

Guidelines of International Cooperation Scheme

1. INTRODUCTION

Technology infusion and/or upgradation of Indian micro, small and medium enterprises (MSMEs), their modernisation and promotion of their exports are the principal objectives of assistance under the International Cooperation Scheme. The Scheme would cover the following activities:

- (i) Deputation of MSME business delegations to other countries for exploring new areas of technology infusion/upgradation, facilitating joint ventures, improving market of MSMEs products, foreign collaborations, etc.
- (ii) Participation by Indian MSMEs in international exhibitions, trade fairs and buyer-seller meets in foreign countries as well as in India, in which there is international participation.
- (iii) Holding international conferences and seminars on topics and themes of interest to the MSME.

2. ELIGIBLE ORGANISATIONS

Besides the Ministry of MSME, events under the Scheme can be organised by:

- (a) State/Central Government Organisations;
- (b) Industry/Enterprise Associations; and
- (c) Registered Societies/Trusts and Organisations associated with the MSME.

3. ELIGIBILITY CONDITIONS

The eligibility conditions for financial assistance under the Scheme are:

- (a) The organisation should be suitably registered (i.e., companies under the Companies Act, societies under the Societies Act, etc.) with the primary objective of promotion and development of MSME.
- (b) The organisation must be engaged in such activities for at least last 3 years and have a good track record.
- (c) The organisation should have regular audited accounts for the past 3 years.
- (d) Events, for which financial support under the Scheme is sought, must have significant international participation.

4. OTHER CONDITIONS

- (a) Financial assistance to one organisation would normally be restricted to two events in a financial year. The Screening Committee may, however, recommend relaxation of this condition for reasons to be recorded.
- (b) The quantum of assistance shall only be supplemental in nature to the contribution of organiser. The financial assistance under the scheme shall not be a source of profit or earning for the applicant organisation and shall be subject to a maximum of deficit incurred by the organisation in participating in/organising the event.
- (c) All publicity material/ banners relating to the event should indicate the support of the Ministry.
- (d) Wherever appropriate, the Ministry may nominate its representative(s) from Ministry or any of its organisations, as its nominee(s) in the delegation.
- (e) The organisation should not have any pending bills / reports / documents for submission to the Ministry relating to any earlier event.
- (f) Performance of the organisation in the past events, if any, should be satisfactory.
- (g) In the events where more than one organisation of the Ministry and / or agencies sponsored under the scheme(s) of the Ministry are participating, as far as possible, one of the organisation of the Ministry would act as lead organisation to coordinate the joint participation.
- (h) In order to make representation in such events more inclusive and equitable, following guidelines must be followed:
 - (i) Adequate representation would be given to SC/ST/Minority/Women entrepreneurs in such events, subject to condition that the best products would be showcased.
 - (ii) While selecting entrepreneurs as well as representative(s) of the participating organisation, priority should be given to persons who have not participated in such events earlier.

5. ASSISTANCE UNDER THE SCHEME

5.1 Budget Estimate of the event

The applicant organisation will submit an application for assistance in the prescribed proforma along with the relevant documents and the budget estimate of the expenditure on the proposed event in the prescribed proforma, giving full details of all sources/items of funding and expenditure. The admissible financial assistance would be worked out on the basis of this budget estimate and in accordance with the criteria/scale mentioned in paragraph 5.2.

5.2 Scales of Assistance and Eligible Items of Expenditure

Items of expenditure for which assistance may be considered under the scheme are specified below:

5.2.1 Deputation of MSME Business Delegations to foreign countries

Assistance would be provided under the scheme to the eligible organisations for deputation of MSME delegations to foreign countries, with the objectives of exploring new areas of technology infusion/upgradation, facilitating joint ventures, improving market of MSMEs

products, foreign collaborations, etc. The eligible items for deputation of MSME delegations and the scale of assistance would be as under:

Sr. No.	Eligible Items	Scale of Assistance
(a)	Air fare	<p>For General Category Entrepreneurs:</p> <ul style="list-style-type: none"> • Micro Enterprises: 85% of the economy class return fare (for one representative from each enterprise). • Small Enterprises: 75% of the economy class return fare (for one representative from each enterprise) • Medium Enterprises: 25% of the economy class return fare (for one representative from each enterprise) <p>For the Enterprises belonging to NE Region/ Women/ SC/ST entrepreneurs:</p> <ul style="list-style-type: none"> • Micro Enterprises: 95% of the economy class return fare (for one representative from each enterprise). • Small Enterprises: 85% of the economy class return fare (for one representative from each enterprise). • Medium Enterprises: 50% of the economy class return fare (for one representative from each enterprise). <p>For office bearer(s)* of the applicant organisation, 100% of the air fare (Economy Class), subject to actuals</p> <p>For Government official(s), as per entitlement with option of getting the expenses on the air fare incurred directly by the Ministry or from the applicant organisation.</p>
(b)	Daily allowance	<p>For office bearer(s)* of the applicant organisation, actuals limited to the entitlement of officer of the rank of Director to the Government of India.</p> <p>For Government officials, as per their entitlement with option of getting DA advance directly from the Ministry or from the applicant organisation.</p>
(c)	Hotel charges	<p>For office bearer(s)* of the applicant organisation, actuals limited to the entitlement of officer of the rank of Director to the Government of India.</p>

Sr. No.	Eligible Items	Scale of Assistance
		For Government officials, as per their entitlement.
(d)	Local Transport**	Actuals, subject to a maximum of US \$ 100 per day.
(e)	Fee for common interpreter and Secretarial services including Phone/Fax /Internet etc.**	Actuals, subject to a maximum of US \$ 100 per day.
(f)	Advertisement/Publicity/Printing of common catalogue **	Actuals subject to maximum of Rs. 100,000/-
<p>Note:</p> <p>(i) The maximum assistance under the scheme for items (a) to (c) above would be limited to Rs. 1.50 lakhs per entrepreneur.</p> <p>(ii) A delegation under the scheme would normally comprise of a minimum of 5 entrepreneurs.</p> <p>*(iii) Assistance under the scheme would be admissible for 1 office bearer of the applicant organisation, if the number of participating entrepreneurs is up to 10 and maximum 2 officer bearers, if the number of participating entrepreneurs is more than 10.</p> <p>* *(iv) Assistance for items listed at (d), (e) and (f) above would be common for the whole delegation.</p>		

5.2.2 Participation in International Exhibitions/Trade Fairs/Buyer-Seller Meets

Assistance would be provided under the scheme to the eligible organisations for participation in International Exhibitions/ Trade Fairs/ Buyer-Seller Meets in order to showcase Indian technologies, expose Indian MSMEs to the latest foreign technologies, access international buyers and sellers and forge business alliances etc.

The eligible items for such participation and the scale of assistance would be as under:

Sr. No.	Eligible Items	Scales of Assistance
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Sr. No.	Eligible Items	Scales of Assistance
(a)	Space rent	<p>For General Category Enterprises:</p> <ul style="list-style-type: none"> • Micro Enterprises : 75% of the actual charges • Small Enterprises : 60% of the actual charges • Medium Enterprises: 25% of the actual charges <p>For the Enterprises belonging to NE Region/ Women/ SC/ST entrepreneurs:</p> <ul style="list-style-type: none"> • Micro Enterprises : 95% of the actual charges • Small Enterprises : 85% of the actual charges • Medium Enterprises: 50% of the actual charges
(b)	Interior decoration	Actuals, subject to maximum of 10% of space rental.

Sr. No.	Eligible Items	Scales of Assistance
(c)	Air fare	<p>For General Category Entrepreneurs:</p> <ul style="list-style-type: none"> • Micro Enterprises: 85% of the economy class return fare (for one representative from one enterprise). • Small Enterprises: 75% of the economy class return fare (for one representative from each enterprise) • Medium Enterprises: 25% of the economy class return fare (for one representative from each enterprise) <p>For the Enterprises belonging to NE Region/ Women/ SC/ST entrepreneurs:</p> <ul style="list-style-type: none"> • Micro Enterprises: 95% of the economy class return fare (for one representative from each enterprise). • Small Enterprises: 85% of the economy class return fare (for one representative from each enterprise). • Medium Enterprises: 50% of the economy class return fare (for one representative from each enterprise). <p>For office bearer(s)* of the applicant organisation, 100% of the air fare (Economy Class), subject to actuals</p> <p>For Government official(s), as per entitlement with option of getting the expenses on the air fare incurred directly by the Ministry or from the applicant organisation.</p>
(d)	Daily allowance	<p>For office bearer(s)* of the applicant organisation, actuals limited to the entitlement of officer of the rank of Director to the Government of India.</p> <p>For Government official(s), as per entitlement with option of getting DA advance directly from the Ministry or from the applicant organisation.</p>
(e)	Hotel charges	<p>For office bearer(s)* of the applicant organisation, actuals limited to the entitlement of officer of the rank of Director to the Government of India.</p>

