To be filled by the Applicant/Organization
1	Name of the Organization (as per registration certificate)/Applicant	
2	Full address of Headquarter of Organization/individual with PIN code	
3	Landline telephone no. with STD code	
4	Mobile No.	
5	E-mail address of Organization/ Applicant	
6	Website address of the organisation/ Applicant	
7	Name of Act under which registered	
8	Details of registration and date of expiry (attested photocopy of registration to be enclosed)	Registration No.: Date of registration: Date of expiry:
9	Details of registration under Foreign Contribution Regulation Act, if applicable	
10	Details of financial assistance from foreign agencies, if applicable	
11	Details of Management Committee/Governing Body	As per Annexure-III

**II Suitability of Institution/Applicant**

S. No.	Particulars	To be filled by the Applicant/Organization
1.	Experience of the Organization/ Applicant in the relevant field (should not be less than 3 years)	
2.	Other activities in which the Organization/institution is involved	
3.	Financial resources of the Organization/Applicant	

	Bank account nos. in various banks	
4.	Whether Organization/Applicant has been declared bankrupt at any point of time	Yes/No
5.	If so, reasons therefor	
6.	Whether Organization Applicant has been blacklisted by any institution of the Government at any point of time, if so the details thereof	

### III Project details

S. No.	Particulars	To be filled by the Applicant/Organization
1.	Title of the proposed publication	
2.	Full address of the location of the Project with PIN code	Survey No.: Village: Block/Mandal: P.O.: District: State: PIN:
3.	Objective of the proposed publication	
4.	Justification for the project	
5.	Relevance of the publication	
6.	Whether the organization received grants-in-aid for publication from the Ministry of Tribal Affairs in the past?	
7.	Cost Estimate of printing	
8.	Organization/Applicant's contribution	
9.	Bio-data of author	
10.	The proposed sale price of the publication	
11.	Whether a copy of the manuscript has been enclosed.	

### IV Bank details of the Applicant/Organization for transfer of funds

S. No.	Particulars	To be filled by the Applicant/Organization
1.	Details of main account:  Name and full address of the Bank where the Applicant/Organization desires to receive the financial assistance from Ministry of Tribal Affairs	
2.	MICR code of the branch of the Bank	
3.	IFSC code/RTGS code of the Bank	
4.	Nature of account (current/saving) and correct account no.	
5.	Names of authorized signatories operating the bank account (please enclose certificate for specimen signatures as per Annexure-IV)	

6. (i)	Details of account at project site: Name and address of the Bank at the project site with MICR code	
(ii)	IFSC code/RTGS code of the Bank	
(iii)	Nature of account (current/saving) and correct account no.	
(iv)	Names of project head operating the bank account	

**Note:** **Authorization letter** as enclosed as **Annexure-IV & V** and **Surety Bond** enclosed as **Annexure VI** to be attached with application. The Authorization letter should be countersigned by the Bank Manager. The details on this letter shall be for that bank where the grants have been proposed to be transferred by the organization.

**V** Details of Annexures (to be enclosed as per **checklist** prescribed in the guidelines and also indicated in Appendix)

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

#### Declaration

I hereby solemnly affirm that the information given above is true to the best of my knowledge.

Date:  
Place:

Signature of the President/Secretary  
Name of the Signing Authority and  
Official Stamp of the Organization

**Composition of Managing Committee/Governing Body**

**1. Name and Postal Address of the organization:**

**2. Details of Managing Committee/Governing Body**

S.No.	Name of the Members	Sex (M/F)	Father's Name	Spouse's Name	Complete Residential Address	Whether SC/ ST/ OBC/ GEN	Self Occupation	Occupation of the Spouse	Position held in the Managing Committee/ Governing Body
1	2	3	4	5	6	7	8	9	10

**3. Declaration:**

1. Certified that the composition of the above Managing Committee/Governing Body is in accordance with the approved Bye laws and Memorandum of Association of the Organisation.
2. Certified that the above Managing Committee was elected by the General Body in its meeting held on \_\_\_\_\_. The life of the Committee is from \_\_\_\_\_ to \_\_\_\_\_.
3. Certified that the instant proposal has the consent of all the aforesaid members including the members belonging to Scheduled Tribes.

Place:  
Date:

Signature of President/Secretary  
Full Name of the signatory  
Designation  
Seal of the Organisation

**CERTIFICATE**

Authorised Signatories Operating Bank A/C No. \_\_\_\_\_  
In Respect of Organization \_\_\_\_\_

I- Signature:  
Name:  
Address:  
Designation in organization

II- Signature:  
Name:  
Address:  
Designation in organization:

Signature of Bank Authority with stamp \_\_\_\_\_

Name & Designation:

Name and address of Bank:

Date:

.....

**AUTHORIZATION LETTER**

**ANNEXURE-V**

I/We \_\_\_\_\_ (Organisation Name) would like to receive the sums disbursed by the Ministry of Tribal Affairs electronically to our bank account detailed below. The account number duly verified by the bank on their letter & seal is enclosed:

Name of payee as in bank account	Address	District	Pin Code	State	Telephone Number with STD Code	Fax No.	E-mail address	TIN/TAN/PAN No. of the organisation/Institution	Name of the Bank	Bank Branch (full Address with telephone No.)	Bank account no.	Account Type	Modes of Electronic transfer available in bank branch (RTGS/NEFT/ECS/CBS)	IFSC Code	MICR Code

Signature (Name) \_\_\_\_\_  
Organisation \_\_\_\_\_



**(To be furnished on Rs. 20/- Non-Judicial Stamp Paper)**

**SURETY BOND**

KNOW ALL MEN BY THESE PRESENTS THAT we the -----ABC-----  
(name of the organization as in Registration Certificates) an association registered under the Societies Registration Act, 1860 having been registered by the office 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 (herein after 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 presents.

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 Grants of Rs. -----Vide his letter number-----Dated-----; 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 part 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 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 earned 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 any 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 grants in aid by the target dates, specified in the letter of sanction and
- (b) not divert the grants 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 grants 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 born 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.

( )  
Signed for an on behalf of  
Signature of the grantee.

(Name of the Obligor Association, as registered.)  
Full Mailing Address-----  
Telephone Number/ Mobile NO. -----  
E-mail address (if available)  
Fax Number:

1. Registration Number of Association
2. Place of Registration\_\_\_\_\_
3. Date of Registration\_\_\_\_\_
4. Registration Authority(RA)\_\_\_\_\_
5. Mailing Address of (R.A.)\_\_\_\_\_
6. Telephone Number/Email etc. of R.A. \_\_\_\_\_
7. TIN/TAN/PAN No. \_\_\_\_\_

(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

**ACCEPTANCE OF TERMS & CONDITIONS**

The organisation agrees to abide by all the terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

Date  
Place

Signature of President/Secretary  
Full Name  
Designation  
Official Seal

**Check List and Time Schedule for mandatory documents:**

S. No. and Name of Documents	For New Projects
1. Application Form	
2. Budget Estimates	
3. Un-audited Accounts of last year in case of institution	
4. Audited Accounts with Auditor's Report (in case of institution)	(of last three years)
5. Annual Report	(of last three years)
6. Registration Certificate (in case of institution/ organisation)	
7. Rules & Bye laws ( in case of institution/ organisation)	
8. List of Management Committee (in case of institution/ organisation)	As per Annexure-III
9. Certificate of authorized signatories operating Bank A/C	As per Annexure-IV
10. Authorization letter	As per Annexure-V
11. Surety Bond, Authorization letter (in Advance)	As per Annexure-VI
12. Acceptance of Terms and Conditions (in Advance)	As per Annexure-VII