

NATIONAL COMMISSION FOR WOMEN

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Guidelines for grant of Financial
Assistance for the purpose of
Research/Studies,
Seminars/Conferences/Workshops,
Public Hearings,
Legal Awareness Programmes
and
Parivarik Mahila Lok Adalats



ललिता कुमारमंगलम
LALITHA KUMARAMANGALAM



सत्यमेव जयते

अध्यक्ष
राष्ट्रीय महिला आयोग
भारत सरकार

CHAIRPERSON
NATIONAL COMMISSION FOR WOMEN
GOVERNMENT OF INDIA

FOREWORD

The National Commission for Women was set up as a statutory body under the National Commission for Women Act, 1990 to study and monitor all matters relating to the constitutional and legal safeguards provided for women, to review the existing legislations and suggest amendments, wherever necessary; to look into the complaints and takes *suo motu* notice of cases involving deprivation of the rights of women; to monitor the proper implementation of all the legislations made to protect the rights of women so as to enable them to achieve equality in all spheres of life and equal participation in the development of the nation.



To achieve its mandate, the Commission sponsors research studies, *interalia*, with a view to making policy recommendations for empowerment of women. Workshops/seminars/ conferences are conducted for eliciting different view points and suggestions from cross-sections of society and stakeholders; public hearings are organized to reach out to women/women workers at grassroot level. To fulfill the need to impart awareness to women and girls regarding their rights, the Commission has also initiated a 'countrywide Legal Awareness Programme (LAP) for women and girls'. The Commission has further evolved the concept of Parivarik Mahila Lok Adalats (PMLA), which in turn, supplements the efforts of the District Legal Service Authority (DLSA) for redressal and speedy disposal of the matters pending in various courts related to marriage and family affairs.

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The Commission has striven to systematize the process further and introduced several measures to bring in transparency and rigour in the entire procedure, thereby aiming to bring in enhanced quality of outputs. The revised guidelines for grant of financial assistance to NGOs and other organizations have been formalized for achieving focused outcomes, for conducting quality research / studies to support legal reviews / policy prescriptions, as well as for bonding closer with all sections of society, especially women.

I hope this booklet containing updated and revised guidelines will be of use for all organizations / institutions who are the partners in action with the Commission.


(LALITHA KUMARAMANGALAM)

29/10/14.

NATIONAL COMMISSION FOR WOMEN

Guidelines for grant of Financial Assistance for the purpose of Research/ Studies, Seminars / Conferences / Workshops, Public Hearings, Legal Awareness Programmes and Parivarik Mahila Lok Adalats

The National Commission for Women (NCW) undertakes research studies and Special Studies under Section 10(1) (g) & (h) for investigating specific problems or situations arising out of discrimination and atrocities against women and to identify constraints in order to recommend strategies for removal of the same. These studies are conducted through Universities, Autonomous Bodies, Non-Governmental Organizations (NGOs) and State Commissions for Women and individuals with expertise, experience in research and infrastructural facilities.

The Commission also organizes seminars / workshops / conferences, public hearings, Legal Awareness Programme and Parivarik Mahila Lok Adalats on various issues to advance the mandate of the Commission. In this process, the Commission collaborates with Non-Governmental Organizations (NGOs), Colleges/Universities and State Commissions for Women. For this purpose, the Commission invites Expressions of interest from Institutions / organizations / universities / research organizations / NGOs etc willing to undertake the mandated activities of the Commission.

The following guidelines are for the guidance of the organizations / individuals who wish to undertake research / Studies, Seminars / Conferences / Workshops, Public Hearings, Legal Awareness Programmes and Parivarik Mahila Lok Adalats with the support of the Commission.

1. Research/ Studies

The Commission may identify areas where Research/Studies are required to be conducted to obtain inputs for legal reviews and/or policy making. Commission will entertain only those proposals which are related to the identified topics during a particular year.

Research on a chosen topic is expected to be as per standard and recognized research methods. Financial assistance under this category may be made to an institution or a group of institutions for carrying out a specific research project with one or more scholars leading the research/study.

Eligibility conditions for conducting Research/Studies

A. Who are eligible to apply

- a. Universities
- b. ICSSR Institution, autonomous bodies, research organizations
- c. Non-Governmental Organizations at the State/National level with proven research capability registered under relevant statute in India e.g. Societies Registration Act, 1860, Public Trusts Act of various States, etc.
- d. All UGC approved academic institutions engaged in research activities/gender studies
- e. State Commissions for Women
- f. Individual research scholar category may be considered, provided the scholars are affiliated to an organization eligible to receive funds from the Commission. The funds would be released through the organization.

B. Documents required for determining the eligibility of organizations/individuals

- a. For Non-Governmental Organizations:
Eligible organizations who apply for grant of financial assistance are required to send their application form as per format given in Annexure I along with the following documents:-
 - i) Research proposal as per format given in Annexure II
 - ii) Certified copy of Registration Certificate with minimum three years of registration and experience
 - iii) Certified copy of Memorandum and Articles of Association clearly stating that the organization may conduct study on

- women related issues as one of the objectives of the organization
- iv) Certified copy of the Audited statements of accounts for the last three years
 - v) Certified copy of the Annual/ Activity Report of the last three years
 - vi) Certified copy of the List of office bearers
 - vii) Bio-data of the Project Director specifically mentioning his/her research experience
 - viii) Summaries of last three research studies citing the major findings of the study, research methodology used and recommendations made by the Organization/ Individual
- b. For Universities/ Government organizations/ ICSSR institutions/ autonomous bodies/ research organizations/ UGC approved Academic Institutions/ State Women Commission etc:
- i) Application form along with the research proposal as per Annexure –I & II forwarded through the Registrar/HOD of the University/organization
 - ii) Bio data of the Project Director specifically mentioning his/her research experience
 - iii) Summaries of last three research studies citing the major findings of the study, research methodology used and recommendations made by the Organization/ Individual
- c. Additional requirements for (a) & (b) above
- i. Detail of the project staff (Names of the project staff and their Bio-data)
 - ii. An undertaking as per the format given in Annexure -IV
 - iii. Settlement of previously released funds in respect of ongoing research/study or any other programme approved by the Commission

C. Procedure for considering the proposal

- a. The proposal may be submitted online or offline.
- b. On receipt of the application, the proposal will be examined and scrutinized. Thereafter, if required or considered necessary by the Commission, the organization may be asked to make a presentation

on the research/ study so as to demonstrate the linkages between the objectives and outcome of the study.

- c. The Commission may approve the proposal as per its financial norms.
- d. The Non-Governmental Organizations/ Private Academic Institutions would be required to submit a Bank guarantee equivalent to the sanctioned amount before release of the funds. (The format of the Bank Guarantee is as per format given in Annexure V). (*The bank guarantee may be forfeited and the amount released to the organization may be refunded through the bank guarantee, in case the organization is unable to complete the study within the stipulated time period or is unable to submit a satisfactory report or in case the report is not accepted by the Commission*).
- e. The Government departments, Universities, colleges or any academic institutions fully or partly funded by the Government and State Women Commissions are exempted from the condition of submission of bank Guarantee, MOA, Annual and Audit reports.
- f. On approval of the research/ study, funds will be released in three installments. 40% of the total approved amount will be released on approval. Second installment of 40% may be released on receipt of interim report along with the utilization certificate of first installment released (as per the format given in Annexure XIV) and audited statement of accounts. The balance 20% may be released on approval of the final report by the Commission and submission of original Utilization Certificate of complete sanctioned amount as per the format given in Annexure XIV along with audited statement of account and original Bills and Vouchers.
- g. The organization will maintain separate accounts for grant received for research/study.

