

# **Revised Guidelines on Grant-in-Aid Scheme for financial assistance to Organizations/ Institutions for taking-up Programmes/ Projects for the benefit of Women Labour**

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## **1. Introduction**

1.1 The Ministry of Labour and Employment, Government of India, has been financing the voluntary organizations since 1981-82 by way of Grant-in-Aid for taking up action-oriented projects for the benefit of women labour.

1.2 Women workers, especially those in the informal sector are caught in the vicious circle of poverty, indebtedness, lack of economic assets and low-income levels. As a category of workers, they live and work under many constraints and hence are vulnerable to exploitation. To be specific, they are exploited in terms of wages and conditions of work. Very often the working conditions expose them to various health hazards which lead to uncertainty of income and employment. Since they are mostly unorganized, they are not in a position to assert themselves for their rights. Thus, women as a category of workers need special focus. Therefore, it is essential to organize them to make them aware of their rights as workers thereby enabling them to have equal status at work place and in the society.

1.3 Economic independence of women is one of the basic factors which can ensure equal status for women. A clear cut and well defined policy relating to women's employment was, for the first time, embodied in the Sixth Five-Year Plan and emphasized in all the Plans thereafter, laying stress on income generating schemes for women to enable them to participate actively in socio-economic development.

1.4 To achieve the above objective, the Government has been laying stress on the involvement of voluntary organizations in the development process. Ministry of Labour & Employment encourages Voluntary and Non-governmental organizations to take up projects for awareness generation among women labour by providing financial assistance to such agencies for organizing the unorganized women labour through awareness generation programmes. Besides the voluntary and Non-governmental organizations, the Ministry also encourages reputed academic

Institutions to undertake research studies on the problems and issues relating to women labour in informal and unorganized sectors and renders financial assistance to selected Institutions for conducting research studies.

## **2. Scope of Assistance**

2.1 The amount of assistance given to Voluntary and Non-Governmental Organisations for taking up action oriented programmes aimed at benefiting women labour in the unorganized/informal sectors will be restricted to 75% **(90% in case of north-east states)** of the recurring cost of the project as per the approved budget. The remaining 25% **(10% in case of north-east states)** of the cost including non-recurring cost, if any, will have to be borne by the organization. An indicative budget for one day programme for 100 (50 for north east States) women labour is at Annexure I & 2. Duration of the project will be one year.

2.2 Research Studies on Women Labour problems entrusted to institutions will be funded in full and their duration will be decided on a case to case basis.

2.3 Duration of assistance will depend on each project and will be for a minimum of one year and will generally be restricted to the currency of the Five Year Plan. Sanction will however be accorded for a maximum period of three years at a time. Releasing of grants for the project after a year will be subject to fulfillment of prescribed terms and conditions.

2.4 In the event of assistance being available from any other source including international organizations like ILO, UNICEF, etc., for taking up the action programme on a multi-aided approach, total assistance from all sources will not exceed the ceiling mentioned in Annexure 3. If the project is already receiving assistance from any other source, including international organizations, the proposal should give complete details of such assistance. Financial assistance will not be available for such line items that have already been covered under programmes for which assistance have been received from other agencies. Similarly, if the organization is approaching any other source for partial funding, for example for the balance 25%, the Ministry should be kept informed.

**2.5** In case of Central/State Government organisation/institution/ autonomous bodies set under the Act of Parliament/State Legislation or any Self Help Group created under Plan and Non-Plan Scheme of Central/State Government, the extent of assistance to the organisation would be 100%.

### **3. Eligibility**

3.1 The Organizations/Institutions should be one of the following :-

- i) A Society registered under the Societies Registration Act, 1860,
- ii) A Public Trust registered under any law for the time being in force,
- iii) A Registered Trade Union,
- iv) A Charitable Company licensed under Section 25 of the Companies Act, 1956 and
- v) Universities/Institutions of higher learning set-up by an Act of Parliament/Assembly by Central/State Government and Organisations/Bodies/Self Help Group created under Plan/Non-Plan Scheme under the administrative control of Central/State Government Departments

3.2 In the case of a Voluntary Organization:-

- i) The organization should be such that its welfare and other programmes relating to women labour are accessible to the target group without any distinction of caste, religion or language.
- ii) The organization should be in a sound financial position and it should have the capability of executing programmes effectively and smoothly. **A minimum annual expenditure of recurring nature of the order of Rs. 1,00,000/- would, inter-alia, be considered as an indicator.**
- iii) The organization should preferably have two years of practical experience in the implementation of welfare programmes.
- iv) The organization should have been successfully involved in formation and promotion of activities of local Self-help Groups (SHG).
- v) Reputed Organizations/NGOs/Self Help Group/Universities/ Institutions with experience like Mahila Samakhya set up under Government of India/State Government programmes would be given preference.

