

**Dated: 11.07.2022**

## **Attention Grantee Organizations under CFPGS**

### **Documents required for 2nd Installment under CFPGS**

- a) Utilization Certificate (in the prescribed Proforma i.e. GFR.-12A) to be generated through Public Financial Management System (PFMS), certified by Chartered Accountant with membership number and to be uploaded in the PFMS account of the grantee organization. The Annexure I and II are also required to be enclosed with Utilization Certificate (UC) while submitting documents to NCZCC, Prayagraj. Sanction Order No. and date to be mentioned correctly in the UC. Only those UCs which have been generated through PFMS will be considered.
- b) Income/Expenditure Statement of the programme for which grant was sanctioned on the Letter Head of the Chartered Accountant duly certified by him. The organization must ensure that total expenditure incurred on the programme must be correctly mentioned in Annexure I and in the Income & Expenditure (Receipt & Payments) accounts and to be in line with the head wise budget submitted by the grantee at the time of submission of application.
- c) Performance cum Achievement Report of the Programme along with the details whether the organization has fulfilled the objective of the scheme and what outcome/benefit has been achieved.
- d) A Certificate from the Principal of the Concerned School certifying that the Grantee Organization has Organized at least 2 (two) activities (viz function, Lecture, Seminar, Workshop, Exhibition etc.) in their school.
- e) Proof of acknowledgement of the financial support provided by the Ministry of Culture i.e. photographs, invitation card, press clipping etc.
- f) YouTube Link (Minimum 1 Hour of recording of the programme).

The Grantee organizations are required to send the documents/report for release of the 2nd instalment in the **prescribed proforma attached herewith**. Organizations are also required to send soft copy of the required documents in PDF Format on the mail [cfpgs.culture@gmail.com](mailto:cfpgs.culture@gmail.com) / [nczcc.cfpgs@gmail.com](mailto:nczcc.cfpgs@gmail.com).

**Proforma for submission of documents:**

Sl. No.	Particular	Input / Remark
1.	File No. for U.C. and Date	
2.	Name of Organization with complete mailing address	
3.	Working Contact No. and E-mail ID of Organization	
4.	Total Grant sanctioned by the competent authority	
5.	Amount released as 1 <sup>st</sup> Installment	
6.	Amount to be released as final installment (Kindly check Receipt & Payments statement before mentioning the admissible amount)	
7.	The Utilization certificate in GFR 12(a) along with required documents/papers within 1 year from the date of release of 1 <sup>st</sup> instalment	
8.	Receipt & Payment (Income & Expenditure) account statement on the letter head of CA in Original with Membership Number duly certified by him.	
9.	The total expenditure incurred on the Pogramme (in Rupees)	
10.	<p>The proof of production along with other supporting papers/documents etc. required for release of 2<sup>nd</sup> installment <b><u>as mentioned in the sanction order</u></b> like</p> <ul style="list-style-type: none"> <li>• Performance-cum-Achievement Report of the Programme</li> <li>• Invitation Card and other related documents clearly highlighting the financial support provided by Ministry of Culture, Govt. of India</li> <li>• Press Clippings</li> <li>• Photographs of the programme</li> <li>• Sanction Letter</li> <li>• Social media / YouTube link of the Performace /Programme (Minimum 1 Hour)</li> </ul>	

It is certified that the requisite documents as provided in the proforma have been attached in Original.

Date: .....

Signature of the applicant: .....

Place: .....

Name: .....

Designation: .....

Office Stamp: .....