

Impact Study of 1% Additional Interest Margin Scheme & Grant-In-Aid scheme in different State Channelising Agencies of NMDFC - Request for Quotation

1. National Minorities Development & Finance Corporation (NMDFC) was set up in 1994 for the economic development of the minorities comprising of Muslims, Christians, Sikhs, Buddhists & Parsis. The main activity of the corporation is to provide concessional credit for various income generation activities of the minorities whose annual family income is below double the poverty line i.e., less than Rs.40,000 in rural areas and less than Rs.55,000 in urban areas.

2. NMDFC has two channels to reach the ultimate beneficiary. One through the State Channelising Agency (SCAs) nominated by the respective State Governments and the other is through the Non Governmental Organisations (NGOs). Through the SCAs, individual beneficiaries are assisted under Term Loan scheme, Educational Loan schemes & Micro-Finance scheme. Through NGOs, micro-credit is provided for the members of Self Help Groups (SHGs).

3. Presently, NMDFC has 36 operational SCA in 24 States and three Union Territories and a network of more than 200 NGOs across the country. So far upto 31/3/2009, NMDFC has been able to finance Rs.1190.84 crores for about 4.34 lacs beneficiaries under its twin schemes of Term Loan and Micro-Financing. Besides, promotional activities like skill development training through Vocational training and Mahila Samridhi Yojana, Marketing Assistance through exhibitions, Design Development, etc are organised towards capacity building of the target group. A copy of the schemes being implemented by NMDFC is enclosed for facilitating reference.

4. NMDFC charges interest @ 3% p.a. from the SCAs who in turn extend loan to the beneficiaries at 6% p.a. Under the micro-finance scheme, loan is extended to the SCAs/NGOs at interest rate of 1% p.a. & it reaches the ultimate beneficiary at interest rate of 5% p.a. All the interest calculations are on reducing balance method.

5. The SCAs are State Government bodies & they utilize support from the respective State Governments & interest earnings to meet their administrative expenditure. However, it was observed that all the SCAs do not get regular support from their State Governments & the interest earning is also inadequate to take care of their administrative expenditure. This was a major handicap in proper implementation of NMDFC schemes by the SCAs.

6. To overcome the above handicap, NMDFC had launched the scheme of 1% Additional Interest Margin (AIM) scheme in the year 1998-99 to provide additional support to the SCAs for strengthening their infra-structure, recovery management & to take up promotional activities including publicity & advertisement, surveys, studies, training, etc. The allocation made under the scheme is made available to the SCAs on reimbursement basis. The copy of

the 1% AIM scheme is enclosed for ready reference. So far, the SCAs have utilized an amount of Rs.11.07 crores under the 1% AIM scheme. The SCA wise & year wise detail of funds utilized under the 1% AIM scheme is also being enclosed as Annexure-1 for reference.

7. In the year 2007-08, the Ministry of Minority Affairs, Government of India had also launched Grant-In-Aid scheme which is almost a replica of 1% AIM scheme of NMDFC. The objective of this scheme was also to strengthen the SCAs of NMDFC & the funds under the scheme were routed through the NMDFC. A copy of the Grant-In-Aid scheme of the Ministry of Minority Affairs is being enclosed for reference.

8. The Government of India had disbursed an amount of Rs.10.00 crores under the Grant-In-Aid scheme & the same has been disbursed through NMDFC. The 1st instalment of Rs.522.05 lacs was disbursed by NMDFC directly to 27 SCAs while 2nd installment of Rs. 342.34 lacs has so far been released to 17 SCAs. In case of 6 SCAs, funds have been released to the SCAs through their respective State Governments. An amount of Rs.135.61 lacs is still lying unutilized with NMDFC. The detail regarding release of Grant-In-Aid scheme by the Central Government & its subsequent release to the respective SCAs/State Government is given in the table enclosed as Annexure-2 for reference.