D. Tenure of the Study

The time frame for research/studies will be decided according to the nature of the studies and would not ordinarily exceed two years.

E. The financial norms for conducting the special studies/research projects *

S. No.	Designation	Honorarium
1.	Project Director	Lump sum honorarium not exceeding Rs. 20,000/- for projects upto one year and not more than Rs. 30,000/- for projects exceeding one year
2.	Project Coordinator	Rs. 25,000/- per month
3.	Research Officer/ Statistician	Rs. 20,000/- per month
4.	Field investigator	Rs. 10,000/- per month
5.	Typist	Rs. 8,000/- per month for half the project period
6.	TA/DA	As per Govt. of India Rules, Air travel to Project Director with prior approval of Commission in specific cases
7.	Data processing, preparation of copies of the reports of the studies/projects	To be provided on the basis of actual expenditure not exceeding Rs. 30,000/-
8.	Overhead/Contingencies	Not exceeding 5% of the total estimated charges/expenditure

**** The costs are indicative. The Commission may approve item-wise/head-wise expenditure for special studies commissioned for probing specific issues/concerns related to women, as and when required. Such exceptions may be made in cases where the Commission approaches Govt. Bodies/Autonomous Bodies/reputed Universities etc for undertaking such research and studies.***

After the completion of research/ study, the draft report shall be submitted to the Commission by the concerned organization along with its soft copy in CD for evaluation by the Commission, as per format given in Annexure -III.

Further, the organization will have to present the draft report before the Commission. The report will be finalized on the basis of suggestions made during the presentation. The Commission may require the organization to make such modifications as may be deemed necessary. The Commission may also accept the report with or without modifications.

After the draft report is approved by the Commission, the organization would provide 10 bound copies of the final report and 10 copies of Executive Summary of the report along with soft copy of the same. Utilization certificate as per the format given in Annexure XIV and audited accounts of expenditure certified by Chartered Accountant with original bills and vouchers (there should be a revenue stamp for cash payment of more than Rs. 5,000/-) will also be furnished. The release of the final installment will be subject to approval of the final report by the Commission.

2. Special Studies

Special Studies may be sponsored by the Commission to support professionals with extensive research experience so as to generate information as required by the Commission. The Commission may consider sponsoring Special Studies for any issue on which information is required for legal reviews/ policy recommendations.

The financial assistance for special studies may hence be granted to individuals/ institutions for carrying out a specific research project/study with one or more scholars undertaking/directing it which will generate information required by the Commission.

The Special Studies would be guided by the norms of Research/Studies which are specified in Para B of the guidelines.

In all cases, new proposals submitted by the same organization will be considered only when previous grants received from NCW, if any, are utilized in full.

3. Seminars/Workshops/Conferences

Seminars/Workshops/Conferences are organized for obtaining view points and suggestions from cross-sectional society/ stakeholders in order to formulate suitable policy recommendations for consideration of Government. The Commission may identify areas or topics of national interest concerning women where Seminars/ Workshops/ Conferences are required as inputs for policy making/implementing bodies and only entertain proposals on the topics identified each year by the Commission.

Through Seminars, Workshops and Conferences, the Commission engages with the civil society groups, academicians, gender rights activists and other stakeholders working for women's right and empowerment. The organizations who are willing to conduct seminars/ workshops/ conferences are expected to submit proposals on issues related to women as identified by the Commission every year. During the Seminars/Workshops/Conferences, it is expected that organizers will ensure dissemination of complete information about issues under discussion, free and independent exchange of ideas will come forth and suitable recommendations will be made to the Commission. The reports and recommendations received on the deliberations are important for the Commission in formulating policy as well as for making recommendations on legal issues to Government of India.

Note: In all the seminars/ workshops/ conferences, NCW will be an active partner.

Eligibility criteria for conducting seminars / workshops / conferences

A. Who are eligible to apply

- a. Universities
- b. ICSSR Institution, autonomous bodies, research organizations
- c. Non-Governmental Organizations at the State/National level with proven research capability registered under relevant statute in India e.g. Societies Registration Act, 1860, Public Trusts Act of various States, etc.
- d. All UGC approved academic institutions engaged in research activities/gender studies
- e. State Commissions for Women

B. Documents required for determining the eligibility of organizations

a. For Non-Governmental Organizations:

The eligible organizations applying for grant of financial assistance are required to send their application form as per the format given in Annexure VI along with the following document:-

- i. Brief profile of the organization
- ii. Certified copy of Registration Certificate with minimum three years of registration and experience
- iii. Certified copy of Memorandum and Articles of Association clearly mentioning that the organization can undertake women related activities including Seminars/ Workshops/ Conferences as one of the objectives of the organization
- iv. Certified copies of the Audited statements of accounts for the last three years
- v. Certified copies of the Annual/ Activity Report of the last three years
- vi. Brief of the proposed programme, clearly stating the objectives, target group and expected outcome
- vii. Detail of the Resource persons and the Rapporteur *
- viii. Geographical area to be covered in the proposed programme
- ix. Tentative date and venue of the programme
- x. The organization seeking financial assistance has to submit an undertaking as per the format given at Annexure-IV

b. For Universities/ Government organizations/ ICSSR institutions/ autonomous bodies/ research organizations/ UGC approved Academic Institutions/ State Women Commission etc:-

- i. Brief profile of the organization
- ii. Brief of the proposed programme, clearly stating the objectives, target group and expected outcome
- iii. Detail of the Resource persons and the Rapporteur *
- iv. Geographical area to be covered in the proposed programme
- v. Tentative date and venue of the programme
- vi. The organization seeking financial assistance has to submit an undertaking as per the format given at Annexure-IV

*** It is mandatory to have a Professional Rapporteur who will ensure the detailed noting for the preparation report of the seminar/ workshop/ conference. The Rapporteur should be proficient in English/ Hindi/ Local languages (as applicable) and the report is to be delivered to the Commission in English/ Hindi.**

C. The financial norms for conducting Seminars/ Workshops/ Conferences *

S. No.	Items of expenditure (with cost ceilings)	Financial norms (maximum)
1.	Material for participants	Rs.150/- per participant
2.	Hall charges	Actual charges or upto: Rs.15,000/- per day for metro cities. Rs.10,000/- per day for A Class City. Rs.7,500/- per day for B&C Class cities.
3.	Accommodation of Resource Persons	Per head actual charges or upto: Rs.2,500/- per day for metro cities. Rs.1,500/- per day for A Class City. Rs.1,000/- per day for B&C Class cities. Rs.350/- per day for rural areas.
4.	TA /DA to the participants	As per Govt. of India Rules
5.	Honorarium to Resource persons	Rs.2,000/- per resource person (Maximum of 10 resource persons per programme)
6.	Working lunch and tea	As per Govt. of India norms
7.	Professional Rapporteur	Rs. 1000/- to Rs. 2,000/- (as per the expertise of the Rapporteur)

8.	Contingency including postage charges etc.	Rs.25,000/-
9.	Miscellaneous expenditure (including photography, banner, advertisement etc)	Rs.15,000/-

*** The Commission may approve item-wise/head-wise expenditure for Seminars/Workshops and Conferences commissioned for probing specific issues/concerns related to women, as and when required. Such exceptions may be made in cases where the Commission approaches Govt. Bodies/Autonomous Bodies/renowned Universities etc for conducting such Seminars/Workshops and Conferences. Consultations, if required, will precede the seminar and the recommendations made in the consultations will converge in the seminar.**

Since the North East States have higher costs of travel and living, the seminars/ workshops/ conferences organized in North East regions will be provided with funds after enhancing the budget by 20% of NCW norms.

