

APPLICATION FOR GRANT OF SUBSIDY

(Caution: For incomplete information the application may be liable for outright rejection)

1. Name with full address of the institution with Index No.
2. Bank details of the institution:
(a) Bank Account No.
(b) I.F.S.C Code.
(c) Branch Name and address
(Legible photocopy of 1st page of Bank Pass Book of the institution must be enclosed)
3. Name of the Trustee with full address (Whether H.T/N.H.T) and Contact No.
4. Amount of subsidy applied for
5. Purpose in details for which subsidy is required for meeting deficit/ repairs/ construction/festivals/other reasons.
6. If subsidy is for construction or repairs of buildings. State whether plan and estimate in duplicate have been prepared by a Technical person and got approved by competent authority.
7. If subsidy is for meeting deficit/ festivals/ other expenses give last three years income and expenditure statement. Also state, if B.E of last three years have been submitted and approved. Give Order No. and date of approval.
8. Has the institution received any grants during the last three years? If so, give G.O. No. date, amount, purpose etc.
9. Has the Utilization Certificates in prescribed form for such grants in triplicate have been submitted. If so, give Letter No. and date of submission.
10. Amount of un-utilized grant in hand, if any, and reasons for the utilization.

(Strike out which are not required)

Signature of Applicant

11. Remarks of Inspector of Endowments

Signature of Inspector of Endowments

12. Recommendation D.I.E

Signature of Divisional Inspector of Endowments

FOR OFFICE USE ONLY

N.B – (a) D.A management shall verify the correctness of statement given in Columns No.6 & 7 and note his /her remarks.

(b) D.A. correspondence shall verify the correctness of statement in Column No.9 and his/her remarks.

Order passed by E.C recommending the grant to Government.

Commissioner of Endowments.

Amount sanctioned by the Government in G.O. No.

Date

S e c r e t a r y

Instruction for filling the form

(a) To help expeditious processing of application information furnished should be clear, correct and complete.

(b) The form should be filled in ink and writings against different Serial Nos. should be legible and clear.

(c) Applications are to be submitted to the concerned I.E. by the 31st of January of the preceding the year for which the subsidy is required. The I.E shall forward the application so received by him to D.I.E. by the 15th February. The D.I.E. shall transmit them to the E.C with his recommendation by the 31st March. No application shall be received by the E.C. direct.

(d) No court fees are required to be paid for the application.