9. To avoid duplication in utilization of funds under the twin schemes, 1% AIM scheme has been kept in abeyance for the time being.

10. NMDFC intends to get a study conducted to assess the Impact & proper utilization of funds under the 1% AIM scheme of NMDFC & Grant-in-Aid scheme of the Ministry of Minority Affairs.

11. Evaluation of the impact of NMDFC schemes will be focused on the following parameters:-

- (a). To undertake 100% vouching for each of the year in respect of expenditure incurred by the SCA for which reimbursement has been provided under the 1% AIM scheme & funds utilized under the Grant-In-Aid scheme. This is to ensure that proper accounting at the level of the SCA.
- (b). To assess whether purchase of fixed assets & expenditure under different heads of the scheme has been carried out as per the laid down norms & procedures of the State Government. End use of the fixed assets purchased under the scheme may also be ascertained. It may be mentioned here that some of the SCAs have field level offices & assets purchased under the twin schemes may have been deployed in these field offices. If required, these offices may also be visited to verify end use of funds.
- (c). To assess whether funds have been utilized as per the guidelines & parameters of the twin schemes.

- (d). To assess whether funds have been utilized for expenditure incurred after the year 2007-08 under Grant-In-Aid scheme as this scheme was launched in the financial year 2007-08.
- (e). To assess whether the expenditure incurred has been in anyway useful in building the capacity of the SCA to implement NMDFC schemes in a more effective manner.
- (f). Whether there has been any duplication in claiming expenditure out of funds from any other source.
- (g). Point out any frivolous expenditure which has been incurred specially on purchase of fixed assets.
- (h). Suggest additional areas where funds could be utilized in a more meaningful manner to build capacity of the SCAs in implementing NMDFC schemes more effectively & in increasing their outreach. Accordingly, modifications in the schemes may be suggested.
- (i). Suggest whether both the schemes should be implemented side by side else suggest modifications in the schemes to change their character for wider implications.
- (j). Comment on the efficacy of releasing funds under Grant-In-Aid scheme through the State Government as in some cases funds have been released to some of the SCAs through the State Government. The views & role of the Administrative Department in this regard may also be ascertained as it would be significant in finalizing the channel of transfer of funds to the SCAs under the Grant-In-Aid scheme.

12. The functionaries of the firm undertaking the study will have to visit each of the SCAs where funds have been released under the twin schemes by NMDFC. Letters will be written to the SCAs to co-operate for timely completion of the study.

13. The study is being conducted by NMDFC as part of the MOU signed by NMDFC with the Ministry of Minority Affairs. The final report is to be presented to the Board of NMDFC for its consideration before 20/09/2009. Thus the study will have to be completed well before this deadline. The draft report is to be submitted for perusal of NMDFC by 21/08/2009 so that report is finalized by last week of August '09 & placed for the consideration of the Board of NMDFC. Thus adhering to the time table will be paramount & any delay in time schedule will attract heavy penalties.

14. The quotation for conducting the study is being obtained from Chartered Accountant firms of repute. The total (consolidated) cost for conducting the study along with the taxes as applicable is to be submitted in a sealed cover latest by 4.30 P.M on Friday the 26th June, 2009. The cover should be addressed to:-

The Managing Director
National Minorities Development & Finance Corporation
2nd Floor, Core-2, Scope Minar, Laxmi Nagar, Delhi – 110 092.
Telephone Number- 011- 22441435/36/42/43/44/53/55. Fax-22441441/38/52

The envelope should be super scribed as :-

QUOTATION FOR IMPACT STUDY OF 1% AIM & Grant-In-Aid Scheme.
ENVELOPE TO BE OPENED ON 22/06/2009

15. The break-up of the different component of cost involved may also be mentioned separately for our reference and appraisal. The guidelines may also accompany the details of your technical competence and similar assignments executed in the past.

