To

The District Magistrate/ Collector & Chairperson
National Child Labour Project Society,
All NCLP Districts

Subject: Liabilities under the NCLP Scheme

Sir/ Madam,

It has been observed that liability claims are being projected by NCLP Project Societies for previous years and in some cases very old claims. The same are being received without complete details which is making it difficult for processing. In order to process these liabilities expeditiously a mechanism has been developed along with a prescribed format to facilitate calculation of item-wise liabilities for each of the financial year to process the claims which are as follows:

1. Liability claims should be furnished year-wise indicating item-wise break-up, duly signed by DM/DC. Separate sheet of format should be used for each year for which liability is claimed.
2. While claiming liability under Stipend head, details of the children indicating name, bank/post office account, period, amount etc. should also be furnished.
3. Number of staff employed for claiming liability of honorarium should be furnished duly signed by DM/DC.
4. If liability has not been shown in the balance sheet/audited statement for that particular year, certification from DM/DC should be furnished explaining proper reasons for the same.
5. Reasons for not utilizing the unspent balance available for clearing liability in the financial year itself should also be given in the prescribed format.

2. The Project Societies are requested to submit their liability claims, if any, only in the prescribed format duly signed by DM/DC immediately.

Yours faithfully,

(Anita Tripathi)
Deputy Secretary
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Copy to:

1. Project Directors, All NCLP Societies – for information and necessary action.

2. NIC, M/o L&E to uploading this communication on the website of Ministry

Copy also for information to:

PS to JS&FA, PA to JS(DK)
Director (Finance)
Child Labour Division/IFD
<table>
<thead>
<tr>
<th>Remarks</th>
<th>If any,</th>
<th>Year (Yes/No)</th>
<th>Current balance (column 4)</th>
<th>Subsequent liability</th>
<th>Total (column 3+4)</th>
<th>Accountant's statement of the audited year paid (paid)</th>
<th>Remaining expenditure already incurred for the year (paid)</th>
<th>Item of expenditure</th>
<th>No.</th>
<th>Remarks</th>
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Note: date of starting/cessation may also be mentioned if STCs were not operational during whole of the financial year.

Number of STCs which liabilities claimed:

STMS of Labilities

Name of the Project Society:

District/State:

Number of Special Training Centres (STCs) run during the Year:
and NCP Schools engaged during the liability period should be submitted.

Also be sent in respect of stipend.

Claims received in any other format will not be acceptable.

The statement should be duly verified as correct and signed with stamp/seal of DM/DC.

Please fill up different sheet for each financial year for which liability is claimed.

NOTE: