

Dear Sir/ Madam

To The Secretary for information  
08/03/23

Please refer to the proposal submitted by you to the National Commission for Women for organising one day '**Capacity Building & Personality Development Program**' for UG/PG students. I am happy to inform you that the Commission has approved your proposal for conducting the cited program with a financial assistance restricted as proposed by you.

2. In order to enable the Commission to process the matter further, following documents/information are required to be made available to the Commission 05 days via email of the issue of this letter which has also been emailed to you:

- I. Undertaking in the prescribed format on a Rs 100 Stamp paper (Annexure-I)
- II. Bank details of the participating College/ University (**Bank Mandate form attached**)

3. The sanctioned amount shall be released in two instalments as under:

- I. 50% in advance on meeting the requirements mentioned in para 2 above. If no response is received before 17<sup>th</sup> March 2023, the approval will be deemed to be cancelled.

- II. The balance 50% on receipt of the satisfactory seminar report in the prescribed format and on submission of the following documents:

- A. Utilisation Certificate (As per GFR 12-A)
- B. Item wise Expenditure Statement
- C. Original Bills and Vouchers

4. It may be noted that the sanction may be rejected and amount released may be recovered any time in case, the participating organization fails to conduct the **Workshop** or fails to submit the satisfactory, hard bound **Workshop** report including the following details:

- I. Detailed session wise summary of the proceedings of the **Workshop**.
- II. Gist of deliberations made/information shared by the Resource Persons.
- III. Full recording of the **Workshop**.
- IV. List of Participants with their names, addresses, contact number and email addresses.
- V. Feedback of the participants who attend the Workshop.
- VI. List of Resource Persons along with their designation and contact details (At least 60% Resource Person as mentioned in the proposal must participate in the workshop)

5. Commission shall depute an officer/observer to ensure adherence with the stipulated guidelines and presence of the qualified resource persons. **The Workshop must be conducted within four months from date of receipt of sanction order.**

6. It may also be noted that it may take at least one month to release the first installment after receipt of the requisite information/documents from you.

7. It is mandatory to submit the requisite documents under Para 3 (II) within 1 month of conducting the seminar or else the sanction amount may be forfeited.

8. Please quote the reference number of this letter in future correspondence. For further details you may send an email to [neha.ncw@gov.in](mailto:neha.ncw@gov.in)

F. No. 05-1/14/2022-23/WW&CBC (NCW)  
National Commission for Women  
Plot No.21, Jasola Institutional Area  
New Delhi- 110025

Date: 24.03.2023

ORDER

Sanction of the competent authority is hereby conveyed in terms of the Government of India decision 4(A) below rule 18 of the Delegation of Financial Power Rules, 1978 read with Section 11(2) of the NCW Act 1990 for sanction of Rs. 1,00,000/- (Rupees One Lakh only) in favour of Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous), Tamil Nadu for organizing Capacity Building & Personality Development Program' for UG/PG students.

2. Details of the budget approved are placed below:

S. No	Criteria Description	Required Amount
1.	Material for participants 60X300	Rs. 18,000/-
2.	Honorarium to the resource persons 5000X4	Rs. 20,000/-
3.	Working lunch 100X300	Rs. 30,000/-
4.	Tea & Snacks 60X300	Rs. 18,000/-
5.	Miscellaneous Expenditure (banner, Professional Rapporteur, advertisement, etc)	Rs. 14,000/-
	<b>TOTAL</b>	<b>Rs. 1,00,000/-</b>

3. The sanctioned amount of Rs. 1,00,000/- (Rupees One Lakh only) will be released in two installments. 50 percent of the sanction i.e. Rs. 50,000/- (Rupees Fifty Thousand Only) will be released as 1<sup>st</sup> Installment and remaining 50 percent will be released on conclusion of the program. Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous), Tamil Nadu is mandated to submit detailed report (containing four photographs out of which NCW banner should be prominent in one, list of Resource Persons, List of Participants and sessions covered) with the Utilization Certificate as per GFR 12A, detailed statement of expenditure and original or certified bills signed by competent authority on conclusion of the Program.

4. The Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous), Tamil Nadu is bound with following conditions: -

- The assistance will be utilized for making necessary arrangements for organizing "Capacity Building & Personality Development Program' for UG/PG students' in FY 2023-24.
- Un-utilized funds will be surrendered to National Commission for Women.