D. Terms & Conditions

- a. The proposal will be examined on the basis of eligibility, experience and competence of the organization. The proposal would further be examined on the basis of the relevance of the topic proposed and the brief write-up mentioning the objectives and expected outcome of the seminar/ workshop/ conference.
- b. The Non-Governmental Organizations/ Private Academic Institutions would be required to submit a Bank guarantee of 25% of the total sanctioned amount before release of the funds. The format of the Bank Guarantee is as per Annexure –V. *(The bank guarantee may be forfeited and the amount released to the organization may be refunded through the bank guarantee, in case the organization is unable to complete the seminar/ workshop/ conference within the stipulated time period or is unable to submit a satisfactory report as per the format given in Annexure VII or in case the report is not approved by the Commission).*
- c. Government departments, Universities, Colleges or any Academic Institutions fully or partly funded by the Government and State

Women Commissions are exempted from the condition of submission of bank Guarantee, MOA, Annual and Audit reports.

- d. The financial assistance will be released in two installments. 70% of the sanctioned amount will be released after the proposal is approved by the Commission. The balance amount will be released after the submission of the original utilization certificate as per the format given in Annexure XIV of the complete sanctioned amount signed by Chartered Accountant, audited accounts of the expenditure, original bills & vouchers (there should be a revenue stamp for cash payment of more than Rs. 5,000/-) and 10 copies of the report of the programme along with a CD of the report and programme both. The release of the final installment will be subject to approval of the report of the programme.
- e. The original utilization certificate as per the format given in Annexure XIV of the complete sanctioned amount along with other documents should be submitted within a month from the date of organizing the seminar/ workshop/ conference.
- f. 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 Seminar/ Workshop/ Conference, date and venue.
- g. Proforma of application for financial assistance and format of the report of the programme are given at Annexure-VI & VII respectively.
- h. The organization should invite Chairperson, Members of the National and concerned State Commission well in advance for attending the programme.
- i. New proposals from an organization will be considered only after settlement of previous dues in respect of any programme conducted previously for the Commission.
- j. No equipment/asset will be purchased out of the assistance given by NCW.
- k. Unspent portion of the assistance will be refunded to the NCW.
- l. Separate accounts of the Programme will be maintained and the same will be subjected to test check by the Commission through its representative.
- m. In the event of violation of any of the terms and conditions of sanction, the organization will have to refund the entire amount sanctioned, to the Commission on demand or such part thereof along with penal interest as per the government rates.

- n. The Commission will not be responsible for funding any programme organized prior to the release of first installment.

4. Public Hearing

Public hearings are organized to obtain first-hand knowledge of the conditions of women in their own area, without relying on secondary sources. The Hearings can be organized by NGOs/State Women Commissions/ Government Agencies (viz District Administration, etc.) with the funding from the NCW in places which are easily accessible to targeted workers. The public hearing provides a forum for listening to women problems and recording their depositions with a view to gaining insight into the problems and finding redressal measures.

The following are important features of public hearing:-

- A. The issues to be discussed in the public hearing should be identified.
- B. There should be wide publicity of the public hearing so that maximum number of affected women may attend.
- C. The State Government authorities should be invited well in advance.
- D. The public representatives from the area such as MPs, MLAs, local leaders like Sarpanches/ Panches, Municipal Corporators should also be involved.
- E. The specific cases to be discussed in the public hearing should be brought to the notice of the Commission with supporting documents so that the State Officials could be informed about those cases.
- F. The organization should invite Chairperson, Members of the National and concerned State Commission well in advance for attending the programme.
- G. For organizing Public Hearings, financial assistance of Rs. 20,000/- for all States other than North Eastern areas and Rs. 40,000/- for Northern Eastern States will be sanctioned. All items of expenditure should be supported by bills and vouchers in original. New proposals from an organization will be considered only after settlement of previous dues in respect of any other programme.
- H. The financial assistance would be released in two installments - 70% of the sanctioned amount in advance and the rest 30% on receipt of the following:-

- a. Report of the public hearing (10 copies) and a CD thereof in the prescribed format as per Annexure IX
- b. Original bills and vouchers (there should be a revenue stamp for cash payment of more than Rs. 5,000/-)
- c. Original Audited statement of accounts duly signed by Chartered Accountant
- d. Original Utilization Certificate duly signed by Chartered Accountant as per the format given in Annexure XIV.

Proforma of application for financial assistance for organizing public hearings and format for the report of the public hearing are given at Annexure - VIII & IX respectively.

The organization seeking financial assistance has to submit an undertaking as per the format given in Annexure-IV.

5. Legal Awareness Programme (LAP)

The legal awareness programme is implemented in association with Non Governmental Organizations (NGOs) and reputed institutions. It aims to empower women and girls with the knowledge of the laws related to women, legal rights and duties, to enable them, to share power equally, gain full access to the means of development, and to inspire a whole generation of women to work together towards achieving equality and justice.

A. Objectives

- a. To impart practical knowledge about the basic legal rights and remedies provided under various women related laws, thereby making them fit to face the challenges in real life situations.
- b. To make the women aware of the various machineries/organs of the justice delivery system available for redressal of their problems/grievances.
- c. The procedure of approaching and utilizing various channels available for the redressal of grievances i.e. the Police, the Executive and the Judiciary.
- d. The role of Courts in achieving gender equality, most importantly the concept of public interest litigation.
- e. The role of District Legal Service Authority, Free Legal Aid and Lok Adalats.
- f. To sensitize Women and Girls about their Rights as provided under various laws including the Indian Penal Code, 1860; the Dowry Prohibition Act, 1961; the Prevention of Domestic Violence to Women Act, 2005; the Sexual Harassment of women at Workplace -2013 etc.

B. Eligibility criteria for selection of organization

- a. Any NGO/Voluntary Organization registered under the Societies Registration Act, 1860/Educational Institutions with at least three years working experience can apply provided their Memorandum of Association states that the organization may conduct such programmes.
- b. The objective of conducting LAP should be clearly stated in the proposal.
- c. New proposal from an organization will be considered only after settlement of previous dues in respect of any programme conducted for Commission earlier.

- d. Government departments, Universities, colleges or any academic institutions fully or partly funded by the Government and State Women Commissions are exempted from the condition of submission of Bank Guarantee, MOA, Annual and Audit reports.

C. Documents required for determining the eligibility of organization

The eligible organizations applying for grant of financial assistance are required to send their application form as per format given in Annexure X with the following documents:-

- a. Proposal as per the format given in Annexure XI clearly stating the objective to undertake Legal Awareness Programmes and the laws to be covered during the programme.
- b. Certified copy of Registration Certificate with minimum three years of registration and experience
- c. Certified copy of Memorandum & Articles of Association clearly stating that the organization will work for women empowerment and legal Awareness for Women as one of the objectives of the organization
- d. Certified copy of list of present members of executive body of the organization
- e. Certified copy of Audited statement of accounts for the last three years
- f. Certified copy of Annual Report for the last three years
- g. An Undertaking as per the format given in Annexure IV
- h. List of Resource persons, along with their background, expertise, address and contact details. It is mandatory to have one Resource person from legal background.
- i. The Non-Governmental Organizations/ Private Academic Institutions would be required to submit a Bank guarantee of 25% of the total sanctioned amount before release of the funds. The format of the Bank Guarantee is given in Annexure V. *(The bank guarantee may be forfeited and the amount released to the organization may be refunded through the bank guarantee, in case the organization is unable to complete the legal awareness programme within the stipulated time period or is unable to submit a satisfactory report as per the format given in Annexure XI or in case the report is not approved by the Commission).*

- j. The public representatives from the area such as MP, MLA, Local Leaders like Sarpanches/Panches, Municipal Corporators etc should invariably be invited and a list of such invitees with complete address and telephone numbers should be provided to the Commission in advance.
- k. The organization should invite Chairperson, Members of the National and concerned State Commission well in advance for attending the programme.

