

## Ministry of Culture

### Guidelines for processing the cases received under the Museum Grant Scheme

#### **Action to be taken in respect of new proposals**

1. **Receipt of Applications:** All applications for seeking financial assistance under the Museum Grant Scheme must be addressed to the Section Officer, Museum – I Section, Room No. 333 A - C Wing, Shastri Bhawan, New Delhi. Applications may be sent by post or delivered by hand at the above address. **No other officer in the Ministry can accept papers / documents related to the financial grant under the scheme.**
2. **Registration of application**:- Each application will be assigned a Unique Registration number. A list showing all the project proposals received for financial assistance each month along with their status will be put on the website of the Ministry of Culture each month.
3. **Preliminary scrutiny of the application** :- The section will scrutinize the application to see whether it is in the prescribed format, whether all necessary papers/documents, as per the guidelines of the Ministry, are attached with the application, etc. and put-up on file with the observations **within 07 working days** of receipt of proposal in the section.
4. **Action in respect of incomplete/deficient application**: - In case the application is found to be incomplete/deficient of any required document in the preliminary scrutiny as stated above, the proposal will be returned **in original with all enclosure** to the concerned organization pointing out the deficiencies in the proposal with the advice to submit the proposal after completing all necessary papers/documents. Such deficient proposal will be returned to the organization **within two weeks** of receipt of the application in the section.
5. **Action in respect of complete proposals** :-
  - (i) Applicant organization will be informed of the receipt of the proposal and the Registration Number assigned by the Ministry with the advice that they may like to enquire the status of their proposal after **four months**. No inquiry will be entertained before this period.

- (ii) If the financial assistance sought from the Ministry is less than Rs.1 crore, the proposal will be kept ready for placing it before Expert Committee for consideration/approval.
- (iii) If the financial assistance sought from the Ministry is more than Rs.1 crore, the proposal/DPR will be sent to the Evaluator for sending a detailed report on the proposal of the organization. The proposal/DPR will be sent to the Evaluator **within two weeks** of the receipt of the same in the section.

6. **Evaluation Report:** -

- (i) The Evaluator will submit a detailed report on each proposal **within 21 days** of its receipt, which will be placed before the Expert Committee for consideration/approval.
- (ii) Observations/deficiencies pointed out by the Evaluator will be conveyed to the concerned organization **within seven working days** of receipt of the report from Evaluator. The organization will be given a maximum of **threemonths** time for sending the compliance on the observations. In case of non receipt of compliance report within the prescribed period of three months , the proposal will be deemed to have been withdrawn by the organization.

7. **Expert Committee Meeting:** - The meeting of the Expert Committee will be held as and when decided by the Chairman of the Committee. All such proposals which are complete in all respects/proposals in respect of which compliance report received will be placed before the Committee. Proposals, if any, could not be taken up by the Committee due to paucity of time, such proposals would be taken-up in the next meeting of the Expert Committee.

8. **Action after the meeting of Expert Committee :-**

- (i) Minutes of the meeting will be submitted and got approved by the competent authority **within twenty one working days (seven working days for submission and fourteen working days for seeking approval)** from the date of Expert Committee Meeting.
- (ii) All proposals which are approved for release of grants will be submitted for seeking IFD's approval **within ten working days** after the approval of the Minutes provided all papers are found to be complete and there is no Utilization Certificate pending against the organization.
- (iii) After the approval of IFD, sanction letter in each case will be issued **within five working days**.

- (iv) Proposals in respect of which the Committee still observes some deficiencies and decides to convey the same to the organization for necessary action, the findings of the Committee will be communicated to all concerned organization **within ten days** after issuing minutes of the meeting.

**9. Action to be taken in respect of proposals for 2<sup>nd</sup> and 3<sup>rd</sup> instalment.**

- (i) Utilization Certificate, audited statement of accounts, progress report, photographs etc. received from the organization in respect of previous grants will be examined and if found to be in order the Utilization Certificate will be forwarded to PAO for updating the status **within seven working days** of its receipt in the section. However, if any deficiencies is found in Utilization Certificate or audited statement of accounts, progress report etc. the same will be communicated to the organization **within seven working days** of its receipt in the section.
- (ii) The proposal for release of 2<sup>nd</sup> and 3<sup>rd</sup> instalment will be processed **within seven working days** of its receipt in the section provided the Utilization Certificate, audited statement of the accounts, progress reports, photographs etc. have been received from the organization. However, before release of 3rd and final instalment physical inspection of at least 25% of the guarantee organization may be carried out to ensure proper utilization of the grants released by the Ministry.

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