

FREE COACHING AND ALLIED SCHEME FOR THE CANDIDATES/STUDENTS  
BELONGING TO MINORITY COMMUNITIES  
(with effect from 2013-14)

**Background**

1.1 The scheme aims to empower the minority communities, which are relatively disadvantaged section of their skills and capabilities to make them employable in industries, services society, by assisting them as well as those institutions working for them, towards in-resilience to adapt itself to the market dynamics on a continuous basis so that the target groups are not deprived of the professional acumen demanded by the enhancing and business sectors in addition to the government sector. It has the built changing/emerging market needs and opportunities for employment at domestic as well as international levels.

1.2 Separate schemes for providing coaching to students belonging to scheduled caste, minority communities and backward classes were being implemented from 6<sup>th</sup> Five Year Plan. These separate schemes were amalgamated with effect from September, 2001 into a combined Scheme of Coaching and Allied Assistance for Weaker Sections including Scheduled Castes, Other Backward Classes and Minorities. However, after the creation of Ministry of Minority Affairs, a new scheme called “Free Coaching and Allied Assistance for candidates belonging to the minority communities is being implemented by this Ministry. The scheme has **been** made more comprehensive keeping in view the emerging trends of employment in the era of economic reforms, liberalization and globalization.

2. **OBJECTIVES**

The objectives of the scheme are to assist students belonging to the minority communities by way of special coaching for the following:-

- a) Qualifying examinations for admission in technical/ professional courses such as engineering, law, medical, management, information technology etc. and language/aptitude examinations for seeking admission to foreign universities.
- b) Competitive examinations for recruitment to Group ‘A’ , ‘B’ and ‘C’ services and other equivalent posts under the Central and State governments including public sector undertakings, banks, insurance companies as well as autonomous bodies; and

- c) Coaching/training for jobs in the private sector such as in airlines, shipping, fisheries, information technology (IT), business process outsourcing (BPO) and other IT enabled services, hospitality, tours and travels, maritime, food processing, retail, sales and marketing, bio-technology and other job oriented courses as per the emerging trend of employment. The duration of the courses should not exceed nine months.

3. **IMPLEMENTING AGENCIES AND ELIGIBILITY**

A. The following types of organizations will be eligible for receiving financial assistance under this Scheme :-

- i) All institutes in the government sector, including universities and autonomous bodies, engaged in coaching/training activities.
- ii) Universities/colleges in Private Sector engaged in coaching/training activities, including deemed Universities.
- iii) Institutes in the Private Sector engaged in coaching activities/job oriented coaching/training for placement in private sectors, which are a Trusts, Companies, Partnership Firms, or Societies registered under Societies Registration Act, 1960.

B. The following will be the eligibility criteria for receiving financial assistance under this Scheme:-

- (i) The institutes should have the required number of qualified faculty members either on its pay roll or on part-time basis.
- (ii) The institutes should have necessary infrastructure such as premises, library, requisite equipment etc. to run the coaching classes/training centers.
- (iii) The institutes should have experience of imparting coaching/training in the relevant Course/Programme.
- (iv) Coaching institutes should have a minimum success rate of 15%. in respect of training institute; 50% placement, including self employment if they have been conducting coaching in the past year/s.
- (v) Coaching/training for industry specific courses/jobs will be encouraged for Private Sector jobs; like Plastic Technology etc.

(vi) Ministry of Minority Affairs may empanel institutes to apply directly to the Ministry from time to time.