D. Time Frame and Participants

- a. The programme should be of two days.
- b. There should be at least 60 participants in each programme.
- c. First session of the first day should be devoted to the introduction of National Commission for Women and some basic information on other Commissions e.g. National Human Rights Commission, National Commission for SC/ST and State Women Commissions.

E. Syllabus for Legal Awareness Programme

With the aim to impart knowledge which may be useful in day to day life, the Commission proposes the following syllabus (the topics may be selected keeping the target group in view; issues of local importance must be included wherever appropriate):-

a. Introduction/Overview:

The meaning of law, various social security legislations, free legal aid to the poor, Indian Evidence Act, various modes of dispute settlement mechanisms i.e. Lok Adalats, Family Courts, Mahila Courts, Crime Against Women Cells, NCW, NHRC, State Commissions etc.

b. Women and the Constitution:

Apart from others, information should be provided on Fundamental Rights, Constitutional Remedies (Writs), Electoral Law, Voting Rights for Women, participation in Panchayats, etc.

c. Women & Family Laws:

Marriage Law, Separation, Divorce, Maintenance, Adoption, Family Laws, Right to Property and Succession, Guardianship, unmarried mother and the legitimacy of her children should be covered.

d. Women in Custody:

Arrest, grounds of arrest, kinds of offences (bailable and non-bailable), arrest warrant, powers of police, rights of arrested persons including the right to bail, the immediate procedure to be adopted in case of violation of rights available etc. may be discussed with the help of case law in a more practical manner.

e. Criminal Law and Women:

Offences of dowry, rape, molestation, child rape and child abuse etc. Some recently decided cases may be discussed in detail.

f. Procedure in Action:

Procedure for seeking redressal should be explained along with visits to Police Station, Courts, Lok Adalats, field studies etc.

g. Rights under different laws:

Information should be provided about following rights:-

- i. Rights at work place Equal Remuneration / Minimum Wages Act / Rights under Factories Act, Maternity Benefit Act, Mines and Plantation Act, Rules of work - in such specific areas, Sexual harassment at work place.
- ii. Reproductive Health Rights - Foeticide, Infanticide, Preconception and Prenatal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994, The Medical Termination of Pregnancy Act.
- iii. Local issues: During the programme emphasis should be laid on discussing the local issues and the social practices prevalent in the society. The specific issues like Sati, Child Marriages, Child Labour, Prostitution, Dowry System etc. should be discussed in a detailed manner.

F. Resource Persons

The awareness on the aforementioned syllabus could be imparted with the help of resource persons from District Legal Service Authority, Law Professors, Retired Judges, Senior Advocates and Women Activists.

G. Methodology

More stress should be laid on imparting knowledge through discussion, case studies, video films, case conference and street plays, interactions and

meeting with social activists, visits to Lok Adalats, District Legal Service Authority, Jails, Police Stations, Family Courts, Mahila Courts and Consumer Courts etc.

H. Financial Assistance

The Commission provides financial assistance upto Rs.50,000/- (Rupees Fifty thousand only) for a camp of two days duration and a sum not exceeding Rs.60,000/- (Rupees Sixty Thousand) for North Eastern States to NGOs/VOs/Educational Institutions/State Women Commission/Govt. bodies to organize the Legal Awareness Programme. The item-wise ceiling for incurring expenditure is given below:-

The total expenditure on each programme should not exceed the specified limit mentioned in the table below. The item-wise limit is as under:-

S. No	Particulars	Non North Eastern Region	North Eastern States
1.	Boarding & lodging for participants for 2 days @ 150 per head upto a ceiling of	Rs.18,000/-	Rs.18,000/-
2.	Refreshment (Rs.55/- for lunch and Rs. 5/- for tea) per head subject to ceiling of	Rs. 10,000/-	Rs. 12,000/-
3.	Camp arrangement	Rs. 7,000/-	Rs. 10,500/-
4.	Honorarium and travel for Resource persons	Rs. 8,000/-	Rs. 7,500/-
5.	Material for distribution (pamphlets, participants kit etc)	Rs. 2,000/-	Rs. 4,500/-
6.	Participants' travel & field visit	Rs. 2,000/-	Rs. 4,500/-

7.	Administration & follow up	Rs. 3,000/-	Rs. 3,000/-
Total		Rs. 50,000/-	Rs. 60,000/-

I. How to apply

Proforma of application for financial assistance for organizing Legal Awareness Programme (LAP) and format for the report of the LAP are given at Annexure X and XI respectively.

J. Terms and Conditions

- a. The financial assistance given by NCW will only be used for organizing Legal Awareness Programme.
- b. The assistance will be released in two installments. 50% of the sanctioned amount will be released after the proposal is approved by the NCW and on receipt of all requisite documents such as, write-up on programme, venue, budget estimates item-wise (Para 10), likely number of participants etc.
- c. The balance amount will be released as 2nd installment (50%) after the submission of the (i) Original copy of Utilization certificate duly signed by the Chartered Accountant as per the format given in Annexure XIV, (ii) Original copy of Statement of Account (iii) Original Bills and Vouchers (there should be a revenue stamp for cash payment of more than Rs. 5,000/-) (iv) Report (as per the format given in Annexure XI) of the Programme conducted (v) List of the Resource persons and (v) List of participants.
- 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 Government departments, Universities, colleges or any academic institutions fully or partly funded by the Government and State Women Commissions are exempted from the condition of submission of bank Guarantee, MOA, Annual and Audit reports.
- f. The original utilization certificate as per the format given in Annexure XIV 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.

- g. No equipment/asset will be purchased out of the assistance given by NCW.
- h. Unspent portion of the assistance will be refunded to the NCW.
- i. Separate accounts of the Programme will be maintained and the same will be subjected to test check by the Commission through its representative.
- j. In the event of violation of any of the terms and conditions of sanction, the organization will have to refund the entire amount sanctioned, to the Commission on demand or such part thereof along with penal interest as per the government rates.
- k. The organizations should send a Report on the Legal Awareness Programme (LAP) after organizing it, which should furnish the details of participants, resource persons, VIPs, subject covered and any other matter of interest that the organizations consider relevant.
- l. The Commission will not be responsible for funding any programme organized prior to the release of first installment.

6. Parivarik Mahila Lok Adalat (PMLA)

The National Commission for Women (NCW) has evolved the concept of Parivarik Mahila Lok Adalat, which in turn supplements the efforts of the District Legal Service Authority (DLSA) for redressal and speedy disposal of the matters pending in various courts related to marriage and family affairs.

A. Objectives of Parivarik Mahila Lok Adalat

- a. To provide speedy and cost free dispensation of justice to women.
- b. To generate awareness among the public regarding conciliatory mode of dispute settlement.
- c. To gear up the process of organizing the Lok Adalats and to encourage the public to settle their disputes outside the formal set-up.
- d. To empower public especially women to participate in justice delivery mechanism.

B. Methodology

The Parivarik Mahila Lok Adalat functions on the model of the Lok Adalat. The Commission provides financial assistance to NGOs, State Women Commissions or State Legal Service Authority to organize the Parivarik Mahila Lok Adalat.

C. Benefits of Lok Adalat

- a. Cases are amicably settled by the parties in a harmonious atmosphere.
- b. It saves time, effort and expenses.
- c. Long pending disputes in the courts can be settled through the Lok Adalat expeditiously.
- d. Copies of decisions of the Lok Adalat are given to the parties free of cost.
- e. The decision of the Lok Adalat is final and there is no appeal against the same.

