

F.No.S-27025/21/2015-CL
Government of India
Ministry of Labour & Employment
(Child Labour Section)

Shram Shakti Bhawan,
New Delhi, dated 27th October 2015

To

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

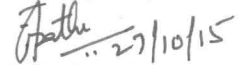
Subject: **Liabilities under the NCLP Scheme**

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 alongwith **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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Child Labour Division : 23473295
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

	(C) Recurring Budget of Special Training Centres(STCs)								
1	Honorarium to Educational Instructors								
2	Honorarium to Vocational Instructor								
3	Clerk-cum-Accountant								
4	Helper/ Peon								
5	Stipend								
6	Rent, Water & Electricity								
7	Education & Vocational Material								
8	Contingencies								
	Total (C)								
	GRAND TOTAL (A+B+C)								

Grant-in-aid received during the financial year:

Interest earned/ miscellaneous income during the financial year:

Total amount available for the Financial Year:

Unspent balance available with the Project Society at the end of Financial Year:

Reasons for not utilizing the unspent balance available for clearing liability in the financial year itself:

(Signature of Project Director with Name and Stamp)

(Signature of DM/DC with Name and Stamp)

NOTE:

- 1 Please fill up different sheet for each financial year for which liability is claimed.
- 2 The statement should be duly verified as correct and signed with stamp/ seal of DM/DC
- 3 Claims received **in any other format** will not be acceptable.
- 4 The complete details regarding name, age, present address, Bank Account details. etc. of the children should also be sent in respect of stipend.
- 5 Regarding liabilities towards honorarium of volunteers pertaining to Instructors, Doctors, Accountants, etc., a certificate from the District Magistrate/ Collector certifying the number of the voluntary staff of the Project Society and NCLP Schools engaged during the liability period should be submitted.