#### 4. **Details of procedure:-**

- i) The Ministry of Minority Affairs will advertise the details of the scheme and invite proposals from the coaching/training Institutes. The Institutes selected for 2013-14 will be empanelled for the remaining period (of four years) in the XIIth Five Year Plan i.e. upto 2016-17.
- ii) While the Institutes in Government Sector can send proposals in the prescribed proforma, directly to the Ministry of Minority Affairs, the Organizations in the Private Sector, including Non-Governmental organizations (NGOs) should submit their proposals through the State Government/UT Administration concerned.
- iii) The State Governments/UT Administrations will conduct necessary inspection of the projects and forward the proposals with specific recommendations to the Ministry of Minority Affairs (as per the set time line ).
- iv) The proposals received under the Scheme will be scrutinized/processed in the Ministry and placed before the Selection Committee consisting of the following members, for consideration and approval:-
  - (a) Joint Secretary concerned of Ministry of Minority Affairs - Chairperson
  - (b) Director/Deputy Secretary (Finance) - Member
  - (c) Representative from Ministry of HRD - Member
  - (d) Representative of UGC - Member
  - (e) Representative from Education Institutions - Co-opt Member
  - (f) Director/Deputy Secretary of Ministry of Minority Affairs - Convener

#### 5. **ELIGIBILITY CRITERIA FOR CANDIDATES/STUDENTS**

- i) Candidates must have secured the requisite percentage of marks in the qualifying examination prescribed for admission into the desired courses/recruitment examinations.
- ii) Only candidates belonging to the Minority Communities, having total family income from all sources not exceeding Rs.3.00 lakh per annum, will be eligible under the Scheme.

- iii) Benefits of coaching/training under the scheme can be availed by a particular student once only, irrespective of the number of chances he/she may be entitled to in a particular Competitive Examination. The coaching/training institution will be required to take an Affidavit from the student that he/she has not taken any benefit under this Scheme earlier.
- iv) Students/Candidates covered under the scheme shall have to attend all classes. In the event of any student remaining absent for more than 15 days, without any valid reason or leaving the coaching/training midway, the entire expenditure incurred on the candidate will be recovered from the institute/student/candidate concerned.
- v) 30% of the numbers sanctioned for coaching/training shall be earmarked for girl students/candidates. It may be transferred to boy students only in case girl students/candidates meeting the standards for coaching/training set by the institute are not available.

## 6. **FUNDING**

(i) 100 % financial assistance will be provided to the selected coaching/training institutes under the Scheme.

(ii) Stipend will be given by the Ministry for maintenance of the students/candidates. The details of the rates of financial assistance are given below:-

Sl. No.	Type of Coaching/ training	Coaching/ training fee <b>per candidate</b>	Amount of Stipend per month
1.	Group 'A' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-	<b>Rs.3000</b> /- for outstation candidates, <b>Rs. 1500/-</b> for local Candidates
2.	Group 'B' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-.	-Do-
3.	Group 'C' Services	As fixed by the institute, subject to a maximum ceiling of <b>Rs. 15,000/-</b> .	-Do-
4.	Entrance examination for technical/professional courses	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-	-Do-
5.	Coaching/Training for jobs in Private Sectors	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-.	-Do-

(iii) The grant-in-aid released by the Ministry shall be deposited directly into an account of the institute.

iv) The grant-in-aid shall be released as per norms prescribed in the General Financial Rules and by the Ministry.

v) Funds will be released to the selected institutes in two equal installments. The First Instalment shall be released once the list of selected students/candidates to be coached/trained is furnished by the institute to the Ministry of Minority Affairs and also placed on the website of the institute. The Second Instalment will be released only on completion of the coaching/training course, submission of list of students/candidates trained/coached and their result/ outcome or placement status in the prescribed proforma.

vi) Government of India reserves the right to release funds in subsequent years after inspection of the organization by the Central Government/State Government/UT Administration or any other agency designated by the Ministry. The Government of India reserves this right exclusively to get inspection conducted in subsequent years.