- vi) For Agencies/Organisations/Institutions set up under Central/ State Government control the in 3.2(ii) & (iii) may not be a binding for allocation of project proposal under Grant-in-aid.
- 3.3. In the case of research projects, the scheme is limited to Universities/Institutions fulfilling the following criteria;-
- i) They shall be registered in India
  - ii) Research/Academic/similar Institutions recognized by the Central/State Governments and Universities recognized by the University Grants Commission.
  - iii) The organization should have prior experience of conducting at least one study in areas of social concern, either in thematic or in methodological dimension.

#### **4. Types of Activities for which Financial Assistance is given\***

- (i) Organizing working women and educating them about their rights and duties under various Labour Laws of Central/State Governments. Legal aid to working women (Annexure IV).
- (ii) Organizing seminars, workshops etc. aimed at raising the general consciousness about the problems of women labour.

**\*Note:** Model topics for awareness campaigns based on various labour laws are given at **Annex-5**. There should be one day programme covering a minimum of five topics. Out of which two topics as given in Annexure 5 are mandatory and for the rest, Organizations are free to develop and suitably modify them for local requirements/target group with the assistance of their resource persons. The number of camps/seminars/workshops should not exceed **two per month** and a maximum of **twenty per year**.

#### **5. Procedure**

- 5.1 Organizations desirous of taking up projects for women labour shall send their applications in Form I **through State Government/District Magistrate**. The **State Government/District Magistrate** will send their comments about the experience, financial capability and suitability of the organization to the Ministry of Labour and Employment within three months. The recommendations of the State Government/**District Magistrate** should be clear and unambiguous and

should be furnished in the prescribed format (**Form II**). **The proposal will be considered only on receipt of recommendations of the State Government/District Magistrate.** If it is felt by the State Government, that, release of grants is not proper to a particular organization, then the State Government shall send their views in this respect to the Ministry of Labour and Employment for consideration of the committee.

**Recognized universities and organizations set up under Government of India programmes can apply directly.**

- 5.2 The proposals shall be examined by a Committee with reference to all relevant factors such as eligibility, nature of activity proposed etc. If necessary, the applicant may be called to make suitable modification of the proposal w.r.t. eligibility, scope, duration, etc. This committee shall be headed by the Joint Secretary, incharge of women labour, Ministry of Labour and Employment and would include representatives from the Ministry of Women and Child Development and Education, Government of India and Financial Adviser (Ministry of Labour and Employment) or his representatives. The committee shall meet as often as necessary and at least twice, in a year preferably during the months of April and August. The decision of the committee will be conveyed to the organization in the form of an offer of Grant-in-Aid in **Form VI**. On receipt of this offer the organization has to submit acceptance in **Form VII**.
- 5.3 The organizations shall request the Ministry of Labour and Employment directly for release of grant installments and a copy of this request/application shall be sent to the State Government/District Magistrate's Office by registered post. The State Government/ Distt. Magistrate will evaluate the work of the voluntary organization/agency and will intimate the Ministry of their views from time to time. If it is felt by the State Government, that, release of grants is not proper to a particular organization, then the State Government shall send their views in this respect to the Ministry of Labour and Employment for consideration of the committee.
- 5.4 The G.I.A. amount for the project shall be released, subject to the terms and conditions mentioned. Renewal is automatic unless specifically terminated on grounds of breach of conditions as prescribed in para 6. The Committee referred

to para in 5.2 shall have such powers to recommend termination of the Grant-in-Aid after due process.

- 5.5 The sanction order will be issued for the entire approved project duration. Release of funds would be on final approval of project and would be on an annual basis wherein 75% of the amount of assistance would be released as first installment on receipt of acceptance letter, agreement bond and calendar of activities from the Organization. The programmes are to be organized only after issue of formal sanction orders and release of first instalment of grant in aid and Balance 25% would be released on completion of project and submission of utilization certificate, audited statement of accounts and necessary supporting documents together with vouchers within three months from the date of completion of programme. The completion report should be in Form.III.

## **6. Terms and Conditions of Grant-in-Aid**

- i) Grant-in-Aid shall be used for the purpose for which sanction is given. An annual Utilization Certificate as per GFR 19A (Form IV) shall be furnished by the organization that the Grants-in-Aid has been utilized for the purpose for which it was sanctioned.
- ii) The organization shall submit a progress report in Form V after every three months for scrutiny by the Ministry. It would be at the discretion of the Ministry to stop further Grants-in-Aid, if it is observed that the desired objectives are not being achieved or the terms and conditions of sanction are not being adhered to. Apart from submitting Quarterly Progress Reports in Form V, the organization should also submit a detailed consolidated Completion Report in Form III alongwith all supporting documents including photographs, banners etc. clearly depicting the date and venue of the camp on completion of the project.
- iii) An Officer of the Ministry/State Government may physically check the work of the Organization to assess the status of the project financed by the Ministry.
- iv) The accounts of the organization shall be open to audit by the Comptroller and Auditor General of India or by the representatives from the Internal Audit of the Ministry and also for verification by Officers of the Ministry or State Government at any point of time.

- v) The amount of Grant-in-Aid released shall be credited to the account of the Organization and withdrawal will be by Cheque/Draft according to the procedure prescribed in the General Financial Rules.
- vi) An audited statement of accounts (in duplicate) duly countersigned by a Chartered Accountant for total cost of the project including organization's contribution shall be furnished to the Ministry within **three months** of the expiry of the time prescribed for which Grant in aid was released **or within three months of completion whichever is earlier.**
- vii) Utilization Certificate as per Form 19A of General Financial Rules in respect of the total amount of Grant-in-Aid sanctioned duly countersigned by a Chartered Accountant shall be furnished to the Ministry within **three months** of the expiry of the time period for which Grant-in-Aid was sanctioned or within three months of completion whichever is earlier.
- viii) Before the Grant is released, the Grantee shall execute an Agreement Bond on Stamp Paper of requisite value with two sureties in favour of the President of India that:
  - a) the grantee will abide by the conditions of the grant by the target dates, if any, specified therein, and
  - b) that the organization will not divert the Grants and entrust execution of the Scheme to another Institution(s) or Organization(s), and
  - c) shall abide by any other conditions specified in the agreement and in the event of failing to comply with the conditions or committing breach of the bond, the Grantee and the sureties individually and jointly will be liable to refund to the President of India, the entire amount with interest thereon or the sum specified under the bond.
  - d) While obtaining the prescribed bond, where it is necessary, the requirement of furnishing two sureties in addition, need not be insisted on if the grantee organization is a society registered under the Societies Registration Act, 1860, or is a Co-operative Society, or in whose case such sureties are not considered necessary by the Ministry.
- ix) The rate of interest to be charged on the terms of the proceeding conditions will be 6% per annum on the amount of grant-in-aid ordered to be refunded.
- x) Release of grants will be subject to the provisions of General Financial Rules, 1968 and amendments thereof as applicable.

- xi) In case of Central/State Government organisation/institution/ autonomous bodies set under the Act of Parliament/State Legislation or any Self Help Group created under Plan and Non-Plan Scheme of Central/State Government, the audited statement of accounts, utilization certificate(in duplicate) should be countersigned by Accounts Officer/designated Audit Officer.
- xii) At the venue of the programme, necessary banners/ boards will be displayed/erected indicating that the programmes are being organized on behalf of Ministry of Labour & Employment, Government of India.
- xiii) Prior intimation about the programmes should be given to the Ministry and State Government well in advance so that, if necessary, officials can be deputed to observe the programmes.
- xiv) Photographs, pamphlets, publicity materials etc. brought out in connection with the programme should be furnished to the Ministry.
- xv) Along with the utilization certificates, the organizations are required to submit vouchers certified by Chartered Accountant on expenditure incurred.
- xvi) The Government of India will have the right to direct the organization for making any changes in the programmes or in the estimated cost.
- xvii) No part of the grant will be utilized for meeting administrative/ establishment expenditure of the organization.
- xviii) The Government may lay down any other condition prior to the release of the grant.
- xix) Violation of any of the terms and conditions will attract penal provisions as per GFR as mentioned at (ix) above, besides blacklisting of the Organisation.

