



राष्ट्रीय मानव अधिकार आयोग

NATIONAL HUMAN RIGHTS COMMISSION

Manav Adhikar Bhawan, Block-C, GPO Complex,

INA, New Delhi-110023 India

Fax : 91-011-24663311, 24663312

E-mail : nhrcga@nic.in

Website : www.nhrc.nic.in

Monika Joon
Section Officer (Trg.)

F.No.T-11/22/2023-Trg

29th February, 2024

Dear Sir/Madam,

It is to inform you that the Commission has considered your Human Rights Training Proposal and approved the following programme and budget, to be conducted at the earliest **within the current Financial Year 2023-24 (upto 31st March, 2024):**

"One (One-Day) Basic Training Programme on Human Rights for at least 100 participants with total approved budget of Rs.75,000/- (Rupees seventy five thousand only) as Grant in Aid/Financial Assistance from NHRC and minimum Rs.7,500/- (Rupees Seven Thousand Five Hundred only) as institution's contribution [Total Budget= Rs.67,500/- (Rupees Sixty Seven Thousand Five Hundred only)]"

2. You may please go ahead and make all the necessary arrangements for conducting the said training programme as per schedule & budget annexed and adhere with the financial norms of the Commission, otherwise amount will be deducted from the sanctioned budget as per the norms of NHRC. Please also inform us the dates, venue and detailed programme schedule (**Session wise name and details of the Resources Persons** along with a nominee from NHRC to grace the function as Chief Guest/resource person). It may please be ensured that non-adherence of these stipulations and holding the programme without sufficient timely intimation may result in non-payment of financial assistance. You may download reading material from our website <https://nhrc.nic.in/training-&-research/training-programmes/training-guidelines>. Further, you are requested to strictly adhere to the Training Guidelines as there is no scope of any deviation from the budget allocated head-wise for the program.

3. **Only on receipt of the detailed programme schedule (Session-wise with names of the Resource Persons, date and the venue of the program) duly filled Mandate Form (format enclosed) verified by Bank with clear/visible Stamp and a cancelled cheque (in new format with the account number & institution name imprinted on it), the advance part payment i.e. 50% of the total sanctioned amount will be released, subject to the approval of the aforementioned documents by the Commission.** Please inform us in whose favour [Designation & Address in whose name A/c of the Institution is maintained – for electronic clearing

services, kindly submit Mandate Form with proper details in this regard] the payment has to be sent. Once again, I take this opportunity to thank you for the proposal and looking forward for more interaction in promotion of Human Rights.

4. It is also informed that as soon as the event is conducted, photographs and brief of the program should be shared with the Training Division on the very same day & a detailed report along with photos and video within 20 days. These will be used for NHRC Tweets posts and coverage in monthly Newsletter.

5. It may be considered on the priority basis that the programme has to be completed well in time, as well as the Utilization Certificate (GFR 12-A format only- copy enclosed) along with detailed Expenditure Statement duly audited and signed by the Authorized Signatory along with Comparative Statement of Expenditure (sample format enclosed), Original Bills/vouchers (duly verified and stamped by the authorized signatory of the organization), Detailed Programme Report, List of Participants & Resource Persons with their address & contact numbers, Photographs of the event, wherein the banner displaying the name of Commission and theme should be clearly visible (few hard copies and rest complete photos by pen drive), Video Recording of the programme (by pen drive Mandatory), Feedback Forms etc. of the programme must be submitted within 20 days from the commencement of the same for the settlement of the accounts.

With regards,

Yours sincerely



(Monika Joon)

Section Officer

Encl.: (i) GFR-12A,
(ii) ECS Mandate Form format
(iii) Sample Format of Statement of Expenditure
(iv) Annexure of Training Guidelines to be referred for sanctioned budget allocation

To
The Founder,
Bharti Sewa Sadan Trust, Shivpuri,
Ward No 09, Bhudan, Near Church,
Dist Arraria (Bihar) 813104
Email: bsstbihar@gmail.com
Contact No. 7782833655

**GFR 12 – A**

[[See Rule 238 (1)]]

**FORM OF UTILIZATION CERTIFICATE
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect
of recurring/non-recurring
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Govern- ment	Grant received during the year			Total Available funds (1+2- 3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid- General	Grant-in-aid- Salary	Grant-in-aid-creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total



GENERAL FINANCIAL RULES 2017
Ministry of Finance
Department of Expenditure

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure – II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Name.....