Sr. No.	Eligible Items	Scales of Assistance
		For Government officials, as per their entitlement.
(f)	Freight and insurance charges for the goods transported to the events.	Actuals, subject to maximum of Rs. 20,000/.
(g)	Local Transport**	Actuals, subject to a maximum of US \$ 100 per day.
(h)	Fee for common interpreter and Secretarial services including Phone/Fax /Internet etc.**	Actuals, subject to a maximum of US \$ 100 per day.
(i)	Theme Pavilion **	Actuals subject to maximum of Rs. 100,000/-
(j)	Advertisement/Publicity/Printing of common catalogue **	Actuals subject to maximum of Rs. 150,000/-
<p>Note:</p> <p>(i) The maximum assistance under items (a) to (f) would be limited to Rs. 2.40 lakhs per entrepreneur.</p> <p>(ii) A delegation for participation in an event under the scheme would normally comprise of a minimum of 5 entrepreneurs.</p> <p>*(iii) Assistance under the scheme would be admissible for 1 office bearer of the applicant organisation, if the number of participating entrepreneurs is up to 10 and maximum 2 officer bearers, if the number of participating entrepreneurs is more than 10.</p> <p>* *(iv) Assistance for items listed at (g), (h), (i) and (j) above would be admissible to the applicant organisation or the Lead organisation (as mentioned in para 5.2.2.1 below) in case of joint participation.</p>		

5.2.2.1 Lead Organisation

In the events where more than one organisation of the Ministry and / or agency sponsored under the scheme(s) of the Ministry are participating, as far as possible, one of the organisation of the Ministry would act as lead organisation to coordinate the joint participation. The lead organisation may set up a theme pavilion, undertake advertisement/publicity and arrange printing of common catalogue, etc. The lead organisation may also arrange common interpreter, secretarial services, fax, internet, phone facilities etc.

5.2.3 Participation in International exhibitions/ trade fairs held in India

Assistance may be provided under the scheme for participation of Indian MSMEs in events like India International Trade Fair (IITF) organised by India Trade Promotion Organisation (ITPO) or such other reputed international exhibitions/ trade fairs held in India as

may be identified. Items of expenditure for which assistance may be considered are specified below:

Sr. No.	Eligible Items	Scales of Assistance
(a)	Space rent	For General Category Enterprises: <ul style="list-style-type: none"> • Micro Enterprises : 75% of the actual charges • Small Enterprises : 60% of the actual charges • Medium Enterprises: 25% of the actual charges For the Enterprises belonging to NE Region/ Women/ SC/ST entrepreneurs: <ul style="list-style-type: none"> • Micro Enterprises : 95% of the actual charges • Small Enterprises : 85% of the actual charges • Medium Enterprises: 50% of the actual charges
(b)	Interior decoration	Actuals, subject to maximum of 10% of space rental.
(c)	Printing of common Catalogue/ Brochure/ Directory etc.**	Up to 50% of the actual cost incurred on printing of common Catalogue/ Brochure/ Directory etc., subject to maximum of Rs. 100,000/-
Note: The maximum assistance under items (a) to (c) above would be limited to Rs. 5.00 lakhs per event per applicant organisation.		

5.2.4 Organisation of International Conferences/ Seminars in India

Assistance may be provided under the scheme for organisation of international Conferences/ Seminars in India wherein the foreign participants/foreign speakers are 50% or more of the total participants/speakers. Items of expenditure for which assistance may be considered are specified below:

Sr. No.	Eligible Items	Scales of Assistance
1	<u>Venue Charges</u> <ul style="list-style-type: none"> (i) Hiring/rent charges (ii) Audio visual equipment and other equipment hire charges (iii) Interior Decoration, including banners, etc. (iv) Food & beverage charges (v) Hotel charges (vi) Secretarial assistance, interpreter charges, etc. (vii) Communication expenses 	Actuals, subject to a maximum of Rs.7.00 lakh.

