

**GUIDELINES FOR RELEASE OF SEED MONEY TO THE INSTITUTIONS
AND ORGANIZATIONS PROPOSED TO BE AFFILIATED WITH NATIONAL
BAL BHAVAN AS NEW BAL BHAVANS/BAL BHAVAN KENDRAS**

Seed Money will be given for renovation / construction of infrastructure and purchase of equipments to both government and non government organizations/institutions for opening of Bal Bhavans and Bal Kendras especially in priority areas like North Eastern States, SC/ST dominant areas, economically backward areas etc. based on terms and conditions as below::

- a) *Rupees Ten Lakhs Seed money to both Government and Non Government Institutions seeking affiliation as Bal Bhavan/ Bal Kendra for renovation/ construction and purchase of equipments, if proposed and found essential.*
- b) *Rupees Twenty lakhs to North Eastern for establishing new Bal Bhavan/Bal Kendras through appropriate government agency/ counsel.*
- c) *Rupees Twenty lakhs to Hilli & Backward area & Naksal area for establishing new Bal Bhavan/Bal Kendras through appropriate government agency/ counsel.*

Terms & Conditions/Guidelines for Seed money

i) Routing of Proposal for Seed Money:-

The proposal for seeking seed money has to be recommended by any of the Local State Govt. Official, such as District Collector, District Magistrate, Commissioner of Municipal Corporation (or) Director/Commissioner of any State Govt. Department like Department of School Education/Women & Child Development/Social Welfare/Panchayat Raj etc.

ii) Criteria for Release of Seed Money:

1. *Seed Money can be released to One agency per District (As per Agenda 8 para 1 of 194th BoM).*
2. *Proposal for Seed Money can be divided into two sub categories:*
 - i) (a) *Renovation/Construction of Infrastructure*
 - (b) *Equipments for building.*
 - Only 50% of total estimated cost will be borne by NBB*
 - ii) *Purchase of equipments for activities – 100% for approved activities.*

1) RENOVATION:

The following Items can be considered under the Renovation of institutes / organizations as Bal Bhavans/Bal Bhavan Kendras:

- a) Masonry Works, Painting, Whitewashing, Cementing on peeled-off areas of Ceiling portion, Walls, Bore well- Water/Hand Pump/Submersible Pump, Refurbishment of existing structure as applicable.
- b) Equipments for building.

2) CONSTRUCTION OF NEW INFRASTRUCTURE:

Construction of Infrastructure can be further divided into two sub-categories:-

- (a) Construction of Building
- (b) Equipments for building.

A) BUILDING ACTIVITIES:

- 1) Any new construction to build 1 Office Room, Common Halls, Children's Play Ground and Five Activities Room as per the requirement of concerned Bal Bhavans/Bal Bhavan Kendras of local requirement.
- 2) Construction of toilets in the proposed building of Bal Bhavans/ Bal Bhavan Kendras

B) EQUIPMENT FOR BUILDING :

- 3) Bal Bhavan/Bal Kendras Activity room furniture, Water Cooler, Water Tanks, Water Filter, Water Harvesting, Fans, Room Heaters, Room Cooler, Solar Lights and other Solar Equipments, Small capacity Generators, CCTV Cameras and all other need based items, depending upon the local situation and requirement.

3) RELEASE OF SEED MONEY:

- The seed money will be released through the state government agency/department who has forwarded the proposal of grant. The government department/agency will monitor the utilization of the grant and forward the progress report of the centre regarding completion of the work for which grant has been released.

- After release of Seed Money and setting up of the Centre they will be affiliated as Bal Bhavan/Bal Bhavan Kendras, after submission of Utilization Certificates for the released Seed Money.
- Utilization Certificates must be submitted; comprising of Audited Annual Accounts, along with the following documents:
 - a) Audited Balance Sheet
 - b) Audited Income & Expenditure Statement
 - c) Audited Receipt & Payment Statement
 - d) Original Bills
- Original vouchers must be submitted along with the aforesaid documents, for all the expenses incurred on the reease Seed Money. Original Bills with VAT /TIN No. must be signed by Director of the concerned Bal Bhavans after entering the procured items. In the consumable stock register, non consumable materials stock register, as per the latest norms of GFR. Bills purchased without VAT/TIN No. will not be treated as genuine bills. In the case of bills purchased for BUILDING/CONSTRUCTION ACTIVITIES such bills must be entered, on the Measurement Book Register (or) other register(s) applicable as per the CPWD Manual.

4) In the event non submission of ~~Prescribed~~ Prescribed Format of Utilization Certificatesq with the aforesaid documents and also non-rendition of procurement claimed under Seed Money within the maximum period of ONE YEAR, from the date of Release Order, the whole amount will be recovered from the institution.

5) If any discrepancy/embezzlement is noticed in fund utilization released under the Seed Money/non recurring grant the institution will be disaffiliated with immediate effect and legal action will be initiated against the institution for recovery of fund allotted.

PROFORMA FOR RELEASE OF “SEED MONEY”

1. Name of organization & Address, with Phone No :
:
2. Name & Designation of Head of the Organization
(Executive head) with tenure of post and Tel. No. :
:
3. Brief outline of the organization :
Whether run by State Govt/or a Trust/Society.
4. Sources of Fund :
:
5. Proposed Outreach of children and Social and
Geographical Indicators like North eastern state/SC/ST
Population /socially backward :
:
6. Proposed Activities to be started in the new Bal Bhavan
And expected membership in each activity. :
:
7. No. of Trained Teachers/Instructors available/proposed
for proposed activities :
:
8. Nature of facility for which grant is sought :
Construction/Infrastructure
(Please state purpose for which seed money required from below options)
a) Seed Money required for Building construction
b) Seed Money required for renovation
c) Seed Money required for development of infrastructure/equipments for
building.

(i) proposal for Seed Money for Building construction/renovation/development of infrastructure should be submitted along with Building Plan/Blue Print (must be recommended /approved by local State Govt Department’s District official and should be prepared by PWD/Govt. approved Planner/Architect or state govt approved agency ONLY.

(ii) Purchase of equipments :

Seed money required for purchase of equipments for activities with details/list of equipment and estimated cost to be submitted in a separate sheet along with proposal for seed money.

- 9) Social and geographical Need of the area to justify priority status for seed money.
- 10) Detailed budget estimate (head wise) for starting the centre for which seed money is sought.

- 11) Details of Space/ Land Available to start the centre, if any, if the land is on lease attach copy of lease agreement.
- 12) Source of fund for starting the centre and source of fund for meeting the recurring expenditure other than the grant released by NBB for starting the centre.
- 13) Time required after release of fund by NBB to complete the project for the purpose for which seed money is proposed.
14. Details of previous Grant-in-aid, if any, received from any Ministries under Govt of India(or) by State Govt.(Attach a detailed report of its implementation and Utilization Certificate and Audited Accounts.

(Signed by Authorized Signatory)
ORGANIZATION'S SEAL

(Attach an Affidavit in the following format on Rs 100 stamp paper)

Affidavit for Seed Money

I _____ (Name, designation) authorised hereby _____ (name of the Institution and address) the legally authorised signatory/competent person hereby agree to abide by the Terms and Conditions laid down by National Bal Bhavan from time to time, for release of SEED MONEY (through Departments of State Govt. (or) through DRDA Office Incharge) and for execution of the work/use of funds of Project Implementation. I hereby undertake that in case of any lapse, at any stage, the Grant-in-Aid will be refunded to National Bal Bhavan along with the interest earned thereupon.

(Name and Signature of the
Head of the Organization, with Seal)

Date _____ ..