### ANNEXURE 'A'

**STATEMENT OF RECEIPTS AND EXPENDITURE OF THE ASSOCIATIONS FOR THE YEAR 2012-2013**

<table>
<thead>
<tr>
<th><strong>RECEIPTS</strong></th>
<th><strong>EXPENDITURE</strong></th>
</tr>
</thead>
</table>
| 1. Opening balance as on 1.4.2012  
(a) Cash Rs.  
(b) In Bank Rs. | 1. Articles of Sports:  
(i) for Adults  
(ii) for Children  
2. Accommodation charges  
3. Grants-in-aid sanctioned for the year 2012-2013  
4. Bank Interest  
5. Normal annual membership subscription from: (a) Regular Members  
(b) Associate Members  
(Amount collected for chowkidar should not be included)  
6. Ad-hoc contributions (details of source also, state from Members or non-members)  
7. Entry fee for tournament realised  
8. By sale of old newspaper & magazines  
9. By sale of used articles of Sports body  
10. Contribution for picnic  
11. Entertainment proceeds from  
12. Receipts from the Community Needs Scheme  
13. Miscellaneous receipts |

### Balance as on 31.03.2013

- (a) Cash in Hand
- (b) In Bank
- Total Balance
- Grand Total

<table>
<thead>
<tr>
<th><strong>PRESIDENT</strong></th>
<th><strong>SECRETARY</strong></th>
<th><strong>TREASURER</strong></th>
<th><strong>AUDITOR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(INK)</td>
<td>DATED</td>
<td>SEAL</td>
<td>AND SIGNATURE</td>
</tr>
</tbody>
</table>
FROM PRE-PAGE:

NOTE : NO CHOWKIDAR ACCOUNTS SHOULD BE SHOWN IN ANNEXURE A'

CERTIFICATE

Certified that:

1. The opening balance has been tallied with the closing balance of the last year accounts and no difference found to exist. In case, there is any difference, suitable explanation has been furnished.

2. All the receipts have been exhibited truly and correctly in the cash book.

3. Totals of both sides have been physically checked and found to be correct.

4. Vouchers have been classified under blocks and are relevant to the item as shown in the expenditure side of the statement.

5. All the vouchers have been produced for the entire expenditure shown and no voucher is missing. The vouchers have been thoroughly checked by me and are found to be in order. Vouchers have been properly affixed with the Revenue stamp where necessary. All the vouchers bear the pay order of the Executive.

6. The vouchers bear the dated signature of the payee/payee(s) whose names tally with those shown in covering list of vouchers.

7. No part of expenditure and /or vouchers pertain to the period other than the one under review.

8. I have Audited the accounts of the Association for the year ___/___/____ and found them in order.

(SIGNATURE IN INK WITH DATE)

AUDITOR

SEAL.

N.B.:-

CLARIFICATION ON ACCOUNT OF EXPENDITURE

1. No expenditure should be incurred out of grants-in-aid on watch and ward of the Quarters in the Colony.

2. Associations may incur expenditure on picnics and excursions not exceeding 10% of the total grant-in-aid for the year, the balance of such expenditure, if any, being met by raising special contributions from the participating members. The expenditure incurred on transport to the place of picnics/excursions should be met by raising special contributions for the purpose from the participating members.

3. Expenditure on entertainment (light refreshment on the General Body/executive committee meetings, Guests etc.) and conveyance should not exceed 15% and 10% respectively, of the total grants-in-aid for the year.

4. An illustrative list of item on which expenditure may be incurred by the clubs/associations out of the grant is given below:-

   a) Articles of sports—outdoor and indoor games equipment.
   b) Reading Room—library organization of book clubs, magazines and periodicals.
   c) Purchase, hire and repair of furniture, fittings etc. of clubs premises.
   d) Hiring of accommodation for club/Association.
   e) Film shows.
   f) Social and cultural programmes, sports and children’s functions.
   g) Community expenses incurred locally.
   h) Conveyances expenses incurred locally.
   i) Entertainment.
   j) Prizes.
   k) Stationery, office equipment etc.