16. The terms of payment will be 25% at the time of acceptance of terms & conditions of job order, 50% on submission of draft report and balance 25% payment on submission of final report. The draft report is to be submitted by 21/08/2009. The final report should be submitted within one week of discussion with NMDFC for finalizing the draft report. **Penalty of Rs.500 per day will be levied for delay in submission of draft report after 21/082009.**

17. The last day for submitting the quotation is 4.30 P.M on Friday 26th June, 2009.

9. The sealed Quotations will be opened on Friday i.e. 26th June,2009 at 5.00 P.M in the office of N.M.D.F.C. Those interested in participating in the opening of Quotation may attend.

Kindly feel free to contact us for any other detail or query, if any.

Material for Draft Advertisement

National Minorities Dev & Fin Corporation (NMDFC) is working under administrative control of Ministry of Minority Affairs, Government of India. The objective of this Apex Corporation is to provide concessional credit to the poorer section of the religious minorities for income generation activities for their socio-economic development. NMDFC implements the scheme through State Channelising Agencies (SCAs) nominated by the State Governments & NGOs.

NMDFC has been supporting its SCAs since 1998-99 for strengthening their infra-structure under the 1% Additional Interest Margin Scheme (AIM) for proper implementation of NMDFC schemes. The Ministry of Minority Affairs had launched Grant-In-Aid scheme during the year 2007-08 on the lines of 1% AIM scheme of NMDFC to provide infra-structural support to the SCAs of NMDFC.

NMDFC intends to get a study conducted to assess the Impact & proper utilization of funds under the 1% AIM scheme of NMDFC & Grant-in-Aid scheme of the Ministry of Minority Affairs.

NMDFC solicits quotation from Chartered Accountant firms for conducting the study. The total (consolidated) cost for conducting the study along with the taxes as applicable is to be submitted in a sealed cover latest by 4.30 P.M on Friday the 26th June, 2009.

Detail about the Terms of Reference, Copy of 1% AIM scheme & Grant-In-Aid scheme may be down loaded from the web site of NMDFC at www.nmdfc.org under link "Proposal for Impact Study" or obtained from the office of NMDFC at 2nd Floor, Core-2, Scope Minar, Laxmi Nagar, Delhi-110092. Telephone Number- 22441435/36/42/43/ 44/53/55.

1% Additional Interest Margin Scheme

(I) Introduction:

The Scheme of 1% Additional Interest Margin to State Channelising Agencies (SCAs) is an additional support to them for strengthening of infrastructure, recovery management and to take up promotional activities including publicity & advertisement, surveys, studies, trainings etc. The allocations made under the said scheme, is made available to SCAs on reimbursement basis.

(II) Activities for which assistance can be given:

Following is the illustrative but not exhaustive list of various activities which can be undertaken by the SCAs under the scheme, however SCAs can go for other activities also with due justification by the SCAs that the proposed activity will lead to better implementation of NMDFC scheme and has direct bearing on the NMDFC programmes. The list of various activities is given as under:

1. **Infrastructure Related expenditure:** Under this head following activities can be considered for reimbursement:
 - a. Purchase of four wheelers (Jeep & Gypsies)
 - b. Motor Cycles
 - c. Computers/Printers & related accessories
 - d. Purchase of new Software
 - e. Photocopier
 - f. Fax Machine

2. **Advertisement & Publicity:** Considering the importance of publicity & advertisement in the wake of lack of information at the grass-root level, SCAs are required to incur at least 30% of the total allocation under this head. Following activities can be considered for reimbursement under this head:
 - a. Advertisement in Regional Newspapers
 - b. Advertisement in Regional Magazine/ Souvenir
 - c. Printing of Pamphlet/Broachers/Schemes
 - d. Printing of application forms for beneficiaries
 - e. Printing of Pass books for beneficiaries
 - f. Banner/Signage/hoardings for publicity purpose
 - g. Advertisement through electronic media
 - h. Awareness camps
 - i. Seminar, Conference, workshop.

3. **Consultancy & professional exp.:** Under this head following activities can be considered for reimbursement:
 - a. Impact/Review/Evaluation Studies
 - b. Techno Economic Surveys
 - c. Preparation of Project proposals

4. **Training expenses:** Under this head following activities can be considered for reimbursement:
 - a. Training for beneficiaries
 - b. Training for staff/officers

5. **Contractual Manpower & Other recovery related expenditure:** SCA can claim maximum 40% of the total allocation under this head. Following activities can be considered for reimbursement under this head:
 - a. Salary/Wages to contracted employees
 - b. Salary/wages to Recovery Agents
 - c. Commission to Recovery Agents
 - d. Taxi hiring charges for recovery purpose
 - e. TA/DA to officials/staff relating to recoveries
 - f. POL relating to recoveries
 - g. Legal expenses for recovery purpose
 - h. Postage exp. on notices to defaulters

(III) Eligibility Criteria for availing funds:

To avail the benefits of the scheme of Additional Interest Margin, SCA is expected to fulfill the following conditions:

1. The SCA has been active in the last financial year i.e. it has sent proposals, received sanctions and drawn funds.
2. Utilisation of funds position should be satisfactory.
3. Repayment of dues is satisfactory to the extent:
 - (i) Interest repayment – 80%.
 - (ii) Principal repayment – 60%
 - (iii) Time bound rescheduling of the outstanding dues.

(For this purpose, cumulative repayment position at the time of submission of claim shall be checked).

However reimbursement will be made subject to;

1. Availability of funds with NMDFC.
2. Entitlement under the scheme will be calculated only on the interest received from Term Loan.
3. In case of composite SCAs, benefits of the scheme will be passed to the extent of direct bearing on implementation of NMDFC projects.

(IV) Modus Operandi for operation of the scheme:

1. In the month of June, Finance Division of NMDFC will work out the allocation of this incentive in respect of each state based on the dues of interest of the last financial year and cash receipts against the same. 1% of the actual interest received against Term Loan in the previous year shall be the allocated amount (e.g. if rate of interest is 4%, then allocation shall be $\frac{1}{4}$, if rate of interest is 6%, allocation shall be $\frac{1}{6}$). Allocation so calculated shall be approved by the Board.
2. After approval of the Board, NMDFC will issue letter to the SCAs informing them about their allocation under "Additional Interest Margin" and SCAs will be required to submit "Annual Activity Plan (AAP)" in the prescribed format enclosed as Annexure – I. Annual Activity Plan should be supported with a note on each event/activity covering various aspects like justification of the activity to be undertaken, break up of the expenditure on the proposed activity and any other information which is useful to support the proposal.
3. After receipt of the AAP, NMDFC will approve the activity plan and communicate the same to the SCAs at the earliest
4. In case, SCA has already initiated steps to undertake various activities as covered in the Approved Activity Plan, if required, an advance to the extent of 50% of the approved expenditure can be drawn against the committed expenditure.
5. SCA shall be required to incur the expenditure strictly as per the approved 'Annual Activity Plan' (AAP).
6. Re-appropriation among the different heads of expenditure will not be permitted, however, re-appropriation within the head shall be allowed.
7. For settlement of advance and/or to claim reimbursement of expenditure incurred during the year, the SCA shall apply in the prescribed format enclosed herewith as Annexure-II, before 30th April of the next financial year.
8. SCA shall be required to submit claims duly certified by the Chartered Accountant on his letterhead that the expenditure has been incurred as

per the approved 'Annual Activity Plan'. Format for the Chartered Accountant's Certification is enclosed herewith as Annexure – III.