D. Validity of Award of Lok Adalat

- a. Under the Legal Service Authority Act, 1987, the decisions of the Lok Adalat have legal validity.
- b. The award of the Lok Adalat has the same force as a decree of the Court of Law.
- c. The decisions of the Lok Adalat are based on terms of mutual consent of the parties.
- d. The decisions of the Lok Adalat are binding on the parties.

E. How to Organize PMLA

- a. The NGOs approach DLSA or District Judge and collect information about pending cases of family disputes within the district.
- b. The DLSA selects women related cases which are admissible in the Lok Adalat, and makes relevant files/case papers available to the NGOs.
- c. It is expected that minimum 60 cases shall be taken up for handling in PMLA.
- d. NGOs should take written permission from DLSA to do the counseling in selected cases.
- e. The NGOs, through their counsellors should approach the parties and start counseling prior to the date of the PMLA to bring them to a compromise or settlement.
- f. The NGOs will organize PMLA on the specified date on which the cases will be brought up for settlement.
- g. If necessary, the NGOs may approach the DLSA to summon the parties.
- h. The settlement should be noted down on paper in each case and the signatures of both the parties must be obtained on the document which will be presented before PMLA for its legal authentication.
- i. At least 40% of the cases received from DLSA must be disposed of on the date of PMLA.
- j. The NGOs should approach the District Judge to appoint a Presiding Officer, for the PMLA, who should be a Judge and two or more members who can be judges, advocates or social activists.

- k. The Venue of the PMLA should be a suitable central place convenient to the panelists as well as the parties and preferably premises other than a Court Room.
- l. NGOs should ensure the presence of compromising parties on the date of PMLA.
- m. The panel will authenticate the settlement on the date of PMLA.
- n. Court decree will be issued as per the settlement and will be legally binding on both the parties.
- o. The settled cases will be withdrawn from the dealing courts.
- p. NGOs should invite media publicity.
- q. NGOs shall not charge any fee from the parties.

F. Role of Counseling

An important aspect of PMLA is to give patient hearing to the parties in an informal manner. Counseling plays a crucial role in settling a case. The Counsellors are required to assist the PMLA in the delivery of justice. They play positive and constructive role in the settlement of disputes. In the process the Counsellors have to win the confidence of both the parties. Normally the suffering parties open up before the Counsellors to sort out their disputes and even other problems. Though it is a time taking process, it is an important tool to bring the parties to an amicable settlement and resolve the disputes. The counsellors should be qualified and have experience to promote the settlement of disputes between the parties through conciliation and counseling. Counsellors should also have good skill of making report of settlement as Presiding Officer relies on their report.

G. Financial Assistance

The Commission provides financial assistance limited to Rs.30,000/- (Rupees Thirty thousand only) to NGOs to organize the PMLA. The item-wise ceiling for incurring expenditure is given below:

S. No	Particulars	Non North Eastern Region	North Eastern States
1	Printing of Banners, Posters and Handbills	Rs. 5,000/-	Rs.6,500/-
2	Photography	Rs. 1,000/-	Rs.2,000/-

3	Tea/Working Lunch for organizers and judges, advocates etc. (Hospitality should be as per GOI norms of Rs. 5/- per person for Tea and Rs. 50/- per Person for Working Lunch)	Rs. 800/-	Rs.800/-
4	Vehicle charges (not more than 15 days)	Rs. 6,000/-	Rs.9,000/-
5	Honorarium to Counsellors	Rs. 7,500/-	Rs.8,000/-
6	TA/DA to NGOs etc	Rs. 3,000/-	Rs.5,000/-
7	Refreshment etc prior to holding PMLA (Hospitality should be as per GOI norms of Rs. 5/- per person for Tea and Rs. 50/- per person for Working Lunch)	Rs. 4,000/-	Rs.4,000/-
8	Miscellaneous	Rs. 2,700/-	Rs.4,700/-
Total		Rs.30,000/-	Rs.40,000/-

H. Organizations Eligible for Assistance

Any voluntary organization registered under the Societies Registration Act, 1860 or State Women Commission or DLSA jointly with NGOs/ Educational Institutions can send the application form as per the format given

in Annexure - XII with the following documents for financial assistance to conduct PMLA:-

- a. Certified copy of Registration certificate with minimum three years of registration and experience
- b. Certified copy of Memorandum & Articles of Association
- c. Certified copy of Audited Statement of Accounts for the last three years
- d. Certified copy of the Annual Report for the last three years
- e. Documents giving details of past experiences of counseling and women related programmes
- f. Written permission from the District Judge/DLSA with the list of pending cases
- g. Tentative date/month and venue for organizing the PMLA (in consultation with the District Judge/ DLSA)
- h. Details of assistance received or likely to be available from other sources including DLSA, Local Authorities, Voluntary Organizations and other Institutions

Note: (Requirement of documents mentioned above from point a. to d. is exempted in the case of State Commission for Women and Government bodies)

I. Terms and Conditions

- a. The financial assistance given by the Commission will be used only for organizing PMLA.
- b. New proposal from an organization will be considered only after settlement of previous dues in respect of any programme conducted for Commission earlier.
- c. The assistance will be released in two installments:-
 - i. Rs. 15,000/- (Rupees fifteen thousand only) will be released as advance when the proposal is approved by the Commission after receiving consent of the District Judge/DLSA along with the list of the cases obtained from the District Judge/DLSA, a small write up on the proposed programme along with steps proposed to be taken for

counseling as per instructions in Para F, and an undertaking as per the Format given in Annexure-IV.

- ii. The balance amount will be released after conducting the PMLA and on the submission of the original Utilization certificate as per the format given in Annexure XIV of the complete sanctioned amount duly signed by Chartered Accountant, original copy Statement of Account, Original bills and vouchers of expenditure (there should be a revenue stamp for cash payment of more than Rs. 5,000/-), details of cases considered in the PMLA and the result thereof and Report/ Write-up on the function held with the photographs and copies of Banners etc.
- d. The utilization certificate along with other documents should be submitted within one month from the date of PMLA.
- e. The NGO should ensure involvement of DLSA, other organizations, public representatives, women activists etc. in the PMLA as indicated in Para 6.
- f. Photographs of the programme as well as the pamphlets, any other literature if published, and media reports should be sent to the Commission.
- g. No equipment/asset will be purchased out of the assistance given by the Commission.
- h. Unspent portion of the assistance will be refunded to the Commission.
- i. Separate accounts of the programme will be maintained and the same will be subjected to test check by the Commission through its representative or CAG.
- j. In the event of violation of any of the terms and conditions of sanction or non-holding of PMLA, the organization will have to refund the entire amount of sanction to the Commission on demand or such part thereof, along with penal interest, as per the government rates.
- k. The Commission may lay down any other conditions prior to the release of the assistance.
- l. The organization should invite Chairperson, Members of the National and concerned State Commission well in advance for attending the programmes.
- m. The Commission will not be responsible for funding any programme organized prior to the release of first installment.

J. Matters which can be brought before the Parivarik Mahila Lok Adalats

The following type of matters can be brought before the PMLA:

- a. All civil cases
- b. Matrimonial disputes including divorce, maintenance (of wife, parents, children etc.)
- c. Compoundable Criminal cases
- d. Disputes related to Labour Laws
- e. Motor Accident Claims
- f. Bigamy

* * * * *

Proposals may be sent to

Joint Secretary

National Commission for Women

4, Deen Dayal Upadhyaya Marg,

New Delhi-110002

Ph: 091-011- 23234918, 23232845

Fax: 091-011-23236154

E Mail- ncw@nic.in

ANNEXURE - I

Form of application for grant of financial assistance for Research/ Studies.