7. **TERMS AND CONDITIONS TO BE COMPLIED WITH BY THE COACHING INSTITUTES**

i) The institute shall maintain full details of name, address, telephone number, e-mail i.d. (if available) etc. of the candidates enrolled for coaching/training programme and furnish this information to the Ministry.

ii) The institute shall maintain full records of each candidate admitted like age, gender, educational qualifications, bank account number etc.

iii) The admissible amount payable towards stipend shall be paid to the candidates on monthly basis directly into their bank accounts or through cheque.

iv) Separate account will be maintained by the institute for the funds released by the Ministry and will be made available to the Ministry of Minority Affairs as and when requisitioned for inspection.

v) The institutes shall utilize the funds for the specified purposes only. The grantee institute shall give an undertaking that in the event of acting in contravention of this

condition, it will refund the amount received with 18% penal interest and any other action, as deemed proper by the Government.

- (vi) The coaching/training institution will also be required to take an affidavit from the student that they have not taken benefit earlier under this scheme or any other similar scheme funded by the Government.
- (vii) The institution shall submit a certificate accepting the terms and conditions laid down by the Ministry of Minority Affairs and furnish a bond with two sureties in the name of the competent authority responsible for actual implementation of the scheme and also responsible for furnishing of accounts of the grant sanctioned.
- (viii) The institute shall be solely responsible for ensuring that only students of meritorious standing are admitted for coaching/training.
- (ix) For enabling E-payment directly into the account of societies/NGOs/institutions/etc. through ECS, RTGS, NIFT, TTs system, an authorization letter from the payee, with full details of e-payment i.e. name of payee, bank IFC code number, bank branch number, bank branch name, bank branch address etc. should be provided. The authorization letter must be counter-signed by the manager of the respective bank branch to avoid wrong account number. Only one authorization letter is required for the entire financial year or till the account number is changed during the year. A proforma of the authorization is annexed.
- (x) After completion of the coaching/training programme, the institute shall immediately submit the utilization certificate and audited accounts, certified by a Chartered Accountant, to the Ministry of Minority Affairs, along with the following documents:-
  - (a) Income and expenditure account/balance sheet for the year, including receipt & payment account of the institute, in respect of funds received during the year.
  - (b) A certificate to the effect that the institution has not received any other grant for the same purpose from any other Ministry/Department of the Government of India, State/UT Government and any other Government/Non-Government organization.
- (xi) The selected institute should be willing to mobilize its own resources for smooth conduct of the approved programme. They shall be duty bound to ensure that neither the coaching/training programme nor the payment of stipend to the enrolled candidates suffers due to delay, if any, in release of funds.

- (xii) The coaching/training institute shall be informed of the in-principle approval, indicating the type of coaching/training, number of students/candidates and the estimated amount for sanction. The institute will be required to place advertisement in the local paper inviting applications from eligible students/candidates from the minority communities. The name of students selected for coaching/training along with details like address, community, gender and annual income should be submitted directly to the Ministry within the shortest time possible and not beyond a period of three months.
- (xiii) The grantee institute shall furnish a certificate to the effect that it has paid the sanctioned amount of stipend to the students concerned.
- (xiv) The grantee institute shall furnish a utilization certificate in the prescribed proforma (GFR-19A), running or final as the case may be, along with the application for release of second instalment for the year concerned or fresh application for another year”.
- (xv) The grantee institute will upload daily progress, relevant visuals etc. of coaching classes on the website/portal of the Ministry.

8. MONITORING:

Monitoring of the progress made by the grantee institutes will be carried out as follows:

- i) The institute shall submit periodic progress report of the coaching/training classes as prescribed in the sanction order to the Ministry of Minority Affairs and the State Government/UT administration.
- ii) The institute shall submit information of employment secured by the candidates coached/trained by them in Government and placements secured through their efforts in private sector to the Ministry of Minority Affairs and the State Government/UT administration.
- ii) The grantee institute will be open to inspection by the officers of Central Government/State Government/UT Administration.

