



Sl. No. C85



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

File No. 13(02)/2021-22/NCW/(RS)

Date: 23.09.2021

To,

Dr. Abhik Kumar Mukherjee,
Asst. Prof. Dept. of Business Administration,
The University of Burdwan
Golapbag Campus,
Burdwan, West Bengal- 713104

Subject: Research Study on “Challenges to Scalability: A comparative study of selected women led MSMEs of West Bengal, Odisha and Bihar”

Sir/Madam,

Please refer to the proposal for Research Study on the above mentioned subject submitted by you to the National Commission for Women. I am happy to inform you that the Commission has approved your proposal for conducting the above mentioned study with a financial assistance of **Rs. 18,80,000/- (Eighteen Lakhs Eighty Thousand)**. The study should be completed within a period of **one year** from the **date of release of first installment** and should have commenced during the current financial year **2021-22**.

2. In order to enable the Commission to process the matter further to release First Installment, the following documents/information are required to be made available to the Commission as per prescribed formats, within 10 days of the issuance of this letter which has also been e-mailed to you:

- i. Agreement duly signed and stamped (in original) (**Annexure-A**)
 - ii. Bank Mandate Form (**Annexure-B**)
 - iii. The organization will have to register itself on PFMS (Public Finance management System) portal and link itself with NCW PFMS account (Scheme Code 1187). If already registered, the organization will have to link with NCW and send its proof to the NCW.
3. The financial assistance of **Rs. 18,80,000/- (Eighteen Lakhs Eighty Thousand)** will be released in two installments as under:
- i. 50% in advance after receipt of documents mentioned in para 2 above.

ii. 50% on receipt of the following:

- a. Soft copies of Filled Questionnaire
- b. Final Research Study Report (both hard and soft copy)
- c. Executive Summary of Final Research Study Report
- d. Utilization Certificate as per GFR 12-A format(Annexure-C)
- e. Expenditure Statement
- f. Original/Certified Bills and Vouchers

4. It may be noted that the First Installment of the sanctioned amount will be released only after receipt of the above mentioned documents/information. If requisite documents are not received within 10 days from the date of issue of this letter, the approval will be deemed to have been cancelled.

5. It may also be noted that this letter should not be treated as sanction letter.

6. It may further be noted that no further extension for commencement of the study will be given. In rare case, where the **Grantee Organisation** seeks for extension of time period, **2 months prior permission** will be required from the Commission

Yours faithfully,


(Ashutosh Pande)
Sr. Research Officer
वरिष्ठ शोध अधिकारी / Sr. Research Officer
राष्ट्रीय महिला आयोग / National Commission for Women
प्लॉट सं. 21, जसोला संस्थानिक क्षेत्र, नई दिल्ली-110025
Plot No. 21, Jasola Institutional Area, New Delhi-110025

AGREEMENT (for Grantee Organizations)

This agreement made on this **XX day of XXXX, 2021** between the **National Commission for Women, Govt. of India, New Delhi** (herein referred as "NCW")

AND

(Name of the University/College) having its office at (herein referred as "**Grantee Organisation**") which shall include its respective heirs, executors, administrators and assignees, represented by (**Name, Designation, Address and Contact Details of the Nodal officer**) on the other part.

Whereas, the parties have mutually agreed to co-operate and work together by utilizing their respective strength for undertaking Research Study Project for the current Financial Year i.e. 2021-22.

And whereas, the Commission has undertaken to provide funds, as per the agreed terms and conditions, for the purposes of achieving the objective of the Research Study.

THIS AGREEMENT HAS BEEN ENTERED INTO ON THE FOLLOWING TERMS AND CONDITIONS:

1. OBJECTIVES:

- 1.1. To conduct and complete an original research study in line with the best academic practices.
- 1.2. The Grantee Organization will be guided by the proposal, approved by the Commission. In case of deviation if any, substantive reasons must be recorded and reported to the Commission at the earliest.

