



भारत सरकार
राष्ट्रीय महिला आयोग
प्लॉट नं. 21, जसोला इंस्टीट्यूशनल एरिया
नई दिल्ली-110 025
GOVERNMENT OF INDIA
NATIONAL COMMISSION FOR WOMEN
PLOT NO. 21, JASOLA INSTITUTIONAL AREA,
NEW DELHI-110 025
Website : www.ncw.nic.in

F. No. 5-1/16/2021-22 WW&CB (NCW)

Date: 06/07/2022

To,

Dr. S.Muthulakshmi
Virudhunagar Hindu Nadars'
Senthikumara Nadar College (Autonomous),
Virudhunagar 94, Avvaiyar Street
Virudhunagar Tamil Nadu 626001
(9843005699, muthulakshmi@vhnsnc.edu.in)



To The Secretary for information
09/07/22

To Mr. RVM
&
12/7/22

Subject: 'Promotion of Work for Housewives: Career Counselling Sessions for Home Makers';

Madam/Sir,

Please refer to the proposal submitted by you to the National Commission for Women for organising 'Career Counselling Sessions for Home Makers' on the above mentioned subject. I am happy to inform you that the Commission has approved your proposal for conducting 'Promotion of Work for Housewives: Career Counselling Sessions for Home Makers' with a financial assistance restricted to Rs. 80,000 (Rupees Eighty Thousand only).

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. Details for linking of PFMS with NCW in the prescribed format (PPT of the same has been sent with the email)
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 within 15 days of the issue of this letter, 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 grantee organisation 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 instalment 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 and also ensure that the organisation is registered under PFMS and linked with NCW, otherwise payment cannot be made.

9. For further details you may send an email to neha.new@gov.in

Encl: As Above

Yours faithfully,

Shivani Dey 6/7/22

(Shivani Dey)

Under secretary