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**Annexure – 1**

**Budget for organizing a one-day Camp/Workshop/Seminar for 50 Women  
Labour for North Eastern States**

<b>Sl. No.</b>	<b>Items</b>	<b>Amount (in Rupees)</b>
<b>A</b>	<b>Honorarium</b>	
A.1	<b><u>Honorarium for Coordinator<sup>&amp;</sup></u></b>	<b><u>1,500</u></b>
A.2	Honorarium for the Office Assistant	500
A.3	Honorarium for Counselor/Motivator <sup>*</sup>	1,000
A.4	<b><u>Honorarium for the Resource Persons minimum 2 Nos.</u></b>	<b><u>1,500</u></b>
A.4	Incentive to Participants @ Rs.100/- per person	5,000
	<b>Total</b>	<b>9,500</b>
<b>B</b>	<b><u>Rent for Hall</u></b>	<b><u>1000</u></b>
<b>C</b>	<b><u>Refreshment/Lunch for the Participants (55X50)<sup>^</sup></u></b>	<b><u>2750</u></b>
<b>D</b>	<b>Stationary</b>	<b>500</b>
<b>E</b>	<b>Miscellaneous Expenses<sup>#</sup></b>	<b>1,500</b>
<b>F</b>	<b>Total (A+B+C+D+E)</b>	<b>15,250</b>

**&:** Coordinator is a person other than Counselor/Motivator and Resource Person and shall be responsible for organizing the programmes.

**\***: includes transport also.

**^:** @ of Rs.55 per person i.e. tea with snacks @ Rs. 5/- and one lunch @ Rs. 50/-

**#** Expenses for banner, poster, sound system, audio visual aids etc.

***NOTE: The number of programmes in a month is limited to two in a month and a maximum of twenty in a year.***

**Annexure – 2**

**Budget for organizing a one-day Camp/Workshop/Seminar for 100 Women Labour**

<b>Sl. No.</b>	<b>Items</b>	<b>Amount (in Rupees)</b>
<b>A</b>	<b>Honorarium</b>	
A.1	<b><u>Honorarium for Coordinator<sup>&amp;</sup></u></b>	<b><u>1,500</u></b>
A.2	Honorarium for the Office Assistant	500
A.3	Honorarium for Counselor/Motivator <sup>*</sup>	1,000
A.4	<b><u>Honorarium for the Resource Persons minimum 2 Nos.</u></b>	<b><u>1,500</u></b>
A.4	Incentive to Participants @ Rs.100/- per person	10,000
	<b>Total</b>	<b>14,500</b>
<b>B</b>	<b><u>Rent for Hall</u></b>	<b><u>1000</u></b>
<b>C</b>	<b><u>Refreshment/Lunch for the Participants (55X100)<sup>^</sup></u></b>	<b><u>5500</u></b>
<b>D</b>	<b>Stationary</b>	<b>1,000</b>
<b>E</b>	<b>Miscellaneous Expenses<sup>#</sup></b>	<b>3,000</b>
<b>F</b>	<b>Total (A+B+C+D+E)</b>	<b>25,000</b>

**&:** Coordinator is a person other than Counselor/Motivator and Resource Person and shall be responsible for organizing the programmes.

**\***: includes transport also.

**^:** @ of Rs.55 per person i.e. tea with snacks @ Rs. 5/- and one lunch @ Rs. 50/-

**#** Expenses for banner, poster, sound system, audio visual aids etc.

***NOTE: The number of programmes in a month is limited to two in a month and a maximum of twenty in a year.***

## Funding Norms for Grant-in-Aid

Categories of expenses for which Grant-in-Aid will be provided	Level of funding	Expenses for which Grants-in-Aid will not be provided
All approved activities	75% of recurring cost of the project as per approved budget (90% for North-Eastern States)	Acquisition of Land and Building, Purchase of Vehicles, Computers, Typewriters, Plant and Machinery etc.
Research Studies by Institutions/Universities on Women Labour problems	100%	
In case of Central/State Government organisation/institution/ autonomous bodies set under the Act of Parliament/State Legislation or any Self Help Group created under Plan and Non-Plan Scheme of Central/State Government	100%	

**Broad objectives of conducting the projects mentioned in Section 4 (i) may be the following:-**

- i) Organizing women labour in informal sector, making them aware of their rights and duties under various labour laws, grievance redressal mechanism of the Central and State Govts.
- ii) Helping women labour to avail various benefits available to them under different labour laws and Schemes operational with various departments under Central & State Government, Social Security Mechanism.
- iii) Legal-aid and counseling support to vulnerable women labour
- iv) Revamping support institutions at local-level for providing services to women workers in distress
- v) Developing models for participation of women workers in management of organization
- vi) Organizing and assisting formation of Self-help Groups of women labourers, and also assisting them in sustaining themselves.
- vii) Sensitizing the women labour regarding Health related issues, Prevention from HIV aids