9. NEW COMPONENT UNDER THE SCHEME FROM 2013-14 FOR FOCUSED PREPARATION OF MINORITY STUDENTS AT CLASSES 11 & 12 WITH SCIENCE (PHYSICS, CHEMISTRY, BIOLOGY AND/OR MATHEMATICS).
- (i) Initially, during 2013-14 the new component of the scheme will be launched on pilot basis for about 1000 or more students @ 100 or more students per Centre in 10 States/UTs, viz Uttar Pradesh, Bihar, Assam, West Bengal, Maharashtra, Karnataka, Tamilnadu, Andhra Pradesh, Kerala and Delhi. More States/UTs may be covered in later years as per scheme guidelines and availability of funds.
- (ii) The Ministry of Minority Affairs may advertise the details of the Scheme and invite proposal from the Schools/Colleges /Institutes having the facility of Hostel accommodation separately for Boys and Girls and running regular classes of XI<sup>th</sup> and XII<sup>th</sup> with Science depending on the need for inclusion of more Schools/Colleges or States/UTs for this component from time to time.
- (iii) The Institutes/Schools/ Colleges should be affiliated with CBSE/ICSE or State Education Boards to be eligible for this component. The physical verification of the Institute will be conducted by the Ministry.
- (iv) Recommendation of the State Govt. /UT Administration in respect of finally selected Institute/College/School will also be obtained only once. Subsequent inspection of the institute will be conducted by the Ministry.
- (v) Ministry may also conduct mid-term inspection.
- (vi) The physical verification of the Institute will be conducted by the Ministry through an agency/ies, so selected by the Ministry from time to time.
- (vii) The selection of students will be done by the selected Schools/Colleges/Institutes from students belonging to the notified minority communities on the basis of merit i.e % of marks or CGPA. The selection would be made starting from the highest % of marks or CGPA in the merit list for total number of students allotted to the selected Schools/Colleges/Institutes. The students who are selected under this component must be willing to take entrance exams for Engineering Degree/Medical Degree after completion of this course.
- (viii) The selection of Institutions/Schools/Colleges will be made by the Selection Committee consisting of the following:
- |   |                 |
|---|-----------------|
| (a) Joint Secretary concerned of Ministry of Minority Affairs | - Chairperson   |
| (b) Director/Deputy Secretary (Finance)                       | - Member        |
| (c) Representative from Ministry of HRD                       | - Member        |
| (d) Representative of UGC                                     | - Member        |
| (e) Representative from Education Institutions                | - Co-opt Member |
| (f) Director/Deputy Secretary of Ministry of Minority Affairs | - Convener      |
- (ix) The selection of students will be done by the selected Institutes/Schools/Colleges from students belonging to the notified minority communities. The students will be selected by the concerned Institutes/Schools/Colleges on merit. Merit list will be prepared from eligible students of notified minority communities on the basis of merit (% of marks or CGPA). The selection would be made starting from the highest % of marks or CGPA from the merit list, and, in any case, the students shall not be selected below 76% of marks or equivalent grade subject to total number of allotted students. The students who are selected for focused coaching must be willing to undergo Engineering Degree/Medical Degree after completion of course.



- (x) The rate of financial support for a selected student under this Component is up to Rs. 1,00,000/- (Rs. one lakh only) per annum which is payable to the Institute.
- (xi) The Outcome/Success Rate should not be less than 30% in case of allocation of students up to 100, 40% in case of allocation of students up to 200 under New Component of this Scheme. In case the stipulated Success Rate is not achieved, the amount of the last Installment payable to the Institute would be reduced proportionate to the percentage of deficiency in the outcome/success rate as penalty.

10. MINOR MODIFICATION WITHOUT ANY FINANCIAL IMPLICATION:

Minor modification in the Scheme without any financial implication may be effected by the Ministry without seeking recourse to SFC/EFC.

11. EVALUATION

The Scheme will be evaluated by an independent agency to assess its impact after the end of XII Five Year Plan.