Chief Finance Officer

(Head of the Finance)

Signature

Name.....

Head of the Organisation

(Strike out inapplicable terms)

②

MANDATE FORM

ELECTRONICS SERVICE (CREDIT CLEARING) REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

A. DETAILS OF ACCOUNT HOLDER:-

Name of the Account Holder	:	
Complete Contact Address	:	
Telephone Number / Fax / E-mail ID	:	

B. BANK ACCOUNT DETAILS :-

Bank Name	:	
Branch name with complete address, Telephone No. And E-mail	:	
Whether the branch is computerised?	:	
Whether the bank is RTGS enabled? If yes, then what is the branch's IFSC Code	:	
Is the branch is also NEFT enabled?	:	
Type of Bank Account Savings Bank / Current / Cash Credit	:	
Complete Bank Account Number (Latest)	:	
MICR Code of the Bank	:	

Date of effect:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date:

(Signature of Customer)

Certified that the particulars furnished above are correct as per our records.

Signature Verified

(Bank's Stamp)

Date:

(Signature of Customer)

Note:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enable" branch, please submit the information again in the above proforma to the Department at earliest.

Sample Format

Comparative Statement for One Day Training Programme for
NGO/ SHRC (for 100 participants)

S. No.	Item of Expenditure	Head- wise Budget sanctio ned by NHRC	Expenditure Incurred by organization	Deviation, if any, with justification	Enclosed Voucher No. at pg No.
			(sub-head wise)		
1	Meal & Tea Charges @ Rs. 350/- per participants	35,000			
2	Honorarium and TA for 4 Resource Persons @ Rs. 3000 per Resource Person for taking session of 1 ' / hr.	12,000			
3	Training related Expenses including Training Kit @ Rs. 100/- per participant	10,000			
4	Misc. & Contingencies inclusive of Hall Charges Recording /Photography etc.	18,000			
	Total	75,000			
	Less: ORGANIZATION'S CONTRIBUTION (10% of Total Expenditure incurred)	7,500			
	Net TOTAL	67,500			

- (Please go through the Training Guidelines available on NHRC's Website at the given path <https://nhrc.nic.in/training-&-research/training-programmes/training-guidelines> (Annexure-IV). **This statement of expenditure is also required to be duly certified/audited by the Chartered Accountant**)
- You are also requested to kindly send all the relevant documents i.e. original bills/ receipts /vouchers of payment of each heads matching with the SOE (in physical form).

**Proposed Budget for a One Day Basic Training Programme on Human Rights to be
conducted by NGOs/SHRCs**

No. of Participants: 100

No. of Days: 1

<u>Sl. No.</u>	<u>Item of Expenditure</u>	<u>Total Expenditure (In Rs.)</u>
1.	Meals & Tea Charges @ Rs.350/- per participant	35,000.00
2	Honorarium and TA for 4 Resource Persons @ Rs.3,000/- per Resource Person for taking session of 1½ Hrs.	12,000.00
3	Training related Expenses including Training Kit @ Rs.100/- per participant	10,000.00
4	Misc. & Contingencies inclusive of Hall charges, Recording/Photography, etc.	18,000.00
Total*		75,000.00
Contribution of the Institution/Organisation**		7,500.00
Grant to be accorded by the NHRC		67,500.00

* Maximum budget allowed would be Rs.75,000/- (inclusive of Institution/Organisation contribution + Grant in aid of NHRC) and excess would be borne by the concerned apart from their institution/ organization contribution.

**Financial contribution by concerned Institution is exclusive of Logistics, Staff and other support.