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**Standard Topics for Awareness Generation Campaigns to be conducted by NGOs / Voluntary Organizations implementing GIA Scheme**

1. Education and Empowerment of Women Labour
2. Laws applicable to Workers in the Unorganised Sectors: An Overview
3. Child Labour: Causes and Consequences
4. Salient Features of Minimum Wages Act, 1948
5. HIV/AIDS and its Implication in the World of Work
6. Health and Labour
7. Strategies for Elimination of Child Labour
8. Convergence of Efforts and its Significance for Elimination of Child Labour
9. Micro-credit and Self-help Groups
10. Salient Features of Child Labour (Prohibition and Regulation) Act, 1986
11. Sustainable Development Strategies for Women
12. Combating Child Labour: Role of Community
13. Child Rights
14. Women and Basic Human Rights
15. Development Programmes and Empowerment of Women Labour
16. Status of Women Labour in India
17. Workers' participation, Gender and Economic Development
18. Access to Community Resources for Development of Women Labour
19. Social Security for Informal Sector Workers
20. Enhancing Livelihood Security through the National Rural Employment Guarantee Programme.
21. Any other social issues of local relevance including Gender imbalance.

**Note: Sl.No.1 & 2 are compulsory for one day camp/workshop/seminar. Other subject would be optional/based on local requirement**

**EMPLOYMENT OF WOMEN – PROTECTIVE LEGAL PROVISIONS**

<b>Sl. No.</b>	<b>Name of the Central Act</b>	<b>Special provisions for women</b>
1.	The Beedi & Cigar workers (Conditions of Employment) Act, 1966.	Provision of crèches for the benefit of women workers in the industrial premises wherein more than fifty female employees are ordinarily employed.
2.	The Plantation Labour Act, 1951.	Provision of crèches in every plantation wherein fifty or more women workers (including women workers employed by any contractor) are employed or where the number of children of women workers (including women workers employed by any contractor) is twenty or more. Women workers are provided time off for feeding children.
3.	The Contract Labour (Regulation & Abolition) Act, 1970	Provision of crèches where twenty or more women are ordinarily employed as contract labour. Female contract labour to be employed by any contractor between 6.00 A.M. and 7.00 P.M. with the exception of mid-wives and nurses in hospitals and dispensaries.
4.	The Inter State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979	Provision of crèches for the benefit of women workers in establishments wherein twenty or more women are ordinarily employed as migrant workers and in which employment of migrant workers is likely to continue for three months or more.
5.	The Factories Act, 1948	Provision of crèches in every factory wherein more than thirty women workers are ordinarily employed.
6.	The Mines Act, 1952	Employment in mines below ground prohibited and in any mine above ground except between the hours of 6 am and 7 pm however no employment of women between 10 pm and 5 am is permitted. Further, women employed above ground shall have rest period not less than eleven hours. Provision of separate toilets and washing facilities for women workers.
7.	The Maternity Benefit Act, 1961	Maternity benefits to be provided on completion of 80 days working. Not required to work during six weeks immediately following the day of delivery or miscarriage. No work of arduous nature, long hours of standing likely to interfere with pregnancy/normal development of foetus or which may cause miscarriage or is likely to

		affect health to be given for a period of six months immediately preceding the period of one week before delivery. On medical certificate, advance maternity benefit to be allowed. Rs.3500/- as Medical bonus to be given when no prenatal confinement and post natal care is provided free of charge
8.	The Equal Remuneration Act, 1976	Payment of equal remuneration to men and women workers for same or similar nature of work protected under the Act. No discrimination is permissible in recruitment and service conditions except where employment of women is prohibited or restricted by or under any law.
9.	The Employee's State Insurance (General) Regulation, 1950	Claim for maternity benefit becomes due on the date medical certificate is issued for miscarriage, sickness arising out of pregnancy, confinement or premature birth of child. Claim for maternity benefit becomes due on (General Regulation 1950) the date medical certificate issued for miscarriage, sickness arising out of pregnancy, confinement or premature birth of child.
10.	The Beedi Workers Welfare Fund Act, 1976	Appointment of women member in the Advisory and Central Advisory Committee is mandatory under these Acts
11.	The Iron Ore Mines, Manganese Ore Mines and Chrome Ore Mines Labour Welfare Fund Act, 1976.	
12.	The Lime Stone and Dolomite Mines Labour Welfare Fund Act, 1972	
13.	The Mica Mines Labour Welfare Fund Act, 1946.	
14.	The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.	Representation of a women member on Building and other Construction Worker Welfare Boards. Provisions for maternity benefit to female beneficiaries of the Welfare Fund. Provision for crèches where Provision for crèches where more than 50 female construction workers are ordinarily employed.
15.	The Industrial Employment (Standing Orders) Act, 1946.	Provision regarding safeguards against sexual harassment of women workers at their work places.