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Application form to be submitted by coaching institutes for receiving grants-in-aid from the Government of India, Ministry of Minority Affairs under the “Free Coaching and Allied Scheme for candidates belonging to the minority communities”

(To be filled in by an authorized representative of the applicant organization)

**PART-I**

1. Name, address, telephone No. Fax No. /e-mail ID  
Of the head office of the organization/institution \_\_\_\_\_  
\_\_\_\_\_
2. Address and telephone no. of the functional  
Centre for which the application is being submitted. \_\_\_\_\_  
\_\_\_\_\_
3. Nature of the Organisation/Institution (e.g. not  
for profit or Commercial; or Registered society  
or Trust etc.) \_\_\_\_\_  
\_\_\_\_\_
4. Date of establishment \_\_\_\_\_
5. Whether registered under the Societies  
Registration Act, 1860 /  
as a Public Trust / as a Company: \_\_\_\_\_  
  
(a) Give name of the Act under which registered \_\_\_\_\_  
  
(b) Registration no. and date of Registration  
(Please attach an attested photocopy thereof) \_\_\_\_\_  
  
(c) Period up to which valid \_\_\_\_\_
6. Previous years' achievement of coaching/ training institute **(if any)**:

(i) For new cases **(applying for release of First Installment)** :

(i)	(ii)	(iii)	(iv)
Year	Total number of students coached for (i) competitive examinations for government jobs (ii) entrance examinations for admission in technical and professional courses (iii) employment in private sector	Number of students succeeded in (i) competitive examinations for government jobs (ii) entrance examinations for admission in technical and professional course (iii) getting jobs in the private sector	% of success

(ii) Year-wise details of students/candidates coached viz- name, father's name, sex, date of birth, educational qualification, permanent address, telephone number, bank account etc.

(Please enclose the list of students/candidates coached for (i) competitive examinations for Government jobs (ii) entrance examinations for admission in Technical and Professional courses and (iii) Private jobs, separately and indicate against them the successful candidates.)

7. (a) Details of the coaching Institution/Center: \_\_\_\_\_

\_\_\_\_\_

(b) Constitution of Board of Management/Governing Body etc. and the particulars of the Member:

Sl.No.	Name	Address	Occupation

(c) Details of Faculty Members:

Sl.No.	Name	Qualification	Experience	Subject taught

(d) Constitution/Memorandum of Association and Bye-Laws of the Organisation/Institution (copy may be enclosed) \_\_\_\_\_

(e) copy of Annual Report may be enclosed(if available) \_\_\_\_\_

(f) Income & expenditure Statement and Balance sheet for previous years **(if applicable)** as certified by the Chartered Accountant or Government Auditor may be enclosed \_\_\_\_\_

(g) Indemnity bond in prescribed format on Rs.20 stamp paper:

(h) Authorization letter in prescribed format for sending grant-in-aid/funds directly into the bank accounts of the Organization:

(i) Certified that the institution has not received any other grant for the same purpose from any other Ministry/Department of the Government of India, State/UT Government and any other Government/Non-Government Organization.

**PART-II**

**INFRASTRUCTURE DETAILS CENTRE-WISE**

1. Space available with the institution for coaching
  - (a) Total area covered \_\_\_\_\_
  - (b) Number of class rooms \_\_\_\_\_
  - (c) Whether the institute is functioning in its own building or in a rented accommodation \_\_\_\_\_
  - (d) Details of library facility available with the coaching institution **(if applicable)** \_\_\_\_\_
  
2. Infrastructure available for coaching
  - (a) Audio-visual aids
  - (b) Photocopiers
  - (c) Computers
  - (d) Others (as applicable)
  
3. **Coaching/Training course** for which the grant is applied for : \_\_\_\_\_
  
4. Duration of the programme \_\_\_\_\_  
(Indicate the **Probable** date of commencement and completion)
  
5. Total number of candidates belonging to five notified minority communities proposed to be coached/trained

Outstation: \_\_\_\_\_

Local: \_\_\_\_\_

Total: \_\_\_\_\_

6. Consolidated amount of fee per candidate for each examination/course

Examination	Duration of coaching	No .of candidates belonging to minorities proposed to be coached		Total maintenance allowance (@ Rs. 3,000 p.m. for outstation and Rs.1,500 p.m For local candidates)	Coaching fee		Total amount (Coaching Fee and maintenance allowance)
		(iii)	(iv)		(vi)		
(i)	(ii)	Outstatic	Local	(v)	Rate per candidate	Total amount	

It is certified and agreed that the terms and conditions of the scheme have been read, understood and are acceptable to the Organization.