Note: Application is to be submitted in duplicate. Incomplete application will not be entertained.

1.	Name of the organization with Complete Postal address with Telephone No., Fax No. and E-mail ID	
2.	Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)	
3.	(i) Particulars of the present members of Executive Body / Board of Management; date on which it was constituted and tenure.	
	(ii) Name of the person and his / her designation nominated / authorized to act on behalf of the organization.	
	(iii) Name of the Project Director, his Telephone number, fax number, mobile number and E-mail ID	
4.	Details of the project for which grant-in-aid is sought:- (i) Title of the proposal	

	<p>(ii) Synopsis of the proposal including budget & time frame of the study</p> <p>(iii) Objectives of the research / study</p> <p>(iv) Geographical area that will be covered</p> <p>(v) Target group that is sought to be studied</p> <p>(vi) Expertise/experience that the organization has in planning and implementing such programmes / services (Details specifying the major findings, research methodology and recommendations of three research projects recently completed should be attached)</p>	
5.	Financial assistance sought with break-up of cost estimates (item-wise)	
6.	Tenure of the Research / Study	
7.	If the project is to be undertaken by an individual, details of the organization to which he or she is affiliated	
8.	Is it proposed to receive grant / funds from any other source for the same purpose or activity to which this application pertains? If so, details thereof may be provided.	
9.	Information relating to the grants	

	received or likely to be received from the NCW for any other activity. If any grant had been received in the past, it is mandatory to provide details thereof with file / letter No. of the Commission.	
10.	Additional information if any along with detailed research proposal as per Annexure -II	
12.	List of documents attached: (Enclosed)	

Signature & Designation
With seal/stamp

ANNEXURE -II

Format for the Formulation of a Research Proposal

Project directors are requested to furnish a detailed research proposal covering

- (a) Statement of the problem
- (b) Hypotheses to be tested, if any
- (c) Definition of the key concepts
- (d) Research design including the universe of study, sampling frame, and sampling procedure
- (e) Tools to be used in data collection
- (f) Time schedule
- (g) Staffing pattern, and
- (h) Estimate of costs

A research proposal is sort of a blue-print. Apart from helping the Commission to process it quickly, a well-conceived research proposal will add to the efficiency in its implementation. Every effort made to formulate a proper research proposal will, therefore, pay rich dividends.

To facilitate the task of the Project Director in formulation of a research proposal, a few detailed guidelines are given below:

I. The title of the Project (in capital letters)

II. Introduction

III. Statement of the problem

In the opening paragraphs of the research proposal, the problem to be investigated should be presented clearly and briefly. The key originating question(s) and the location of the problem in the theoretical context of the concerned discipline should be specified. Specific mention should be made of the rationale of the approach adopted to study the problem and the specific aims of this project.

While indicating the significance of the problem, the contribution which the proposed study is expected to make in improving the present scenario of the proposed problem should be specifically indicated.

IV. Review of Literature (A brief overview of work already done in the area of the proposal)

V. Objectives of the Study and the hypothesis

This should list in clear and precise terms the main objectives on which the study will be based.

VI. Conceptual clarification (details of the concepts & terminologies used in the study)

VII. Research Methodology

- Research Design
- Universe
- Research Setting
- Sampling Design
- Research tools for data collection
- Sources for data collection
- Processing & analysis of data

If the study requires any control groups, they should be specifically mentioned. An explanation of the determination of size and type of sample will also be necessary. Proposals not requiring a sample selection should specify their strategy appropriately and described the rationale.

The different types of data that are proposed to be gathered should be specifically mentioned.

The sources for each type of data and the tools and techniques that will be used for collecting different types of data should be specified.

VIII. Time budgeting

The project should be broken up in suitable stages and the time required for completion of each stage of work should be specified, for instance, such stages may cover:-

1. Preparatory work, including selection and appointment of staff and their training.
2. Tool construction, Drawing of sample & tool pre-testing.
3. Data collection
4. Data processing (which should include coding, editing, punching, verification, sorting, computer analysis).
5. Data analysis
6. Report writing

IX. Cost estimate

The cost of the project is to be estimated in terms of total man-months and the facilities needed and calculated under following headings:-

Position	No. of Persons	Salary (fixed consolidated)	Duration	Amount required	Amount as per norms
(1)	(2)	(3)	(4)	(5)	(6)
Project Director					
Project Coordinator					
Research Officer					
Field Investigator					
Typist					

1. Personnel
2. Travel *
3. Data Processing , preparation of copies of reports
4. Contingency/ Overhead charges 5 percent of items 1 to 3

Grand Total

* Details of rates of TA/DA, as applicable in the Institutions for various categories and the number of planned visits should be furnished.

ANNEXURE - III

Format for the Report of Research Study

- Cover page**
- Title of the Research Study
 - Name and address of the organization carrying out the Research Study
 - Details of the funding organization (i.e. National Commission for Women) to be given prominently at the bottom of the cover page.

Chapters

1. Preface
2. Introduction
 - i. Statement of the problem
 - ii. Research Question/Hypothesis
 - iii. Significance of the study
 - iv. Conceptual clarification
 - v. Limitations of the study
3. Theoretical framework (if any) & review of literature
4. Research Methodology
 - i. Research Design;
 - ii. The selection of the universe and the units for study; considerations that governed the

selection of the universe, size of the sample and the procedure for sample draw;

- iii. Tools used: detailed account of the exercise of tool construction, special contribution made by the project in devising new tools or sharpening existing ones;

5. Findings of the study

- Chapters based on data/information collected, empirical information etc.

6 Summary, Recommendations & Conclusion

- The study report should be summarized in a concise manner. It should also contain actionable recommendations classified by implementing agencies such as:
 - i. Central Government
 - ii. State Government
 - iii. Local Self Government
 - iv. Any other agencies

The chapter should end with concluding remarks.

- Future research directions (if any)

Note: The Commission after scrutiny of the final report may request the project director to revise it. However, no further grant would be given for submitting the revised report. A CD of Report should be sent along with the report

ANNEXURE-IV

(On Stamp paper for Rupees One Hundred only)

UNDERTAKING

**FOR SEEKING ASSISTANCE FOR RESEARCH/ STUDIES,
SEMINARS/WORKSHOP/CONFERENCE, PUBLIC HEARING, LEGAL
AWARENESS PROGRAMME AND PARIVARIK MAHILA LOK ADALAT**

.....
..... (The name of the organization hereby agrees/agree
to be responsible for:-

- (i) Proper administering and managing of the funds exclusively for the work for which financial assistance is granted by the National Commission for Women; and
- (ii) To refund full amount with interest thereon in case of misuse or unauthorized use of funds for purposes other than those indicated in the Sanction Order of National Commission for Women; or for withholding or suppressing any information regarding the funds/grants from other official sources in respect of the project for which sanction has been awarded.
- (iii) The organization has not been blacklisted or any disciplinary action initiated against the organization by any Govt. / Semi-Govt. or Autonomous Bodes.
- (iv) The organization is not receiving funds from any other source for undertaking this programme

Signature
Name
On behalf of

(Name of the organization and seal)
With full address, telephone & PAN
No.