**Form- I**

**Application for financial assistance to NGOs/VOs for action-oriented projects on Women Labour. \***

**(d) ABOUT THE ORGANIZATION:**

1. Name and address
  
2. Nature of the Organisation  
(eg. Society, Trust, Co-operative, etc.)
  
3. Date of Constitution,  
Registration along with the following papers :
  - a) Copy of Certificate of Registration
  - b) Copy of Prospectus/Bye Laws
  - c) Board of Management/Executive Body of organisation in the following format:

Sl. No.	Name	Social Category	Academic Qualification	Nature of Association ( Full-time / Part-time)	Position held in the Organisation	Signature

- d) Annual Report of the previous three years
  - e) Copy each of the Receipts and Payments Accounts and/or Income and Expenditure Account and the Balance Sheet for the previous three years certified by a Chartered Accountant or a Government Auditor
  
4. Brief history and a brief account of the activities of the organisation since inception particularly in the field of women labour and whether similar programmes, have been taken up on behalf of other Government Departments.



5. Details of activities undertaken by the organization so far\*:

Sl. No.	Year	Name of Activity	Details of Activity	Source of Funds indicating amount	Location/ Area of Activity	Duration of the activity	Target Group	No. of Beneficiaries

\* *Information in the boxes should be provided with adequate clarity. Additional sheets may be used for the purpose*

6. Details of present office bearers:

Name & address	Qualification	Profession	Designation in the organization

7. Additional information, if any

8. List of additional papers, if any

9. Details of activities proposed to be undertaken by the organization for the benefit of women labour

Sl. No	Year	Month	Name of the Programme	Contents of the Programme	Venue of the Programme	Duration (in Days)	Key Resource Persons for the Programme*	No. of women labour participants per programme

\*Full details like name and address, qualification and profession should be given

**II. About the Projects:**

1. Name of the Project
2. Palace of proposed project :  
(viz District/Municipality/Block/Village)
3. Objectives of the Projects :
4. Duration of the Project (one year from .....to.....)
5. Target Groups (field of work of women labour
6. Total No. of women labour to be organized
7. Total cost of the proposed project  
(cost with item-wise break-up as at Annex I/A)
8. Cost (with item-wise break-up) of any similar project  
previously financed by the Ministry
9. Extent of financial assistance sought from the  
Ministry for the proposed Project

10. Other sources of finance for the project  
(e.g. own funds, other organizations, etc.)
  11. Per beneficiary cost:-
  12. Output in measurable terms  
(e.g. Number of Women labour expected to be benefitted, Type of benefits etc.)
  13. A brief write up of the proposed programme  
(to be enclosed separately)
  14. Any other relevant information
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**\*Note:**

- (i) Each column of the proforma should be filled up avoiding usages such as copy enclosed, see annexure, see audit report, annual report etc.
- (ii) All the documents to be enclosed should be in the order in which they are mentioned in the application form and should be properly indexed and numbered consecutively.

## Form- II

### Report from State Governments on project proposals submitted by Voluntary Organizations under the Grant-In-Aid Scheme on Women Labour\*

1. Name & Address of the Organisation
  
2. Title of the Project
  
3. Year of registration of the Organisation
4. Place of Registration
5. Registration valid upto
6. Objectives of the Organisation
  - (i)
  
  - (ii)
  
  - (iii)
  
  - (iv)
  
7. Activities taken up by the Organisation in the preceding 3 years:
  - (i)
  
  - (ii)
  
  - (iii)
  
8. Experience of the Organisation in undertaking women labour Projects
  
9. Financial status of the Organisation:
10. Details of assets and liabilities (Last one year only)
  - a) Land and building
  - b) Equipment, furniture etc.