Place:

Date:

Signature

(a) Full Name of Secretary/President  
 (b) Name of the Institution/Organization  
 (Office Stamp, Tel.No.)

**Details of documents attached**

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)
- (vii)
- (viii)
- (ix)
- (x)

**INSPECTION REPORT**

(TO BE CONDUCTED BY AN OFFICER NOT BELOW THE RANK OF DEPUTY DIRECTOR OF THE DEPTT. CONCERNED AND TO BE FORWARDED BY THE SECRETARY OF THE DEPTT. DEALING WITH MINORITY WELFARE OF STATE GOVERNMENT/UT ADMINISTRATION).

- (1) (i) Name of the organisation:
- (ii) Complete address of registered office/Head office/Corporate office:
- (iii) Telephone No. (Land line):
- (iv) Fax No.:
- (v) E-mail address:
- (vi) Website address:

(Enclose photograph of the façade of the institute).

- (2) (i) Complete address of coaching centre where coaching classes for minority students will be conducted/have been conducted (for ongoing cases):
- (ii) Telephone No. (Land line):
- (iii) Fax No.:
- (3) (i) Name of Chairperson/President/Secretary/Head of the organisation:
- (ii) Telephone No. (Land line):
- (iii) Mobile No.:

(4) Success rate for the proposed coaching courses/training programmes (if any) for new cases and for one or more years` data for ongoing cases be given:

Year	Name of coaching training programme	Number of students coached/trained	Number of students who were successful in the exam / secured employment after training	% of success

- (5) Enclose a list of students coached/trained by the institute in prescribed proforma duly verified and signed by the Inspecting Officer along with the application form. The proforma may be downloaded from the Ministry's website [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in)
- (6) Details of faculty members of the institute for the proposed coaching course/training programme:

Name	Qualification	Experience	Subject taught	Name of the coaching/training programme for which the faculty member has been engaged	Whether regular or part-time

(7) Details of Infrastructure of the coaching institute:

- (i) No. of classrooms with seating capacity:
- (ii) Total floor area of the coaching institute:
- (iii) Whether the premises is owned or rented:
- (iv) Types of teaching aids available:
- (a) No. of computers (for computer courses):
- (b) Projector:
- (c) Availability of library/of books on each subject relevant to the coaching/training programme:
- (d) Other equipments **relevant to the proposed Training/Coaching:**
- (v) List of the material / hand-outs etc. provided to the students by the institute as part of the coaching/training programme:

- (8) Comparative details of coaching programme being conducted/to be conducted by the coaching/training Institute:-

For coaching/training of candidate	For coaching of other	For coaching/training
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from minority communities proposed by the Institute			candidates under the Institute's normal coaching/training programme for same course			programme run by other Institutes in the locality			
Name of coaching course/ training programme	Duration		Fee charged per candidate	Duration		Fee charged per candidate	Duration		Fee charged per candidate
	Days	Hours		Days	Hours		Days	Hours	

(9) For ongoing cases (*not relevant for new proposals*) **i.e (Release of 2<sup>nd</sup> Installment)**

(a) Details of faculty members in the prescribed proforma (as in Sl No. 6 above):

(b) Infrastructure of the institute etc. (as in Sl. No. 7 above):

(c) The amount of stipend paid to the students/candidates concerned against their names for the coaching programme sanctioned by the Ministry of Minority Affairs:

(i) Status of stipend paid to the candidates as per the sanctioned coaching/training programme:

Sanctioned		Paid		Mode of payment		Not paid (if any)		
No. of candidates		Amount		No. of students paid through electronic transfer		No. of students paid through cheque		Reason for non-payment of stipend
L	O	L	O	L	O	L	O	

L - Local candidates

O - Outstation candidates



- (10) Recommendation of the Inspecting Officer (a) for new proposals and (b) for ongoing cases for release of 2<sup>nd</sup> instalment/1<sup>st</sup> instalment of subsequent year of grant-in-aid

(Assessment is to be given in not less than 100 words, keeping in view the credibility of the institute taking into consideration success/placement rate, faculty member, infrastructure, fee and course duration and implementation of the coaching programme sanctioned by the Ministry of Minority Affairs)

Date:  
Place:

Signature of inspecting authority

Name\_\_\_\_\_

Designation\_\_\_\_\_

Seal\_\_\_\_\_

**Recommendation of the State government to be forwarded to Ministry of Minority Affairs, Government of India, 11<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.**

Application from \_\_\_\_\_  
(Name of the Organisation) under the Scheme of \_\_\_\_\_ is forwarded duly recommended, to the Ministry of Minority Affairs, Government of India. While recommending, it is certified that a senior officer of the rank of \_\_\_\_\_ (State Government Department) had visited the organization and a copy of his inspection report is attached;

2. Specific recommendation of the State Government:

Date:

Signature

Name

Designation

Office Stamp

**Format of authorization letter for sending funds directly into the bank account.**

(I/we \_\_\_\_\_ (Organisation Name) would like to receive the sums disbursed by the Ministry of Minority Affairs to me/us electronically to our bank account detailed below. The account number duly verified by the bank on their letter head and seal is enclosed.

Payee's Particulars															
S.No.	Name of payee as in Bank's A/c	Address	District	Pin code	State	Tele- phone No.with STD Code	Fax No.	E-Mail Add- ress (if any)	Name of the Bank	Bank Branch (full address and tele- phone number)	Bank A/c No.	Type of A/c	Modes of electronic transfer available in bank branch (RTGS/ NEFT/ ECS/CBS)	IFSC Code	MICR Code

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

**Formats for sending detailed list of students coached/trained by the institutes**

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Format-I

**(i) For new organization for coaching programme (along with the proposals), if any:**

Sl. No	Name Of Student	Address & Tel. No.	Community	Male or Female	Name of Exam	Results

**(ii)For new organization for training programme(alongwith the proposal),if any:**

Sl. No.	Name of student	Address & Tel. No.	Community	Male or Female	Name of the training programme	Name & address of the organization where the candidate got employment after the training

**(iii)On selection of the candidates by the coaching institutes for release of first installment for the coaching/training programme sanctioned by the Ministry.**

Sl . No.	Name Of Student	Address & Tel.No.	Community	Male or Female	Annual Income	Whether local Or outstation	Bank A/c No.
1	2	3	4	5	6	7	8







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

**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 officer 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 (hereinafter 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 present.

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 Gants of Rs. \_\_\_\_\_ Vide his Letter  
number \_\_\_\_\_ Dated \_\_\_\_\_; the obligors has agreed to execute this bond in  
advance, in favor of Union Ministry of \_\_\_\_\_ for entire amount of  
Rs. \_\_\_\_\_ as requested in the proposal sent to the Government. 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 par 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 the 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 alongwith interest earn 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 nay 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 grant in aid by the target dates, specified in the letter of  
sanction and

(b) not diver the grant 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 grant 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 f 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 present 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 hereto as Annexure B.

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

(Name of the Obligor Association, as registered.)  
Full Mailing Address \_\_\_\_\_  
Telephone Number/Mobile No. \_\_\_\_\_  
Email address (if available)  
Fax Number:

(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