9. Entitlement of any financial year, if could not be utilized, will be carried forward, only once, to next financial year.
10. Any expenditure, which is not covered in the 'Approved Activity Plan', shall not be considered for reimbursement.
11. Any expenditure, which pertains to the period prior to 1st April of the previous year shall not be considered for reimbursement.
12. Any expenditure pertaining to the repair & maintenance of the office equipments including AMCs, printing or purchase of office stationery & expenditure on consumables (except POL used for recovery purposes) shall not be covered under the scheme.
13. As per the condition of the scheme, not less than 30% of the allocation is to be utilized for Advertisement and Promotional activities. If SCA submit AAP where less than 30% of the allocated amount has been proposed for advertisement & publicity head, balance amount left under the head will not be utilized for any other purpose, while approving the Annual Activity Plan.
14. As per the condition of the scheme, not more than 40% of the allocation can be utilized for Contractual Manpower & Other recovery related expenditure. If SCA submit AAP where less than 40% of the allocated amount has been proposed for recovery related expenditure, balance amount left under the head can be utilized for any other purpose, while approving the Annual Activity Plan.

(V) Relaxation Clause:

Managing Director, NMDFC, may consider to relax any of the condition including eligibility criteria on request of the SCAs with due justification on case to case basis.

FORMAT FOR CLAIMING REIMBURSEMENT UNDER ADDITIONAL INTEREST MARGIN SCHEME
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1. Name of the SCA : _____
2. Allocation for the Current Year (_____) (As communicated by NMDFC) : _____
3. Amount of Advance availed from NMDFC _____
4. Detail of Expenditure incurred by the SCA for claiming under the scheme:

	Item of Work	Expenditure incurred	Bill no. and date	Purpose (Head) of expenditure covered under the Approved Activity Plan
1				
2				
3				
4				

5. Details of Tour undertaken by the officers/staff for the purpose of recovery:

Sr. no.	Name & Designation of the officer/staff	Place Visited	Date of visit	Amount Claimed
1				
2				
3				
4				

6. Whether report on 'Actual recoveries from the beneficiaries' (on the prescribed format) for the last quarter, has been submitted to NMDFC? If not, enclose the same.

Signature with Seal
Managing Director
State Minority Dev. Corporation

Note: Enclose the certified copy of the Chartered Accountant in support of the above claim at sr. no. 4 & 5 on the letterhead of the CA firm.

Performa of Certificate to be issued by Chartered Accountant**C E R T I F I C A T E**

With respect to 'Approved Activity Plan' of _____ (Name of the SCA) under the scheme of Additional Interest Margin for the year _____, we have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of issue of this certificate.

We have examined each & every bill/voucher against which SCA claims reimbursement from NMDFC under the scheme of Additional Interest Margin.

This is to certify that _____ (name of the SCA) has incurred an amount of Rs. _____ as per the following details which are in conformity with the 'Approved Activity Plan' and meets objective/guidelines/purpose of the said scheme:

	Item of Work	Expenditure incurred	Bill no. and date	Purpose (Head) of expenditure covered under the Approved Activity Plan
1				
2				
3				
4				

Details of Tour undertaken by the officers/staff for the purpose of recovery:

Sr. no.	Name & Designation of the officer/staff	Place Visited	Date of visit	Amount Claimed
1				
2				
3				
4				

This is to certify that there found to be no bills/vouchers, which pertain to the period prior to _____.

For _____
Chartered Accountants
(Signature with seal)

Place:

Date:

**GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS**

Scheme for Grant-in-aid to State Channelising Agencies (SCAs) of National Minorities Development and Finance Corporation (NMDFC)

The Scheme

The scheme shall be called the Scheme for Grants-in-aid to SCAs for strengthening of infrastructure.

2. Under the scheme, grants-in-aid assistance will be provided to the SCAs through the respective State Governments. The assistance will not be available for creation of permanent establishments or liability. However, contractual appointments and outsourcing of services will qualify for assistance under the scheme.