- c) Fixed Deposits, investment made, loans given
- d) Cash in hand and cash at bank
- e) Borrowings
- f) Other liabilities, if any

11. Source of funding of activities taken up in the previous 3 years (Central Govt./State Govt./other Govt. Depts./other Organizations). Please specify year, amount & source

(i)

(ii)

(iii)

12. Details of funding from external sources (other than those mentioned in col.11). Please specify year, amount and source.

(i)

(ii)

(iii)

13. Area in which the organisation wishes to take up work. (District, Block, Village)

14. Whether the organisation has undertaken work in the area previously.(Please mention period since when the agency has been working in the area and the nature of work taken up)

15. Persons involved with the project (Resource Persons)

Sl. No.	Name	Residential Address	Educational and other Qualifications	Occupation	Institutions to which they belong

16. Whether the Organisation has the experience/ability to take up the present project?

17. Whether the project is complete in all respects in accordance with the requirements of the scheme?
18. Whether there is any other women labour project of similar nature being implemented in the area?

Certified that the above facts have been verified. The project proposal is duly recommended for consideration by the Ministry of Labour and Employment, Government of India.

**Name, Stamp and Signature of Officer  
of the State Government** (Not below the rank of Joint Secretary)/  
**Distt. Magistrate**

**\*Note: Usage of wording such as copy enclosed, see annexure, see audit report, annual report etc. should be avoided while filling up the form.**

## FORM III

### Completion Report (Para 5.2 of Guidelines)

1. Name & Address of Organization :
2. Title of project sanctioned :
3. Sanction No. & Date :
4. Total approved cost of Project :
5. Amount of GIA sanctioned by the Ministry :
  - (a) First instalment received
  - (b) Second instalment due
  - (c) Organization's contribution
6. Details of projects/camps :
  - (a) Approved by Ministry
  - (b) Actually organized
7. Date of commencement of the project :
8. Date of completion of the project :
9. Target group and No. of Women Labour targeted :
10. No. of Women Labour actually organized :

11. Report of activities undertaken :

Details of Camps	Full Address of venue	Details of resource persons	No. of women labour organized	Report of proceedings in the camp (to be detailed separately)
1.		1. 2. 3.		
2.				
3.				
4.				

12. Shortfalls if any, and reasons thereof:

Place:  
Date

Signature:.....

Name of Secretary of Organisation with stamp: .....

Encls **(in originals)** :

- i) Audited Statement of Accounts certified by Chartered Accountant(in duplicate)
- ii) Utilisation Certificate certified by Chartered Accountant (in duplicate)
- iii) Vouchers Certified by Chartered Accountant
- iv) Photographs of each Camp indicating name of Ministry, name of programme, date and venue
- v) Certified list of women labour participants
- vi) Any other relevant document



**CERTIFICATE FROM REGIONAL LABOUR COMMISSIONER(CENTRAL)/VILLAGE PRADHAN / REVENUE INSPECTOR /LOCAL AUTHORITY / MUNICIPAL AUTHORITY/DRDA AUTHORITY/LOCAL LABOUR AUTHORITY/ELECTED AUTHORITIES ETC. TO BE PRODUCED BY ORGANIZATION ALONG WITH COMPLETION REPORT**

Certified that \_\_\_\_\_(name of the organisation) has successfully conducted all the sanctioned women labour programmes during the period from \_\_\_\_\_ to \_\_\_\_\_ at the venue(s) mentioned in the report (Col. 11) at a total cost of Rs. .... including Rs..... as organization's contribution as mentioned in the audited statement of accounts. It is recommended to release the remaining amount of grant in aid to the organisation.

(Signature):.....  
(Name & Designation with stamp):.....

Place:  
Date

**FORM OF CERTIFICATE FROM RESOURCE PERSON**

I \_\_\_\_\_(name of resource person) was engaged as a resource person by the \_\_\_\_\_(name of the organisation) in connection with the women labour awareness project conducted by the organization at \_\_\_\_\_(name of venue) on \_\_\_\_\_ on the topic \_\_\_\_\_.

Signature.....  
Name & Designation :.....  
Address:.....

Place:  
Date:

**Form (GFR) 19A**

**Utilisation Certificate**

**(Accounting Year \_\_\_\_\_)**

Sl. No.	Letter No. Date	Amount (Rs.)

Certified that out of Rs.....of Grants-in-Aid sanctioned during the year ..... in favour ..... under this Ministry's 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 for which it was sanctioned and that the balance of Rs..... remaining unutilised at the end of the year has been surrendered to Government vide letter No.....dated.....

3. Certified that I have satisfied myself that the conditions on which the Grant-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 utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.
- 4.

