

**2019-2020**

**Grant for Legal Awareness Program 2019-20**

**Received By-  
Mr. Aakash Gupta**

राष्ट्रीय महिला आयोग  
भूखण्ड सं० २१, जसोला संस्थानिक क्षेत्र  
नयी दिल्ली - ११००२५  
National Commission for Women  
Plot No. 21, Jasola Institutional Area  
New Delhi - 110025

**File number : 16(31)/2019-2020/NCW(LAP) 20/11/2019**

To,

**PRESTIGE INSTITUTE OF MANAGEMENT GWALIOR**  
**AIRPORT ROAD OPPOSITE D D NAGAR GWALIOR**  
**Gwalior**  
**Madhya Pradesh 474020**

**Subject :Legal Awareness Programme 2019-20**

Sir/Madam,

Please refer to the proposal submitted by you for organising the Legal Awareness Programme through online mode on the above cited subject. I take this opportunity to inform you that the Commission has found your proposal eligible for conducting Legal Awareness Programme with a financial assistance restricted to **Rs.90000/- (Rupees Ninety 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 Commissions as per prescribed formats within 10 days of the issuance of this letter which has also been e-mailed to you:-

- i. Acceptance Letter to conduct the approved Legal Awareness Programme with proposed date(s) and amount. (format attached as **ANNEXURE-I**)
- ii. Undertaking in the prescribed format. (format attached as **ANNEXURE-II**);
- iii. Details for linking of PFMS with NCW in the prescribed format. (format attached as **ANNEXURE-III**)

3. The sanctioned amount will be released in two installments as under:

- i. 50% in advance after receiving **requisite documents as mentioned in Para No.2.**
- ii. The balance 50% as 2nd Installment after physical submission of the following: **a.** Utilization Certificate duly signed by the Competent Authority in GFR-12A format (As per **ANNEXURE-IV**) **b.** Original copy of statement of audited item wise accounts of expenditure **c.** Report of the Programme containing the following details: - Four photographs out of which NCW banner should be prominent in one. - List of Resource Persons - List of Participants - Laws covered as per guidelines for conducting Legal Awareness Programme

4. It may be noted that the first instalment of the sanctioned amount will be released only after receipt of the above mentioned documents/information in Para No. 2. If no response is received within 10 days from the date of issuance of this letter, the approval will be deemed to have been cancelled.

5. 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 Legal Awareness Programme within period of one month of the date proposed for conducting the Legal Awareness Programme or fails to send the satisfactory report about the Legal Awareness Programme including the

following details:

- A. Utilization Certificate duly signed by the Competent Authority in GFR-12A format (Annexure IV)**
- B. Original copy of statement of audited item wise accounts of expenditure**
- C. Report of the Programme containing the following details:**
  - i. Four photographs out of which NCW banner should be prominent in one.**
  - ii. List of Resource Persons**
  - iii. List of Participants**
  - iv. Laws covered**
- D. The Organization/Institutions receiving financial assistance from NCW have to display standard banner size of 6' X 3' with logo and name of NCW in font size of 8'-10' clearly stating the title of the LAP, date and venue.**
- E. The original utilization certificate as per the format given in Annexure of the complete sanctioned amount along with other documents should be submitted in a month's time from the date of organizing the Legal awareness programme.**
- F. No equipment/asset will be purchased out of the assistance given by NCW**

6. You may please also note that since the present proposal is for the financial year 2019-20, the approval will not be valid for any Legal Awareness Programme, conducted after 31st March, 2020.

7. The date for organising the Legal Awareness Programme should be intimated to the Commission at least **15 days** prior to the date of the Legal Awareness Programme to enable the Commission to depute an officer/observer to ensure adherence with the stipulated guidelines and presence of qualified resource persons. **The Legal Awareness Programme must be organised on or before 15th January, 2020 or within 45 days from the release of 1st first instalment but not beyond 31st March, 2020.**

8. It may be noted that it may take at least three weeks to release the first instalment after receipt of the required information/documents from you.

9. Please quote the reference number of this letter in future correspondence and also reconfirm the details of bank account, name of the branch, IFSC Code etc. submitted as part of the e-proposal and ensure that the organisation is registered under PFMS and linked with NCW correctly, otherwise payment cannot be made.

Encl : as above

Yours faithfully,

**Sd/-**  
**(Priti Kumar)**  
**Under Secretary**

- i. Format for Acceptance Letter [ANNEXURE-I](#)
- ii. Format for Undertaking [ANNEXURE-II](#)
- iii. Format for details required for linking of PFMS with NCW [ANNEXURE-III](#)
- iv. Utilization Certificate in GFR-12A format [ANNEXURE-IV](#)

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For further queries call Capacity Building Cell, NCW at 011 - 26942369, 26944740, 26944754, 26944805 with extension number 297 and email to [debalina.ncw@nic.in](mailto:debalina.ncw@nic.in) or [ncw@nic.in](mailto:ncw@nic.in).  
Kindly mention subject as "Legal Awareness Programme 2019-20"