

**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE**

**Application Form**

**TAGORE COMMEMORATION GRANT SCHEME (TCGS)**

Applications are invited for financial assistance under the above mentioned scheme from Not-For-Profit Organisations, including Societies, Trusts, Companies and Universities (including University's Centres and Institutions but not its Departments), Research Institutions, Government-assisted Organisations, etc. for supporting lectures, seminars, workshops, cultural shows, literary festivals, exhibitions etc. organized by them to commemorate 150<sup>th</sup> Birth Anniversary of Rabindranath Tagore.

Applicant Organisations may send the completed applications, in the enclosed proforma, to the **Convenor of the concerned Zonal Tagore Commemoration Committee (ZTCC), the details of which are given in the Schedule appended to the Detailed Scheme.**

**Documents to be attached with the application:**

- (a) Copy of the Registration Certificate/ Act/ Government Resolution or Order whereby the Organization became a legal entity.
- (b) Constitution of the Organization/ Memorandum of Association, Rules and Regulations (excepting in the case of Universities and their Centres/ Institutions).
- (c) Present composition of the Board of Management and/ or Governing Body (excepting in the case of Universities and their Centres/ Institutions).
- (d) Copy of the latest available Annual Report.
- (e) A detailed proposal including:
  - (i) description of the proposal for which assistance is requested along with its duration and the qualifications and experience of the staff, if any, to be engaged for the proposal; and
  - (ii) Financial statement of the proposal giving item-wise details and the source(s) from which counterpart funds will be obtained.
- (f) A Statement of income and expenditure of the applicant Organization for the previous three years and a copy of the Balance Sheet for the previous year certified by a Chartered Accountant or Government Auditor.
- (g) (i) An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination, duly signed by the authorized signatory of the applicant Organization.  
(ii) A duly filled-in Resolution referred to in the Bond (in the prescribed proforma).
- (h) Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds.

[Incomplete applications not supported by the required documents will be summarily rejected ]

## **APPLICATION FORM FOR TAGORE COMMEMORATION GRANT SCHEME**

1. Name of the Organisation :
2. Postal Address (with telephone/fax/e-mail address):
3. Date of Establishment & Registration of the Organisation (excepting in the case of Universities and their Centres/ Institutions):
4. Registration number of the Organization (copy of the Registration Certificate and Memorandum of Association to be attached): (excepting in the case of Universities and their Centres/ Institutions).
5. Unique ID Issued by NGO Partnership System : (excepting in the case of Universities and their Centres/ Institutions)
6. Permanent Account Number (Income Tax) :
7. Name of the Banker & Bank Account Number of the Organization:
8. Brief details of the Institution/Organisation, its objectives and activities :
9. Title of the project for which assistance is sought, with date or period of execution:
10. Synopsis of the project (a detailed project proposal to be annexed) :
11. Total estimated cost of the project:

(items-wise details to be included in the detailed project proposal to be annexed)

12. Amount of assistance sought from the Ministry of Culture:
13. Details of the other sources of finance for the project (matching share):
14. Quantum of assistance received during the last three years from Ministry of Culture:
15. Whether or not audited statement of accounts and the utilization certificate in respect the grant released by the Ministry on the earlier occasions have been submitted (If so, copies of the utilization certificate may be enclosed):
16. I certify and declare that :
  - a) the particulars of statements made above are true
  - b) The institution/organisation will abide by the rules and conditions laid down by the Ministry of Culture.

Signature \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation: \_\_\_\_\_  
Office Stamp :

Note: Please enclose all the documents and furnish full information as indicated in enclosed check-list format.

## CHECK LIST

(To be enclosed with the application)

<b>S.No.</b>	<b>Information/ documents Required</b>	<b>Whether information given/documents attached [Please write Yes/No or Not Applicable (NA)]</b>
1.	Registration Number	
2.	Copy of the Registration Certificate and Memorandum of Association to be attached	
3.	Permanent Account Number (if applicable)	
4.	A Synopsis of the project proposal in not more than 150 type-written words	
5.	The detailed project proposal, including complete details of cost of the proposed project	
6.	Audited statement of accounts & utilization certificate in respect of grants released by the Ministry of Culture on earlier occasions	
7.	Last three years' receipt and payment account and balance sheet of the organization, alongwith auditor's certificate	
8.	Whether duly filled in indemnity bond (as per format) has been enclosed	
9.	Whether duly filled in bank authorization letter (as per format) has been enclosed	
10.	Whether duly filled in resolution (as per format) has been enclosed	
11.	Whether Unique ID issued by NGO Partnership System has been indicated.	

Signature-----

Name-----

Designation-----

Office Stamp-----

## **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 office of \_\_\_\_\_ (Name and full address of Registering Authority), vide Registration Number \_\_\_\_\_ dated \_\_\_\_\_ office at \_\_\_\_\_ in the State of \_\_\_\_\_ (hereinafter 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 presents.

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 Grants 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, which ever 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 not be enforceable. But otherwise it shall remain in full force and virtue. If a part 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 alongwith 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 along with 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 any 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 grants in aid by the target dates, specified in the letter of sanction and
- (b) not divert the grants 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 resident of India, the whole or a part amount of the grant with interest @10% per annum thereon.

7. AND THESE PRESENTS ALSO WITNESS THAT

- (i) The decision of the Secretary to the Government of India in the Ministry of Culture on the question whether there has been breach or violation of 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 bonds. The cost can be adjusted from the grants.

In witness whereof these presents 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/Executive Committee of the obligors, a copy whereof is annexed hereto.

( \_\_\_\_\_ )  
Signed for and on behalf of  
the grantee Organization

Name of the Obligor Association,

1. Registration Number  
of Association \_\_\_\_\_

Full Mailing Address

2. Date of Registration \_\_\_\_\_

Telephone No./Mobile No.

3. Registration Authority (RA) \_\_\_\_\_

E.Mail address

4. Mailing Address of (RA) \_\_\_\_\_

Fax No. (if available)

5. Telephone No./Email etc. of RA \_\_\_\_\_

(In the presence of) Witness with name, address and signature

i) WITNESS – 1.

ii) WITNESS – 2.

(Sign)  
Accepted for an on behalf of the President of India  
Designation  
Date  
Name & Address

## RESOLUTION

A meeting of the Executive Committee of \_\_\_\_\_ held on \_\_\_\_\_ and resolved that the terms and conditions laid down in the Ministry of Culture vide its sanction letter No. \_\_\_\_\_ dated \_\_\_\_\_ are acceptable to our Institution and the Committee hereby authorize Shri/Smt. \_\_\_\_\_ President / Secretary to sign the bond, Pre-Stamp Receipt and the Bank Authorization letter on behalf of the Institution.

The following members were present in the meeting:

Sl.No	Name of Member	Signature
1.		
2.		
3.		
4.		
5.		
6.		

Signature of the President/Chairman  
(With Name & Address with Official Seal)

Place:

Date:

## **BANK AUTHORIZATION LETTER**

(I,/We \_\_\_\_\_ Organization/Society/NGOs name)  
would like to receive the sums disbursed by the Ministry of \_\_\_\_\_ to  
me/us electronically to our bank account; detailed below:-

<b>Payee's Particulars</b>	
Name of payee as in Bank Account	
Address	
District	
Pin Code	
State	
Telephone Number with STD code	
Fax No. (if any)	
E-mail Address (if any)	
<b>Bank Details</b>	
Name of the Bank	
Bank Branch (full address & Telephone Number)	
Bank Account Number	
Account Type	
Mode of Electronic Transfer available RTGS NIFD any other	
IFSC Code	
MICR Code	

Account number and IFSC/MICR Codes have been verified by me and are correctly recorded above.

Sd-\*

Manager  
(Bank branch maintaining the Account)  
(Seal)

Signature  
Name \_\_\_\_\_  
Name of Organisation \_\_\_\_\_  
Registration Number \_\_\_\_\_  
Authority & Place of Registration \_\_\_\_\_  
Date of Registration \_\_\_\_\_

\*(To be signed by the Manager of the Bank)



**The following points may be noted/checked before sending the documents**

- (i). The Bond should be on Rs.20/- Non-Judical Stamp paper.
- (ii). The Grantee should put his Signature on every page of the bond.
- (iii). All the columns of the Bank Authorization Letter may be properly filled up and got verified by the Bank Manager/authorities.
- (iv). Name & Signature of two witnesses with full address should be mentioned in the bond.
- (v). The Resolution format should be filled correctly with the signatures of the Chairman/President & members of the organization.

## LIST OF ZONES, THEIR HEADQUARTERS AND ZTCOs

<b>Zones States/ UTs Covered</b>	<b>Conveners of ZTCCs</b>	<b>Address of the Hqrs</b>
<u>Delhi</u> : (hqrs: NCT of Delhi) NCT of Delhi, NCR	Director (P. Arts), Ministry of Culture, Government of India	S&F Section, 2nd Floor, National Archives of India Annexe Bldg, Janpath, New Delhi-110001 Tel: 011-23389608
<u>East</u> (hqrs: Kolkata) West Bengal, Orissa, Jharkhand, Bihar, Andaman & Nicobar Islands	Director, Raja Rammohun Roy Library Foundation	Sector- I, Block DD/34, Salt Lake, Kolkata-700064 Tel: 033-23373463-64 Telefax:033-23373465
<u>North East</u> (hqrs: Guwahati) Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura	Director, North East Zone Cultural Centre	Shilpgram, Guwahati Punjabari, Sixth Mile Guwahati, Assam Tel: 0361-2334797
<u>North Central</u> (hqrs: Allahabad) Uttar Pradesh (except NCR), Uttarakhand, Chhattisgarh	Director, North Central Zone Cultural Centre	14, C.S.P. Singh Marg, Allahabad-211001 0532-2423775 (Off) 0532-2423720 (Fax) 0532-2423698 (PBX)
<u>North</u> (hqrs: Chandigarh) Punjab, Haryana (except NCR), Jammu & Kashmir, Himachal Pradesh, Chandigarh	Director, North Zone Cultural Centre	Kalagram, Manimajra Chandigarh Tel: 0172-2735462
<u>West</u> (hqrs: Udaipur) Rajasthan (except NCR), Gujarat, Dadra & Nagar Haveli, Daman & Diu	Director, West Zone Cultural Centre	Bagore Ki Haveli, Gangaur Ghat, Udaipur-313001, Rajasthan T/F : 0294-2523858 0294-2422567, 2410539
<u>South Central</u> (hqrs: Mumbai) Madhya Pradesh, Maharashtra, Goa	Regional Secretary, Western Regional Office, Sahitya Akademi	172, Mumbai Marathi Grantha Sangrahalaya Marg, Dadar, Mumbai-400001 Tel: 022-24135744 24131948
<u>South</u> (hqrs: Chennai) Tamil Nadu, Kerala, Andhra Pradesh, Karnataka, Puducherry, Lakshadweep	Deputy Director, Kalakshetra Foundation	Thiruvanmiyur, Chennai-600 041 044-24520836/4057/1844 Fax: 044-24524359