Signature of Witnesses:

- 1. _____
- 2. _____

ANNEXURE-V

BANK GUARANTEE FORMAT

Pay and Accounts Officer	B.G.No.
National Commission for Women	B.G.Date :
4, Deen Dayal Upadhyaya Marg	BG AMT(Rs.)
New Delhi-110 002	VALID UPTO:

In consideration of the Government of India, National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi-110 002 (hereinafter called the owner) which expression shall unless repugnant to the context or the meaning thereof includes its successor administrator and assign having awarded towith its registered head office at(hereinafter referred to as the Grantee Institution/Organization which expression shall unless repugnant to the context or the meaning thereof includes its successor administrator and assign a grant by issue of owner letter No..... Dated..... and the same having been unequivocally accepted by the Grantee Institution / Organization resulting in a Contract bearing No..... valued at Rs..... (Rupees.....only) for (scope of contract) and the Grantee Institution/Organization having agree to provide a Contract Grantee for faithful performance of the entire Research Study / Seminar / Workshop / Conference / LAP equivalent to the approved amount of the grant equivalent to Rs..... (Rupees.....only). to the owner on demand.

2. We Bank do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely or a demand from the Government stating that the amount claimed is required to meet recovered due or likely to be due from the said contractor. Any such demand on the Bank shall be conclusive as regard the amount due and payable by the bank under this Bank Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only).

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Grantee Institution / Organization in any or proceeding pending before any court of Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment to made by us under this Bond shall be valid discharge of our liability for payment there under and the contractor shall have no claim against us for making such payment.

4. We,, Further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said award letter and that it shall continue to be enforceable till all the dues of the Government or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Joint Secretary, NCW on behalf of the Government certifies that the terms and conditions of the said work has been fully and properly carried out by the said grantee and accordingly discharge the Guarantee.

5. We,, further agree with the Government that the Government shall have the fullest liberty without or consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said grantee from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said grantee and to forbear or enforce any of the terms and conditions relating to the said Research Study / Seminar / Workshop / Conference / LAP and we shall not be relieved from our liability by reason of any variation, or extension being granted to the said grantee or for any forbearance act or omission on the part of the Government or any indulgence by the Government to the said Grantee Institution/Organization or by any such matter or thing whatsoever which effect of so reveling us.

6. This Guarantee will not be discharged due to the change in the constitution of the bank or grantee.

7. We,....., lastly undertake not to revoke this Guarantee except with the previous consent of the Government in writing.

8. This guarantee shall be valid upto unless extended on demand by Government. Notwithstanding anything mentioned above or availability against the Guarantee is restricted to Rs.....(Rupees.....only) and unless a claim in writing is lodged with us within six months of the date expiry of the extended date of expiry of this Guarantee all our liabilities under this Guarantee shall stand discharged.

Dated:

For
(Indicate the name of the Bank)

ANNEXURE – VI

**Form of application for grant of financial assistance for organizing
Seminar /Conference/Workshop**

Note: Application is to be submitted in duplicate. Incomplete application will not be entertained.

1.	Name of the organization with Complete Postal address with Telephone No., Fax No. and E-mail ID	
2.	Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)	
3.	(i) Particulars of the present members of Executive Body/Board of Management; date on which it was constituted and tenure.	
	(ii) Name of the person and his/her designation nominated/authorized to act on behalf of the organization.	
	(iii) Telephone number, fax number, mobile number and E-mail ID of the Contact person	
4.	Details of the Seminar/Conference/Workshop for which grant-in-aid is sought: i. Title	

	ii. Brief write-up on the proposed topic iii. Objectives iv. Expected outcome v. Geographical area to be covered vi. Target group				
5.	Expertise/experience that the organization has in planning and implementing such seminars/conferences/workshops (Details of one or two such programme recently organized to be given)				
6.	Financial assistance sought with Break-up of cost estimates (item wise)				
7.	Tentative date(s) of the programme and venue				
8.	Details of Resource Persons (Please attach a separate sheet):	Name	Designation	Specialization	Office Address & Contact no.
9.	Is it proposed to receive grant/funds from any other source for the same purpose or activity to which this application pertains? If so, details thereof may be provided.				
10.	Information relating to the grants received or likely to be received from the NCW for any other activity. If any grant had been received in the past, it is mandatory to provide details				

	thereof with file/letter No. of the Commission.	
11.	Additional information if any	
12.	<p>List of documents attached:</p> <p>i) Certified copy of Registration Certificate</p> <p>ii) Certified copy of Memorandum & Articles of Association</p> <p>iii) Certified copy of Audited statement of accounts for the last three years</p> <p>iv) Certified copy of Annual Report for the last three years</p> <p>iv) Undertaking as per Annexure IV of NCW Guidelines</p>	

Signature & Designation
With seal/stamp

ANNEXURE - VII

Format for the Report of Seminar/Workshop/Conferences

- Cover page**
- Title of the Seminar/Workshop/Conferences
 - Name and address of the organization holding the Seminar/Workshop/ Conferences
 - Details of the funding organization (i.e. National Commission for Women) to be given prominently at the bottom of the cover page
- 1. Introduction**
- (a) Background Note of the subject matter of the Seminar/Workshop/Conferences
 - (b) Objectives of the Seminar/Workshop/ Conferences
- Methodology**
- (c) Outline of the Procedure adopted for conducting the Seminar/Workshop/ Conferences
- 2. Proceedings**
- A brief on inaugural function, if any.
 - Session-wise Summary of deliberations/lectures/presentation
- 3. Observations**
- 4. Recommendations/Action Points**
- (i) Those relating to Local Administration and/or its agencies
 - (ii) Those relating to State Administration and/or its agencies

- (ii) Those relating to Govt. of India and/or its agencies

Note: Include suggestions as to how the problems raised in the seminar/workshop could be redressed and identification of Departments/agencies for implementation of the recommendations.

Annexures:

- a. List of dignitaries participated
- b. List of Resource persons/experts
- c. List of Participants
- d. Presentations, if any, made by experts
- e. Photographs of Seminar/Workshop
- f. CD of the Report

ANNEXURE- VIII

**Form of application for grant of financial assistance for
Organizing Public Hearing**

Note: Application is to be submitted in duplicate. Incomplete application will not be entertained.

1.	Name of the organization with Complete Postal address with Telephone No., Fax No. and E-mail ID	
2.	Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)	
3.	(i) Particulars of the present members of Executive Body/Board of Management; date on which it was constituted and tenure.	
	(ii) Name of the person and his/her designation nominated/authorized to act on behalf of the organization.	
	(iii) Telephone number, fax number, mobile number and E-mail ID of the Contact person	
4.	Details of the Public Hearing for which grant-in-aid is	

	<p>sought:-</p> <p>(i) Title of the proposal</p> <p>(ii) Subjects/issue(s) to be discussed in the Public Hearing</p> <p>(iii) Objectives of the public hearing</p> <p>(iv) Geographical area that will be covered</p> <p>(v) Number of Persons (Women Workers) expected to participate</p> <p>(vi) Gist of specific cases to be discussed in the hearing</p> <p>(vii) Tentative date and venue of the hearing</p>				
5.	Financial assistance sought with break-up of cost estimates (item-wise)				
6.	Details of Resource Persons (Please attach a separate sheet):	Name	Designation	Specialization	Office Address & Contact no.
7.	Is it proposed to receive				

	grant/funds from any other source for the same purpose or activity to which this application pertains? If so, details thereof may be provided.	
8.	Information relating to the grants received or likely to be received from the NCW for any other activity. If any grant had been received in the past, it is mandatory to provide details thereof with file/letter No. of the Commission.	
9.	Additional information if any	
10.	List of documents attached: (Enclosed)	

Signature & Designation
With seal/stamp

Format of the Report of Public Hearing

Cover Page

- Title of the Public Hearing
- Name and address of the organization holding the Public Hearing
- Details of the funding organization (i.e. National Commission for Women) to be given prominently at the bottom of the cover page

1. Introduction

- (a) Background of the subject matters of the Public Hearing i.e. problems expected to be voiced in the Public Hearing; historical and other reasons, if any.
- (b) Objectives of the Public Hearing, output expected etc.