3. The assistance will be on matching basis, the Central and the State Government contributing in the ratio of 90:10.

4. The assistance will be available for the following activities:

- Awareness campaigns
- Improvement in Delivery System
- Training of manpower
- Debt. Recovery

5. The following expenditure shall qualify for assistance.

Infrastructure Related expenditure:

- Computers/Printers & related accessories
- Purchase of new Software
- Photocopier/Fax Machine/Other Office equipments

Advertisement & Publicity

Following activities can be considered:

- Advertisement in Regional Newspapers
- Advertisement in Regional Magazine/Souvenir
- Printing of Pamphlet/Brochures/Schemes
- Printing of application forms for beneficiaries
- Printing of Pass books for beneficiaries
- Banner/Signage/hoardings for publicity purpose
- Advertisement through electronic media
- Awareness camps
- Seminar, Conference, Workshop

Consultancy & professional exp:

Under this head, SCAs can undertake following activities:

- Impact/Review/Evaluation Studies
- Techno Economic Surveys
- Preparation of Project proposals/Project appraisals

Training expenses:

Under this head, following activities can be considered for reimbursement:

- Training for beneficiaries
- Training for staff/officers

Contractual Manpower & Other Recovery related expenditure:

SCAs can also incur expenditure for the following activities which directly leads to improvement in recovery from beneficiaries:

- Payment of wages to outsourced employees
- Taxi hiring charges for recovery purpose
- TA/DA to officials/staff relating to recoveries
- Petrol, Oil and Lubricants (POL) relating to recoveries
- Legal expenses for recovery purpose

The assistance under the scheme will be subject to the following conditions:

- i) The assistance under the scheme would also be extended to such SCAs which were not exclusively meant for minorities but were also dealing with other schemes on the condition that they were not receiving similar assistance from any other source financed by the Central Government.
- ii) In States where more than one SCA was available, only one SCA should be funded under the Grants-in-aid Scheme.
- iii) The States may be divided into 3 categories viz. A, B & C on the basis of minority population and the maximum assistance under the scheme should be limited as under:

<u>Category</u>	<u>Rs.Lakhs</u>
A	
(Minority Population above 70 Lakhs)	75
B	
(Minority Population between 40-70 Lakhs)	40
C	
(Minority Population below 40 Lakhs)	30

- iv) Funds would be released to SCAs by the Government through NMDFC in two instalments. Proposals received from State Governments/SCAs shall be evaluated and recommended by the NMDFC.
- v) The following criteria may be fixed for assistance under various components:
 - a) There shall be a mandatory component for data management/transfer in the proposals (which may include procurement of hardware, software or installation of data transfer systems) for assistance prepared by the SCAs unless the NMDFC certified that the existing infrastructure in this regard in the SCA was adequate. This should normally constitute 25% of the total assistance sought.

- b) Assistance sought under the head, 'Advertisement and Publicity' should be limited to 10% of the total assistance sought. Publicity would be manifested only through regional language newspapers approved by the DAVP.
 - c) The training expenses component would be at least 10% of the total assistance sought.
 - d) Proposed expenditure on hiring of vehicles/TA/DA/POL for recoveries should not exceed 30% of the total assistance sought.
 - e) No recovery agent will be engaged for recovery of dues.
- vi) The projects run and administered by the SCAs on behalf of the NMDFC should be on-line and fully computerized. Their reports and data along with their loan schedules should be available on site.

FORM GFR 19-A
[See Rule 212 (1)]

Form of Utilisation Certificate

Sl. No.	Letter No. and Date	Amount (Rs.)	Certified that out of grants-in-aid of Rs. _____ (Rupees Only) sanctioned during the year <u>2007-2008</u> in favour of _____ (SCA) under this Ministry/ Department/NMDFC Letter No. given in the margin and Rs. _____ on account unspent balance of the previous year, a sum of <u>Rs. _____ (Rupees Only)</u> has been utilised for utilization for which it was sanctioned, and that the balance of <u>Rs. _____</u> remaining unutilised with _____ (SCA).
	TOTAL		