2	<u>Local Travel & Transport</u>	Actuals, subject to a maximum of Rs. 25,000/day and Rs.1,00,000 for the entire event
3	<u>Publicity/Advertisement/Catalogues, etc.</u> (i) Advertisement/publicity expenses (ii) Catalogue printing charges	Actuals, subject to maximum of Rs. 1.50 lakh.
4	<u>Resource Persons</u> (i) Fee (ii) Air Travel & transport expenses (iii) Boarding & lodging charges	Actuals, subject to a maximum of Rs. 50,000/- per Resource Person from abroad and Rs. 25,000/- per Resource Person from India, subject to overall ceiling of Rs. 2.5 lakh

5.2.5 Quantum of Assistance

5.2.5.1 The quantum of financial assistance will be decided on the basis of the budget estimate (paragraph 5.1 above) & the eligible items of expenditure (as mentioned above), subject to the following limits in respect of international and domestic events:

- (i) International Events: Rs. 25 lakh per event
- (ii) Domestic Events: Rs. 12 lakh per event

5.2.5.2 For international/national events of importance, relaxation in the above-mentioned limits of financial assistance may be made with prior approval of Secretary (MSME).

6. APPLICATION PROCEDURE

Applications for seeking financial assistance, in the prescribed proforma (Annexure I), may be submitted to the Director (International Cooperation), Ministry of MSME, Udyog Bhavan, New Delhi. The applications for the proposed event must be accompanied with the budget estimate and relevant documents, as prescribed.

7. SCREENING COMMITTEE

Applications under the Scheme shall be placed for consideration before a Screening Committee comprising:

- (i) Joint Secretary in the Ministry of MSME – Chairman;
- (ii) Joint Development Commissioner from O/o Development Commissioner (MSME) – Member;
- (iii) Representative of Integrated Finance Wing – Member;
- (iv) Director, National Small Industries Corporation – Member;
- (v) Director (International Cooperation), M/o MSME – Member Secretary

8. FEEDBACK REPORT

The applicant organisation/association shall submit a Feedback report, in the prescribed proforma (Annexure II) on conclusion of the event. The report (in hard copy as well as in soft/electronic form) will give a detailed account of the activities undertaken during the event, including photographs, literature, brochures and other material collected. The Feedback report must be submitted within 15 days of the conclusion of the event.

9. RELEASE OF GRANT

Grants under the Scheme will normally be released on re-imburement basis, after the event is over, on submission of the following re-imburement claim in prescribed proforma (Annexure III).

APPLICATION FORM

1.	Name	
2.	Address of the applicant organisation	
3.	Telephone No.	
4.	Fax No.	
5.	E-mail	
6.	Whether Central/ State/Association /Chambers of Commerce / NGOs	
7.	Name & designation of the contact person along with contact details	
8.	Details of the office bearers of the organisation	
9.	Registration no. of the organisation with date of registration	
10.	Membership number of FIEO/EPC, etc., if registered	
11.	Number of members registered with the organisation (i) Individual members (ii) Institutional members	
12.	Past performance (i) Details of events conducted during the last 3 years (attach separate sheet, if necessary) including those for which financial assistance has been availed under this scheme. (ii) Whether all reports in respect of events sponsored by the Ministry under this scheme have been submitted to the Ministry. If not, give reasons	

Date:**Signature of the office bearer/authorised person
Name & Designation**

DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM

- (1) Copy of Registration Certificate of the organisation (for first time applicant only).
- (2) Copy of Membership Certificate of FIEO/EPC or other organisations, if applicable (for first time applicant only) .
- (3) Copies of Audited Balance Sheet, Profit & Loss A/c or Income & Expenditure A/c of the Organisation for the last 3 years (to be submitted only once in a year).
- (4) Documents/correspondence/brochures/invitation letters for the proposed event.
- (5) Brief note on the objective(s) of the event and likely outcomes/benefits arising out of the proposed participation in the event
- (6) Budget Estimate for the proposed event in prescribed proforma [Annexure I-A].
- (7) Details of the proposed visit/event, the proposed itinerary/programme including the name of counterpart/host organisation(s), schedule and agenda of the meetings, details of site visits etc. [Annexure I-B].
- (8) Tentative List of Entrepreneurs participating in the event [Annexure I-C].
- (9) Resolution from the Association/Organisation authorising its officials to apply/ deal with the Ministry of MSME under the scheme, to be furnished in prescribed proforma [Annexure I-D].

