

**APPLICATION FOR FINANCIAL ASSISTANCE UNDER THE
CENTRAL SCHEME OF ASSISTANCE TO VOLUNTARY HINDI
ORGANIZATIONS***

PART—I

From :

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To

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Sub : Grants under the scheme of assistance to Voluntary Hindi Organization

Sir,

I submit herewith an application in duplicate for a grant under the scheme entitled "Assistance to Voluntary Hindi Organizations". I certify that I have read the rules and regulations governing grants under this scheme and I undertake to abide by them. On behalf of the management I further agree to the following conditions :-

- (a) All assets created out of the grant given by the Government will not be transferred to any person/institution without the prior concurrence of the Government of India. If at any time, the organization/institution ceases to exist, the property built or equipment purchased out of the Central grant will revert to the Government of India.
- (b) The accounts of institution shall be properly maintained and may be checked by the Officer deputed by the Government of India or the State Government.
- (c) If the State Government or the Central Government have reason to believe that the affairs of institution are not being properly managed or the sanctioned money has not been utilized for the approved purpose, the Government of India may stop payment of further instalments of grants and the management will undertake to refund such money as the Government may desire.
- (d) The Institution shall exercise the utmost economy in its working especially in respect of expenditure out of the Central grant for building and equipment.
- (e) In the case of the grants for buildings, the construction operations will be carried out within the period specified by the Government.

*Application form may be submitted to the concerned Regional Office. Addresses of the Regional Offices and states covered by their limits are given at page No. 13

- (f) No change in the plan of building will be made without the prior approval of the Government.
- (g) The grant will be utilized only for the purpose for which it will be sanctioned.
- (h) Progress reports about the project/scheme will be furnished at regular intervals.
- (i) The institution will bear the balance of the estimated expenditure on the scheme/project or the institution will bear 25 per cent of the expenditure and the balance will be borne by the State Government.

(Please strike out the conditions which are not applicable)

Yours faithfully,

(Signature)

Designation

Office Stamp

GOVERNMENT OF INDIA
CENTRAL HINDI DIRECTORATE
DEPARTMENT OF HIGHER EDUCATION
MINISTRY OF HUMAN RESOURCE DEVELOPMENT

CENTRAL SCHEME OF ASSISTANCE TO HINDI ORGANIZATIONS

Application Form

PART—II

(To be completed by the Institution)

1. Name of the Institution/Organization etc. applying for (Status to be specified to any parent organization itself, and whether it is registered or not etc.)
2. Total assets of the Institution/Organization in the form of building, further equipment, library books etc.
3. Details of grants received from State Government or other source and the amount raised by way of donation etc. during the last 3 years (source and purpose to be clearly and precisely indicated in each case).
4. Whether a request for grant-in-aid had been made to the State Government earlier, if so, with what result.
5. Brief description of the objects and activities of the Institution/Organization etc.
6. Scheme for which grant is requested. It may also be stated whether the scheme is of a recurring or non-recurring nature and if of the former category the period over which it will have to be spread.
7. Justification for the project/scheme indicating the features of the institution which enable it to Central assistance and also how it will help in the fulfillment of objectives of propagation and development of Hindi.
8. Whether suitable facilities for undertaking the project/scheme are available.

9. Total expenditure on the scheme for which grant is requested. Detailed break-up of this expenditure should be given in such a way that every paise is accounted for and each item is capable of being checked up, if required e.g. :—
- (i) In the case of expenditure on establishment, number and names of persons employed, their pay and scales of pay and other financial benefits, their designations and duties should be specified.
 - (ii) In case of purchase of equipment, price of each article to be purchased together with clear justification for the same should be given.
 - (iii) In case of construction of a building or expending it or carrying out repairs to it, It may be stated if necessary land for the proposed building is available and the plans and estimates have been approved and if so, by whom.
 - (iv) In the case of purchase of a building it should be stated that the reasonableness of the cost of the building has been certified and if so, by whom. Total plinth area and justification for the same should be given. To afford justification it may be necessary to give the number of persons for whom building is required and so on.
10. Likely dates of commencement and completion of the project/scheme.
11. Amount of grant requested.
12. Sources from which total expenditure for the scheme is to be met.
(Column 9 minus Column 2)
13. **List of papers/statements to be attached (in duplicate)**
- (a) Prospectus or a note giving aims and objects of the institution.
 - (b) Constitution of the Board of Management, particulars of each member and a copy of Registration certificate.