Methodology

- (a) Outline of the Procedure adopted for conducting the Public Hearing
- (b) Details of sample selection i.e. selection of participants
- (c) Geographical area(s) covered by the sample (i.e. area/village(s)/occupational groups)

2. Proceedings

- Composition of Jury, if any

- List of Resource Persons, if any
- List of Participants
- A brief on inaugural function, if any
- Summary of presentations by Experts (if any)
- Summary of the depositions by participants

Sl.No.	Name of affected party	Nature of problem (In 1-2 line)	Deptts. concerned	Need for approaching commission	Suggested action

- Details of Interactive Session (in brief)
 - (i) Administration's response
 - (ii) Commitments given by Administration - DM/Police/any other
 - (iii) Time bound

3. Observations

4. Recommendations/Action Points

- (i) Those relating to State Administration
- (ii) Those relating to Govt. of India

Include suggestions as to how the grievances of the participants could be redressed and identification of Departments/agencies for implementation of the recommendations.

5. A brief of valedictory address/vote of thanks

Annexures :

- (a) List of dignitaries participated
- (b) List of Participants
- (c) Presentations, if any, made by experts
- (d) Representations submitted by participants
- (e) Photographs of Public Hearing

ANNEXURE - X

**FORM OF APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE
FOR ORGANIZING LEGAL AWARENESS CAMPS**

Note: Application is to be submitted in duplicate. Incomplete application will not be entertained.

1.	Name of the organization with complete postal address with Telephone No., Fax No. and E-mail ID	
2.	Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)	
3.	(i) Particulars of the present members of Executive Body/Board of Management; date on which it was constituted and tenure.	
	(ii) Name of the person and his/her designation nominated/authorized to act on behalf of the organization.	
	(iii) Telephone number, fax number, mobile number and E-mail ID of the Contact person	

4.	Clear Objective for organizing Legal Awareness Programme				
5.	Target Group and geographical area to be covered				
6.	Financial assistance sought with Break-up of cost estimates (item wise)				
7.	Tentative date(s) of the programme and venue				
8.	Details of Resource Persons: (Please attach a separate sheet):	Name	Designation	Specialization	Office Address & Contact no.
9.	Is it proposed to receive grant/ funds from any other source for the same purpose or activity to which this application pertains? If so, details thereof may be provided.				
10.	Information relating to the grants received or likely to be received from the NCW for any other activity. If any grant had been received in the past, it is mandatory to provide details thereof with file/letter No. of the Commission.				
11.	Additional information, if any				
12.	List of documents attached: i) Certified copy of				

Registration Certificate ii) Certified copy of Memorandum & Articles of Association iii) Certified copy of Audited statement of accounts for the last three years iv) Certified copy of Annual Report for the last three years iv) Undertaking as per Annexure IV of NCW Guidelines	
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Signature & Designation
With seal/stamp

ANNEXURE - XI

FORMAT FOR THE REPORT OF LEGAL AWARENESS PROGRAMME (LAP)

- Cover page**
- Topic/subject of the LAP
 - Name and address of the organization holding the Legal Awareness Programme.
 - Dates and Venue of the LAP.
 - Details of the funding organization i.e. National Commission for Women to be given prominently at the bottom of the cover page

1. Introduction/Overview

- (a) Background of NCW – Origin, mandate etc.
- (b) Background of the subject matter of the Legal Awareness programme.
- (c) Objectives of the Legal Awareness programme.
- (d) Target groups - description of categories e.g. rural/urban etc.
- (e) No. of the participants
- (f) Resource persons

2. Methodology

- (a) Session wise/interactive sessions, Presentations, Discussion, Case study, Video films, case conference and street plays, interaction and meeting with social activists ,visits to Lok Adalats, District Legal Service Authority, Jails, Police Stations , Family Courts, Mahila Courts, Consumer Courts etc.

3. Proceedings (separately for both the days)

- (a) A brief on inaugural function, if any.
- (b) Summary of deliberation – Session wise/interactive session in both the days including the details of the topics covered by the resource persons as per the Guideline for LAP.
- (c) Visits reports (if any).

4. Observation and summing up:

- (a) Discussion & Conclusion including local issues if discussed during the programme.

Annexure:

- (a) List of dignitaries participated.
- (b) List of Resource persons/experts.
- (c) List of Participants.
- (d) Presentation, if any, made by experts
- (e) Photographs of Legal Awareness Programme.

ANNEXURE - XII

FORM OF APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE

FOR ORGANIZING PARIVARIK MAHILA LOK ADALAT

Note: Application is to be submitted in duplicate. Incomplete application will not be entertained.

1.	Name of the organization with complete postal address with Telephone No., Fax No. and E-mail ID	
2.	Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)	
3.	(i) Particulars of the present members of Executive Body/Board of Management; date on which it was constituted and tenure.	
	(ii) Name of the person and his/her designation nominated/authorized to act on behalf of the organization.	
	(iii) Telephone number, fax number, mobile number and E-mail ID of the Contact person	
4.	Financial assistance sought with Break-up of cost	

	estimates (item wise)				
5.	<p>NGO to furnish :</p> <p>i) Tentative Date for organizing PMLA</p> <p>ii) Place where the PMLA will be held</p> <p>iii) Enclose consent of DLSA/District Judge</p> <p>iv) Enclose a duly certified list of not less than 60 family marriage pending cases obtained from DLSA to be taken up at the PMLA.</p> <p>v) Write up on the proposed programme</p> <p>vi) Brief statement of past experience of PMLA/women programme</p> <p>vii) Steps proposed for providing counseling prior to date of PMLA</p> <p>viii) Brief breakup of the budget required to organize the PMLA.</p>				
6.	Details of Resource Persons: (Please attach a separate sheet):	Name	Designation	Specialization	Office Address & Contact no.
7.	Is it proposed to receive grant / funds from any other source /DLSA/SLSA for the same purpose or				

	activity to which this application pertains? If so, details thereof may be provided.	
8.	Information relating to the grants received or likely to be received from the NCW for any other activity. If any grant had been received in the past, it is mandatory to provide details thereof with file/letter No. of the Commission.	
9.	Additional information if any	
10.	List of documents attached:	
Signature & Designation With seal/stamp		

ANNEXURE - XIII

On letter head of the Organization

Dated:.....

To,
Joint Secretary
National Commission for Women
New Delhi

Subject: Acceptance letter

Madam/Sir,

With reference to your letter vide No..... dated.....regarding the approval of Research/ Study/ Seminar/ Workshop/ Conference/ Legal Awareness Programme/ PMLA/ Public Hearing, I am pleased to inform you that the organization.....is willing to conduct/ organize the same as per your terms of reference.

Yours faithfully,

Authorized Signatory of the Organization

ANNEXURE – XIV

GFR 19-A

[See Rule 212 (1)]

Form of Utilization Certificate

Sr. No	Latter No. and Date	Amount
1		
	Total:-	

Certified that out of **Rs.....** of grant –in-aid sanctioned during the year 2014-15 in favors of under this Ministry/Department letter no. given in the margir and Rs. Nil on account of unspent balance of the previous year, a sum of Rs..... has been utilized for the purpose of organizing for which it was Sanctioned and that the balance of Rs. Remaining unutilized at the end of year has been surrendered to Government (Vide No.Date.....)/ will be adjusted toward the grants-in-aid payable during the next year.....

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised:-

- 1.
- 2.
- 3.
- 4.
- 5.

Signature.....

Designation.....

Date.....

C.A. Firm Registration no.....