2. TIME FRAME:

- 2.1. That, the study will be completed within a one-year time period as approved by the Commission, to be reckoned from the release of first installment.
- 2.2. That, in rare case, where the **Grantee Organisation** seeks for extension of time period, 2 months prior permission will be required from the Commission.

3. MILESTONES:

- 3.1. Grantee Organization** will complete the survey **within six months** from the release of first installment.
- 3.2. Grantee Organization** will submit the interim Research Report **within eleven months** from the release of first installment.
- 3.3. Grantee Organization** will submit the final Research Report **within one year** from the release of first installment.

4. FINANCIAL IMPLICATIONS: Financial implications will be as per project approved by NCW. For TA/DA, Government rules will be applicable.

5. RESPONSIBILITIES OF GRANTEE ORGANIZATION:

- 5.1.** A Monitoring Committee will be set up consisting of faculty members of departments participating in the Research Study.
- 5.2.** The Committee will appoint a Nodal Officer for communicating with NCW.
- 5.3.** Above Nodal Officer would be responsible to NCW for seeing that all the jobs for conducting Research Study and completing project would be discharged.
- 5.4.** Nodal Officer will be responsible for remaining in communication with other Committee members and for obtaining all internal approvals of the organization.
- 5.5.** The Nodal Officer would send a monthly progress report of the Research Study to the NCW.
- 5.6.** The organization would see that all Research Investigators are properly trained before conduct of field surveys. Copy of the training module to be submitted for information.

6. DOCUMENTS TO BE SUBMITTED FOR RELEASE OF INSTALMENTS:

Following documents will be required to be submitted to the Commission for release of funds:

6.1. For First installment:

- 6.1.1. Agreement duly signed and stamped (in original)
- 6.1.2. Bank Mandate Form(**Annexure-B**)
- 6.1.3. The organization will have to register itself on PFMS (Public Finance management System) portal and link itself with NCW PFMS account (Scheme Code 1187). If already registered, the organization will have to link with NCW and send its proof to the NCW.

6.2. For Second installment:

- 6.2.1. Soft copies of Filled Questionnaire
- 6.2.2. Final Research Study Report (both hard and soft copy)
- 6.2.3. Executive Summary of Final Research Study Report
- 6.2.4. Utilization Certificate as per GFR 12-A format

6.2.5. Expenditure Statement

6.2.6. Original/Certified Bills and Vouchers

7. **PLAGIARISM:** That the Researcher/Nodal Officer will make sure that no portion of the Report is copied/plagiarized. That, if the Report is found to be plagiarized, at any stage, further installment will not be released and Grantee Organisation will be blacklisted by the Commission from availing funds from the Institution.
8. **LEGAL LIABILITY:** There will be no legal liability of NCW for any of the action of the organizations in pursuit of the research project awarded by NCW which is the subject matter of agreement.
9. **COPYRIGHT OF RESEARCH DATA:** All data generated in the course of the study belongs to NCW. For use of said data, permission must be sought from NCW.

(Nodal Officer for Grantee Organization)

(Research Cell, National Commission for Women)

Date:

Place:

BANK MANDATE FORM

1.	Name of the Organisation	
2.	Registration No. (if applicable)	
3.	Name of Head of the Organisation	
4.	Address of the Organisation	
5.	Particulars of Bank Account	
I.	Name of Account Holder	
II.	Account Number	
III.	PAN/TAN Number	
IV.	Name of the Bank	
V.	Branch Address	
VI.	Branch Code	
VII.	IFSC Code	
VIII.	MICR Code	
IX.	Account Type	

**GFR 12 – A**

[[See Rule 238 (1)]]

**FORM OF UTILIZATION CERTIFICATE
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect
of recurring/non-recurring
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Govern- ment	Grant received during the year			Total Available funds (1+2- 3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid- General	Grant-in-aid- Salary	Grant-in-aid-creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total



GENERAL FINANCIAL RULES 2017

Ministry of Finance
Department of Expenditure

FORM GFR 124

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Name.....

Chief Finance Officer

(Head of the Finance)

Signature

Name.....

Head of the Organisation

(Strike out inapplicable terms)