- (c) Latest available annual report.
- (d) Audited accounts for the last three years alongwith copies of certified balance sheets.
- (e) A statement giving details (year, purpose, amount etc.) of assistance received during the last five years from the Central/State Governments, Central Social Welfare Board, Local Bodies or any other quasi-Government institution including requests made to any one of those organizations.
- (f) A statement giving details of estimated recurring and non-recurring expenditure on the project/scheme.
- (g) Plans and estimates of the building reasonableness of the cost of building duly approved by any of the following :—
 - (i) State Public Works Department or;
 - (ii) An Officer of the Engineering Department of a local Body, Corporation or Improvement Trust of the status of not less than an Executive Engineer or;
 - (iii) An Engineer employed by the Education Department to look after the State Government Building. (In the case of construction of buildings costing not more than Rs. 25,000/- only a statement that the rates are not more than those approved by the state P.W.D. for similar work will be sufficient;
- 14. A statement indicating the equipment, apparatus, furniture, library books etc. (by numbers of details whichever is possible) already available (to be furnished in case of grant for these items);
- 15. In the case of publication work one copy of the manuscripts together with a certificate from the author authorizing its publication by the institution may kindly be attached.
- 16. List of additional papers, if any.
- 17. Additional information, if any.

(SIGNATURE)
DESIGNATION
OFFICE STAMP

PART—III

(To be filled in by the State Government/Union Territory Administrations in respect of Hindi Medium Schools in Non-Hindi Speaking State).

1. Name of the School.
2. Level upto which instruction is imparted (Primary, Middle, High School/Higher Secondary)
3. Whether recognized and/or aided by the State Government ? If so, whether recognition has been granted for all the Departments of School ? Please State the Department not recognized, if any.
4. Medium of Instruction at Primary/Middle and High School/Higher Secondary Levels.
5. Total Number of students in each class where mother tongue is not Hindi but are receiving instruction through the medium of Hindi.
6. No. of students in each class whose mother tongue is not Hindi but are receiving instruction through the medium of Hindi.
7. Expenditure approved by the State Education Department (item-wise) under the State Grant-in-aid rules for maintenance grant to the School for the year for which the grant is claimed.
8. Amount of maintenance grant admissible under State Grant-in-aid rules on the basis of approved expenditure for item 5 above.
9. Income from other sources during the year.
10. Net deficit certified by State Education Department (item 7 minus item 8 and 9).

(SIGNATURE)

DESIGNATION

OFFICE STAMP

**Name and Address of the Regional Office of the Deputy Director (L),
Central Hindi Directorate**

**Deputy Director (L), Regional Offices
Addresses**

The area covered by their limit

Deputy Director (L),
Central Hindi Directorate, Regional Office,
C/o Dass Enterprise, Jayanagar, P. O.
Khanapara, Guwahati-781022, (Assam)
Tele:-0361-2260466

Assam, Arunachal Pradesh, Nagaland,
Manipur, Meghalaya, Mizoram, Tripura,
Sikkim

Deputy Director (L),
Central Hindi Directorate, Regional Office,
1, Council House Street, First Floor,
North Wing, Kolkata-700001
Tele:-033-22421973

Bihar, West Bengal, Orissa, Andaman and
Nicobar Island, Jharkhand

Deputy Director (L),
Central Hindi Directorate, Regional Office,
Kendriya Sadan, Ground Floor, Block
No. VI, Sultan Bazar, Hyderabad-500095
(A.P.)
Tele:-040-22653529

Gujarat, Andhra Pradesh, Maharashtra, Goa,
Karnataka

Deputy Director (L),
Central Hindi Directorate, Regional Office,
Shastri Bhawan, First Floor, Block No. 5,
26 Haddows Road, Chennai-600006
Tamil Nadu
Tele:-044-28278446

Tamil Nadu, Kerala, Lakshadweep Island,
Pondicherry

Director
Central Hindi Directorate,
West Block No. 7, R.K. Puram,
New Delhi-110066
Tele :-011-26186311
011-26105211

Uttar Pradesh, Delhi, Punjab, Haryana,
Himachal Pradesh, Jammu & Kashmir,
Madhya Pradesh, Rajasthan, Uttaranchal,
Chhattisgarh