COLLECTION OF DONATIONS FROM COMMERCIAL FIRMS

While there is no objection to stray local voluntary donations of small amount being received, it becomes an unhealthy practice if a regular collection drive is made for collecting donations from firms, specially those with whom the clubs/associations are having commercial transactions. It has, therefore, been decided that no Association/club receiving grants-in-aid from the Department of Personnel and Training should seek any donations or financial assistance from commercial firms particularly donations of substantial amount. There is no objection to the donations being received from members giving in their personal capacity but these should be accounted for.
LIST OF MEMBERS FOR THE YEAR 20XX SHOWING THEIR RESIDENTIAL/ OFFICE ADDRESSES ETC.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name and designation</th>
<th>Address (should be given in full) (Official/ residential)</th>
<th>Category</th>
<th>Amount of subscription for the year</th>
<th>Amount Receipt No.</th>
<th>Date</th>
</tr>
</thead>
</table>
ANNEXURE 'C'

LIST OF OFFICE BEARERS AND MEMBERS OF
MANAGING COMMITTEE OF THE ASSOCIATION/
CLUB FOR THE BLOCK YEAR 19-

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name in full and office held</th>
<th>Residential address</th>
<th>Ministry/Deptt./Office</th>
<th>Tele No.Office/Residence</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ANNEXURE 'D'

(FORM OF AQUATTANCE FOR GRANT-IN-AID)

Received a sum of Rs. ____________________________ (Rupees ____________________________) by
Cheque No. ____________________________ dated ____________________________ from the Deputy Secretary.

Department of Personnel and Training on account of Grants-in-aid for 2012-2013 sanctioned in Department's letter No. ____________________________ dated ____________________________

SIGNATURE OF GRANTEE

REVENUE STAMP

DATE_________________________
**ANNEXURE'E'**

**STATEMENT SHOWING THE NUMBER OF MEMBERS (REGULAR & ASSOCIATE CATEGORY-WISE FOR THE YEAR **

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Regular Members</th>
<th>Associate Members</th>
<th>Total amount of subscription realised from members</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Regular Members</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td>2.</td>
<td>3.</td>
<td>4.</td>
</tr>
<tr>
<td></td>
<td>Group 'D'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Group 'C'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Group 'B'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and 'A'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE**

Please ensure that the number of Regular and Associate members as shown invariably tallied with the amount of subscription realized from each category and tallies with that shown on the receipt side of statement of Receipts and expenditure.

**ANNEXURE'E'**

**CERTIFICATE**

Certified that no member of this Association is enrolled on the record of any other Residents Welfare Association which is recognized as well as is sanctioned the grant-in-aid by the Department of Personnel and Training.

Signature

Signature

Name & Address of the President

Address of Secretary

Dated———

Name &

Dated———
ANNEXURE 'G'

(To be given in duplicate)

FORM OF G.F.R. 19-A
(See Rule 212(1))

FORM OF UTILIZATION CERTIFICATE

| Sl. No. | Letter No. | Amount | Certified that out of Rs.______ and date of grants-in-aid sanctioned during the year _____ in favour of ____________ under this Ministry/Department letter No. given in the margin and Rs. _______ on account of unspent balance of the previous year, a sum of Rs. _______ has been utilized for the purpose for which it was sanctioned. The balance of Rs. _______ remaining unutilized at the end of the year has been surrendered to Government (vide No. _______ dated _______) will be adjusted towards the Grants-in-aid payable during next year _______. |

TOTAL.

2. Certified that, I have satisfied my self that the conditions on which the grants-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.

<table>
<thead>
<tr>
<th>Kinds of checks exercised</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

Designation

Date
ANNEXURE-‘IP’

(To be given in duplicate)

Assets acquired wholly or substantially out of Govt. Grants.

1. Name of the Association.
2. Name of grantee institution
3. No. and date of sanction
4. Amount of the sanctioned grant
5. Brief purpose of grant
6. Whether any condition regarding right of ownership of Govt. in the property or other assets acquired out of the grant was incorporated in the grant- in-aid sanction.
7. Particulars of assets actually credited or acquired.
8. Value of the Assets as on
9. Purpose for which utilized at present
10. Encumbered or not
11. Reasons if encumbered
12. Disposed or not
13. Reasons and authority if any, for disposal
14. Amount realized on disposal
15. Remarks
ANNEXURE-'I'

STATEMENT OF EXPENDITURE HEADWISE FOR THE YEAR

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Voucher No</th>
<th>Brief description of the expenditure with Bill No. dated from M/s</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2.</td>
<td></td>
<td>4.</td>
</tr>
</tbody>
</table>

TOTAL


ANNEXURE 'F'

CERTIFICATE


Signature of the Bank (Branch Manager)
ANNEXURE -'K'

A REPORT ON THE ACTIVITIES UNDERTAKEN DURING THE YEAR 2012-2013 AS PER ANNUAL ACTION PLAN OF THE ASSOCIATION / SABHA / SAMITI, ETC.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item in Annual Action Plan</th>
<th>Action taken thereon</th>
<th>Reasons for shortfall if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE—'L'

A COPY OF THE MINUTES OF GENERAL BODY MEETING IN WHICH THE AUDITED ACCOUNTS FOR THE YEAR WERE APPROVED MAY ALSO PLEASE BE ENCLOSED.