Signature.....

Designation.....

Date.....

**Progress Report**

**Details of the activities undertaken by the organization so far \***

Sl. No.	Year	Name of the Activity	Details of Activity undertaken	No. of Beneficiaries	Geographical Location / Area of Activity	Duration of the activity	Target Group (specify social categories)	Details of Expenditure Incurred

\* *Information in the boxes should be provided with adequate clarity. Additional sheets may be used for the purpose*

No:S-42025/ /20 -C&WL-II  
Government of India/भारत सरकार  
Ministry of Labour & Employment/श्रम एवं रोजगार मंत्रालय

New Delhi, dated .

OFFER OF GRANT-IN-AID

To  
The Secretary

Subject:- Grant-in-aid to ..... for  
organizing..... women labourers for awareness generation.

Sir,

I am directed to refer to the project proposal submitted by your organization through the State Govt. of \_\_\_\_\_ on the above subject and to say that the Ministry has approved the project as per details enclosed, subject to the following:

- i) Letter of Acceptance and Agreement Bond, Agency Details, duly filled up, should be returned to this Ministry **within 10 days** of receipt of this letter with copy to State Government /UT (Labour Department).
- ii) Standard topics for awareness campaign are enclosed. Organizations are required to adhere to these topics organizing the programmes.
- iii). You are required to furnish details of exact dates of commencement of the project, venue and calendar of activities proposed to be undertaken to this Ministry alongwith Acceptance and Agreement Bond.
- iv). Release of funds for the project will be subject to the enclosed Terms and Conditions which should be returned to the Ministry duly accepted.
- v) Release order for first installment will be issued after receipt of Acceptance and Agreement Bond(on Stamp Paper) duly filled and signed on behalf of the organization clearly indicating Ministry's Share for the programme.

- vi) The programmes are to be organized only after issue of formal sanction orders and release of first installment of grant in aid.
- vii). You will maintain separate accounts of the grant received under this scheme and **furnish details of your Bank along with branch code.**

Yours faithfully,

Encls: as above.

Section Officer

Copy to the Secretary, Department of Labour, Govt. of  
no. dated .

w.r.t. their letter

Section Officer

S.No.	Item of Expenditure	Budget proposed by organisation	Budget approved by Ministry

**Letter of Acceptance**

**To**

The Section Officer,  
C&WL-II Section (Women Cell),  
Ministry of Labour & Employment,  
Shram Aur Rozgar Mantralaya ,  
Shram Shakti Bhawan, Rafi Marg,  
New Delhi-110001

**Subject:** Ministry of Labour letter No. ....dated.....

**Sir/Madam,**

We hereby accept the Grant-in-aid offered for our project proposal mentioned in the above reference along with all terms and conditions communicated therewith.

We request you to issue orders for release of first Installment of Grant-in-aid at the earliest. Agreement Bond duly signed, calendar of activities and other required documents are enclosed.

Place:

Date:

**Signature:**

**Name and stamp of Secretary of organisation**

Copy to:

- 1. The Secretary (Labour), Govt. of \_\_\_\_\_**

Procedure/steps involved in considering GIA proposals

1. Preliminary examination of the proposals recommended by the State Governments will be carried out in the Ministry.
2. If the proposal is found in order as per the guidelines, it will be further examined for approval of Joint Secretary (Women Labour) for placing before the GIA Committee.
3. The Committee will be headed by Joint Secretary (Women Labour) with representatives of the following as members:-
  - (a) Ministry of Women and Child Development
  - (b) Department of Education, M/o Human Resource Development
  - (c) National Commission for Women
  - (d) V V Giri National Labour Institute
  - (e) FA, M/o Labour & Employment or his representative.
4. The Committee shall meet as often as necessary and at least twice a year.
5. The cases as recommended by the Committee will be processed for the concurrence of IFD
6. After approval of IFD, it will be conveyed to the organization in the form of an offer of grant in form III and they will be asked to convey their acceptance of the offer and execute Agreement Bond, calendar of activities etc.
7. On receipt of acceptance in Form IV, sanction order will be issued for release of first instalment of Grant-in-aid and the organization is required to furnish exact dates of starting the project(s) and venue etc.
8. On completion of project(s), the organization will submit completion report along with utilization certificate, audited statements of accounts and necessary supporting documents together with vouchers to the Ministry within three months from the date of completion of project for release of second instalment.
9. On receipt of completion report release of second instalment will be recommended to IFD.