BUDGET ESTIMATE

Expenditure Estimate						
S. NO.	Item	Organisation's contribution (a)	Participant's contribution (b)	Assistance being sought under the scheme (as per para 5.2) (c)	Total Expenditure (a+b+c)	Remarks
1.						
2.						
3.						
Total		*	**	***		

Income Estimate			
S. No.	Source	Amount	Remarks
1.	Applicant Organisation's contribution	*	
2.	Participants' contribution	**	
3.	Assistance sought under IC scheme	***	
4.	Assistance from other Organisations/schemes (if applicable)	1	
		2	
		3	
		4	
5	Income from other sources/ Rent etc.		
Total			

* Total of Organisation's contribution

** Total of Participants' contribution

*** Total of Assistance sought under IC scheme

Annexure I-B

DETAILS OF THE PROPOSED VISIT/EVENT

Date	Time	Activity (Departure / Arrival / Meeting / Site Visit etc.)	Mode of Transport / Place of Meeting or Visit	Name of Host / Counterpart Organisation	Purpose and Expected Outcome

TENTATIVE LIST OF ENTREPRENEURS PARTICIPATING IN THE EVENT

Sl.No.	Name of participant entrepreneur/ office bearer	Whether micro, small or medium / post held in the organisation	Products / services rendered	Whether participated in any such events earlier sponsored by this Ministry or its organisations (if yes, please give details)	Whether belongs to special category i.e. SC/ST/ Minority/ Women/ North-Eastern Region.
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

SPECIMEN OF RESOLUTION TO BE PASSED BY THE ASSOCIATION/ORGANISATION

Resolved that the (name of Association/Organisation) would apply to the Ministry of Micro, Small and Medium Enterprises (MSME) under its International Cooperation scheme for seeking assistance for organising / participating in (details of the event) and for that purpose, (name of Association/Organisation) do hereby authorise Mr/Mrs/Ms (Name of the authorised person) working as (Designation of the authorised person) to apply to the Ministry of MSME, on behalf and in the name of the aforesaid Association/Organisation and also to execute, sign such agreement, certificate, statement, undertaking, declaration, receipt, deeds, instruments, and other writings whatsoever on behalf of the aforesaid Association/Organisation, as may be required for availing of the said assistance under the International Cooperation scheme. The agreements, etc. so executed/signed by the aforesaid authorised person shall be binding on (name of Association/Organisation).

(Authorised Signatory)

Name and Designation

Seal of the Association/Organisation

**FEEDBACK REPORT FOR EXHIBITIONS/FAIRS/BUSINESS DELEGATIONS/ BUYER -
SELLER MEETS**

Event name:
Place:
Duration:
Main Objective(s) of the event:

Details of the event:															
S. No.	Items														
1.	List of participants with address, telephone, fax no., email address (a list or photocopies of the visiting cards of participants may be attached)														
2.	Number of visitors (a list or photocopies of the visiting cards of business visitors may be attached)														
3.	Number of export inquiries generated														
4.	Value of export inquiries generated														
5.	Number of export inquiries translated into business														
6.	Value of export inquiries translated into business														
7.	Other achievements, such as joint ventures, technology transfer agreements, etc. (give details)														
8.	Details of technologies noticed in the event which would be useful for MSMEs in India (copies of the brochures and other relevant literature may be attached): <table border="1" data-bbox="370 1360 1385 1514"><thead><tr><th>Country</th><th>Field/ Sector</th><th>Description of Technology</th><th>Contact details (phone number/ e-mails etc.) of the company</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>			Country	Field/ Sector	Description of Technology	Contact details (phone number/ e-mails etc.) of the company								
Country	Field/ Sector	Description of Technology	Contact details (phone number/ e-mails etc.) of the company												

FEEDBACK REPORT FOR CONFERENCES/SEMINARS

Event name:

Place:

Duration:

Theme of the event:

S. No.	Items	
1.	Brief summary of discussions and recommendations during the event	
2.	List of participants/organisations (name, address, contact details etc.; a list or photocopies of the visiting cards of participants may be attached)	
3.	List of resource persons (name, address, contact details etc.; a list or photocopies of the visiting cards of the resource persons may be attached)	
4.	Soft copy (CD, etc.) and hard copy of the presentations made during the Conference/Seminar	
5.	Summary of conclusions at the end of the Conference/Seminar	
6.	Suggested action points (in bullet form) both at organisation level and Government level	

INDIVIDUAL PARTICIPANTS' FEEDBACK REPORT
(to be filled in by all individual participants separately)

1.	Name of the participating unit																					
2.	Name and designation of the Participant																					
3.	Address: (i) Office (ii) Residence																					
4.	Phone No. (Off.) (Resi.)																					
5.	email																					
6.	Website address																					
7.	Comments of the participant regarding benefits of participation in the event																					
8.	Details of expenditure incurred by the Participant																					
	<table border="1"><thead><tr><th>Sl. No.</th><th>Head of expenditure</th><th>Participant's contribution (a)</th><th>Contribution of sponsoring organisation + Assistance under the scheme (b)</th><th>Total (a+b)</th></tr></thead><tbody><tr><td>1</td><td>Air fare</td><td></td><td></td><td></td></tr><tr><td>2</td><td>Hotel fare</td><td></td><td></td><td></td></tr><tr><td>3</td><td>Traveling and other expenditure</td><td></td><td></td><td></td></tr></tbody></table>	Sl. No.	Head of expenditure	Participant's contribution (a)	Contribution of sponsoring organisation + Assistance under the scheme (b)	Total (a+b)	1	Air fare				2	Hotel fare				3	Traveling and other expenditure				
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1	Air fare																					
2	Hotel fare																					
3	Traveling and other expenditure																					

The above said information is correct to the best of my knowledge.

Date:

Signature of Participant

Name of the Organisation: _____

Address: _____

Government's Approval Letter No. _____ Date _____

Event particulars: Event name _____

Place _____ Duration _____

Statement of Account

Expenditure (Rs.)					Income (Rs.)			
S. No.	Items	Amount in the Budget Estimate	Actual Expenditure*	Amount admissible in accordance with para 5.2	S. No.	Source	Amount in the Budget Estimate	Actual Income*
1.					1.			
2.					2.			
3.					3.			
TOTAL		A	B	C	TOTAL		D	E

* In case there is substantial variation (> 25%) between estimated expenditure/ income and actual expenditure/income, detailed explanatory note along with relevant documents should be provided.

Grant claimed = C subject to a maximum of (B – E), further limited to ceilings in para 5.2.5

Rupees in words _____

UNDERTAKING OF THE APPLICANT ORGANISATION

I hereby certify that the above information is correct and is based on the actual expenditure incurred in organising the event. It is also certified that all the income/revenue collected for the event has been duly and correctly shown above and nothing has been concealed.

Date:

Authorised Signatory

(Name & Designation)

Stamp of the Organisation

CERTIFICATE OF CHARTERED ACCOUNTANT

I have verified the above information from the books of accounts, bills, vouchers, etc., and certify it to be correct.

Stamp

Signature of Chartered Account

Membership No.

Annexure III-B

PRE-RECEIPT

Received cheque no. _____ dated _____ for Rs. _____ (Rupees _____ only) from the Ministry of MSME, on account of International Cooperation Scheme sanctioned under Ministry of MSME letter no. _____ dated _____.

Revenue Stamp

Authorised Signatory

(Name & Designation)

(Stamp of the Association/Organisation)

Place:

Date:

Note: The above to be submitted on Letter Head of Association/Organisation, in triplicate.

FORM GFR 19-A
UTILISATION CERTIFICATE FORM

Letter No. & Date	Amount (Rs.)	Certified that out of Rs..... of grant-in-aid sanctioned during the year in favour of(name of the organisation) under this Ministry/Department letter No. given in the margin and Rs. on account of unspent balance of the previous year, a sum of Rs. has been utilised for the purpose of for which it was sanctioned and that the balance of Rs. remaining un-utilised at the end of the year has been surrendered to the Government (vide no. dated)/will be adjusted towards the grant-in-aid payable during the next year
Total		

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

Kinds of checks exercised:

- 1.
- 2.

Date:

Signature

Name & Designation