Certified that I have satisfied myself that the conditions on which the grants-in-aid were sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually spent for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1. Details of fund utilisation as per Annexure - I**

Managing Director of SCA
Dated _____

Annexure - I

FORMAT FOR CLAIMING REIMBURSEMENT UNDER GRANT-IN-AID SCHEME OF MINISTRY OF MINORITY AFFAIRS, GOVERNMENT OF INDIA.
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1. Name of the SCA _____

2. Allocation under Grant-In-Aid scheme for the Year 2007-08 as communicated by the Ministry of Minority Affairs, Government of India Rs. _____ lacs

3. Amount of 1st Installment availed from NMDFC Rs. _____ lacs

4. Detail of Expenditure incurred by the SCA for claiming under the

scheme:

	Heads of Expenditure	Item of Work	Quantity	Expenditure incurred in Rs./Lacs	Bill no. & date
1	<u>Infrastructure Exp</u> Photocopier, Fax, Air Conditioner, Furniture, Generator, OHP Projector, UPS, Camera, Generator, etc.				
2	<u>Recovery Related Exp.</u> Wages to outsourced persons, Taxi Hiring for recovery, TA/DA to officials, POL, Legal exp, etc.				
3	<u>Publicity Exp</u> Advt in newspaper/ megazine/souvenir/electronic media, Printing of pamphlet/brochure, Printing of application form/pass book, Banner/ Signage/Hoarding, Awareness camp, etc.				
4	<u>Data Management</u> Purchase of computer/printer/accessories, New software, LAN, Internet, UPS, Scanner, Laptop, etc				
5	<u>Training Exp.</u> Training to benf/staff/officers				
6	<u>Consultancy Exp.</u> Impact/Review/Evaluation studies, Techno Economic Surveys, Preparation of project report/Proposals, Project Appraisal, etc.				
	<u>TOTAL</u>				

5. Details of Tour for which TA/DA is claimed by the officers/staff for the purpose of recovery:

Sr. no.	Name & Designation of the officer/staff	Place Visited	Date of visit	Amount Claimed
1				
2				
3				
4				

6. Detail of Taxi Hiring for Recovery:-

Sr. no.	Name & Designation of the officer/staff for whom taxi is hired	Place Visited	Date of visit	Taxi Number of the Vehicle Hired	Amount Claimed
1					
2					
3					
4					

7. Detail of POL claimed:-

Sr. no.	Name & Designation of the officer/staff who used the vehicle	Place Visited	Date of visit	Bill nos with Date	Amount Claimed
1					
2					
3					
4					

Cost of maintaining/repair of vehicle not to be included in POL

8. Detail of Legal Exp.:-

Sr. no.	Name of the Advocate/Legal Advisor	Number of Cases filed	Date of Payment	Amount Claimed
1				
2				
3				
4				

9. Detail of Awareness camp organized:-

Sr. no.	Place of Organising Awareness Camp	Date of camp	Purpose	Number of persons attended	Amount of Exp Claimed
1					
2					
3					
4					

Please enclose a few photographs taken during the awareness camp.

10. Detail of Training programs organized:-

Sr. no.	Name of Institution where training is organised	Place	Name of Trade	Duration with start & ending Date	Number of Trainees who completed the training	Amount Claimed
1						
2						
3						
4						

11. Please enclose the photocopy of the advertisements released in newspapers/magazines/souvenir, enclose a copy of application form/pass book or any other material if printed, photograph of Hoarding/Banner/Signage if put up & claimed, copy of Impact/Review/Evaluation studies if conducted, Techno Economic Surveys if undertaken, Copy of project report if prepared & claimed, etc as proof.

12. This is to certify that there is no duplication in claiming of above expenditure under any scheme of the Central Government, State Government, National Level Corporations and also under the 1% AIM scheme of NMDFC.

Signature with Seal
Managing Director
State Minority Dev. Corporation/SCA