

Checklist of documents required for processing cases of release of grants under NGO schemes

Sl. No.	Documents
1.	Recommendation from the State Govt. (incl. Minutes of Meeting of State Level Committee)
2.	Inspection Report of District Collector /Deputy Commissioner
3.	Application form
4.	Budget Estimate
5.	Audited accounts with Auditor's report (for previous year in case of proposal on B.E. basis/ year of claim when being processed on reimbursement basis)
6.	Utilization certificate of previous year grant in prescribed format as per <i>GFR-19 A (as applicable)</i>
7.	Details of Beneficiaries (a/w Aadhaar No. and Gender)
8.	List of Staff
19.	List of Managing Committee
10.	Annual Report
11.	Up to date Rent Agreement/Assessment Certificate authenticated by PWD
12.	Registration Certificate
13.	Memorandum of Bye-Laws
14.	Surety Bond (in Advance)
15.	Authorization Letter (in Advance)
16.	Acceptance of terms and conditions
17.	Assets acquired by organization
18.	Copy of Bank Pass Book (updated)
19.	Certificate of compliance of Terms and conditions for last grants
20.	Rectification/Action taken report by NGO and State Governments on Observations of Independent Monitoring agency (Vyam Tech)/ of officials of the Ministry/ TRIFED/NSTFDC/NSTC submitted after inspecting the NGO Project. (along with supporting documents/photographs where applicable)
21.	Unique ID of VO/NGO after Registering on NGO Darpan Portal