

CHECK LIST FOR SENDING PROPOSALS TO CENTRAL BOARD

State: _____ District: _____ Covered / Uncovered Programme:

1. Name & Address of the Institution :
2. Date of Pre-Funding Appraisal Report :
3. Name & Designation of Officer giving the PFA :
4. Proposal recommended for the year :
5. Application has been examined and is complete. The following documents are attached with the application (**Kindly tick mark all the enclosures**)

- (a) Application of VO in prescribed proforma .
- (b) State Board's recommendations in prescribed proforma.
- (c) Pre-Funding Appraisal Report.
- (d) Copy of the Registration Certificate, attested by a Gazetted Officer.
- (e) Memorandum / Constitution of the Institution / Trust Deed attested by a Gazetted Officer.
- (f) Latest list of Managing Committee Members.
- (g) Consolidated audited accounts of the institution for the last 3 years in the form of Receipt of Payment, Income & Expenditure and Balance Sheet attested by a Gazetted Officer.
- (h) Latest Annual Report.
- (i) Certificate / Undertaking by the Managing Committee that "Members of the Managing Committee are not related to each another".
- (j) Whether the institution is black listed or not
- (k) Copy of the minutes of Board meeting where proposal was approved in case of new sanctions.
- (l) Any other information required for specific schemes (e.g. results sheets of previous batch, placement position of previous etc. for continuation CC, original letters from police / jail authorities in case of FCC proposals, name of village and topics to be taken up under AGP programme etc.
- (i) Position with regard to settlements of accounts of programmes aided by the Central / State Board.

S. No.	Year	Purpose	Performance as per latest inspection report	Position regarding settlement of accounts
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6. Total number of pages including State Board recommendations, VOs application form with enclosures and PFA report. : _____

Pages

Signature of the Secretary

PROFORMA FOR STATE BOARD'S RECOMMENDATION

State: _____ District: _____ Covered / Uncovered
(Location)

1. Name & Address of the Institution :
2. Date of Pre-Funding Appraisal Report :
(PFAR should not be more than one year old)
3. Name & Designation of Officer giving the PFAR :
4. Proposal recommended for the year() :
5. Date of Screening Committee in which approved :
6. Date of State Board meeting in which approved :
7. Application has been examined and is complete. :

8. Comments of the State Board on the settlements of accounts of programmes aided by the Central / State Board.

S. No.	Year	Purpose	Performance	Position regarding settlement of accounts

9. Recommendation for which programme :

10. Present activities of the institution where programme is proposed to be run :

11. Copy of the Board meeting where proposal was approved. :Enclosed / Not closed

12. The following item-wise break up of grant is recommended:

S. No.	Item of expenditure	Amount proposed by the institution	Amount recommended by the State Board.

13. A grant of Rs. _____ (Rupees _____) is recommended for sanction for the year _____.

Signature _____
Secretary
Office Seal

Signature _____
Chairperson
Office Seal