

‘Central Sector Scheme of Free Coaching for SC and OBC Students’

(Effective from 1.8.2012)

1. Background

- i) The empowerment of the weaker sections has been a priority area of concern for the Government since independence. A number of plans and programmes are being implemented for assisting them so as to enhance their skills and capabilities for ensuring rapid economic development and integration in the national mainstream.
- ii) A scheme for providing free coaching to students belonging to Scheduled Castes (SCs) was started during 6th Five Year Plan. Similar schemes were also being implemented to provide free coaching to students belonging to other backward classes (OBCs) and minorities. With a view to ensure effective implementation and monitoring and to assist the students in a better manner, the separate coaching schemes for SCs, OBCs and Minorities were amalgamated and a combined Scheme, namely Coaching and Allied Assistance for Weaker Sections including Scheduled Castes, Other Backward Classes and Minorities was introduced with effect from September, 2001.
- iii) After creation of a separate Ministry to handle matters relating to the minorities viz. the Ministry of Minority Affairs, the Scheme underwent further revision in April 2007 for removing the minority component from the ambit of the scheme and to accommodate other changes deemed necessary at that point of time, which was its last revision.

2. Objective

The objective of the Scheme is to provide coaching of good quality for economically disadvantaged Scheduled Castes (SCs) and Other Backward Classes (OBCs) candidates to enable them to appear in Competitive examination and succeed in obtaining an appropriate job in Public/Private sector.

The courses for which the Coaching will be imparted shall be as follows:

- i) Group A and B examinations conducted by the Union Public Service Commission (UPSC), the Staff Selection Commission (SSC) and the various Railway Recruitment Boards (RRBs);
- ii) Group A and B examinations conducted by the State Public Service Commissions;
- iii) Officers’ Grade examinations conducted by Banks, Insurance Companies and Public Sector Undertakings (PSUs)
- iv) Premier Entrance Examinations for admission in (i) Engineering (eg. IIT-JEE & AIEEE),(ii) Medical (eg. AIPMT), (iii)professional courses like

Management (eg. CAT) and Law (eg. CLAT) and (iv) such other disciplines, Ministry may decide from time to time.

- v) Finishing courses/Job oriented courses for employment in the private sector like IT, Bio-technology etc. in need of soft skill and other professional courses specified by the Government from time to time.

3. Implementing Agencies

The Scheme will be implemented through the reputed institutions/centres run by the

- i) Central Government/State Governments/UT Administrations/PSUs/autonomous bodies under Central/State Governments;
- ii) Universities (both Central and State including the Deemed Universities in the private sector) and,
- iii) ***Registered private institutions/NGOs.***

4. Eligibility

- i) The students must have secured percentage of marks in the qualifying examinations as prescribed for the courses/examinations for which free coaching is being imparted under the scheme;
- ii) The students should be selected based on merit prepared on the basis of marks obtained by them in the qualifying examinations for appearing in the relevant competitive examinations for which coaching is to be imparted;
- iii) Only students belonging to SCs and OBCs having total family income of Rs.3.00 lakh per annum will be eligible under the scheme;
- iv) Benefits under the scheme can be availed by a particular student not more than twice, irrespective of the number of chances; he/she may be entitled to in a particular competitive examination. The coaching institution will also be required to take an affidavit from the students that they have not taken benefit more than twice under the scheme.
- v) Where examination is conducted in two stages viz. Preliminary and Main, the candidates will be entitled for free coaching for both the examinations. However, coaching for the main examination will be available only to those candidates who have cleared the preliminary examination; and
- vi) The selected students shall have to attend all classes. In the event of any student remaining absent for more than 15 days, without any valid reason, benefits of free coaching to him/her shall be discontinued and another students shall be taken in his/her place.

5. Selection of Reputed Institutions

- i) The Ministry of Social Justice & Empowerment, Government of India will invite the proposals from the implementing agencies, in prescribed Form - I.

- ii) Central/State Governments, Central/State Public Sector Undertakings, Autonomous Bodies under Central/State Governments and Central / State Universities may submit their proposals directly to the Union Ministry of Social Justice and Empowerment.
- iii) Registered private institutions/NGOs may submit their proposals through respective State Govt./ U.T. Administration. The State Govt./UT Admn. would forward the proposal of the institutions with their recommendation in prescribed Form – II.
- iv) The proposals received from the implementing agencies will be considered by a Committee consisting of the following:-

- | | | | |
|----|---|-----|------------------|
| a) | Additional Secretary (SJ&E), | --- | Chairman |
| b) | JS&FA (SJ&E), | --- | Member |
| c) | A representative from the Planning Commission | --- | Member |
| d) | A representative from the M/o HRD | --- | Member |
| e) | A representative from AICTE | --- | Member |
| f) | Two representatives from any two Apex Industrial Forums | --- | Member |
| g) | A representative from NASSCOM | --- | Member |
| h) | Two representatives from relevant background to be decided by the Minister (SJ&E) | --- | Member |
| i) | Joint Secretary (SCD), M/o SJ&E, | -- | Member Secretary |
- v) The concerned Programme Division will carry out a preliminary screening of the proposals received and shortlist those, which prima facie satisfy the eligibility criteria laid down and have all prescribed supporting documents under the scheme. Such shortlisted proposals shall be considered by the above Committee. The Committee will further shortlist institutions which prima-facie appear to be suitable for conducting the coaching.

The Ministry may also obtain necessary feedback, if required, about the applicant institution from NSFDC/NSKFDC/Dr. Ambedkar Chairs under Dr. Ambedkar Foundation nearby, or by deputing a suitable officer from the Ministry for inspection.

- vi) The coaching institutions will be selected for a period of 3 years. The coaching institution once selected by the Ministry, will not have to apply afresh in response to the advertisement as prescribed at S.No.i) above during the project period unless they are asked to do so. However, the cases of release of funds to empanelled institutions would be considered by the Selection Committee every year. The empanelled institutes will apply in separate format prescribed by the Ministry, at Form – III.

6. Funding Pattern

- i) The Ministry of Social Justice and Empowerment, Government of India will fund the entire expenditure treating the Scheme as a Central Sector Scheme.
- ii) The grants-in-aid along with eligible amount of stipend for the students will be released directly to the institutions/centres concerned.
- iii) Grants-in-aid will be released to institutions concerned in two installments for each proposal for a respective year.

- iv) The second installment of Grants-in-aid to projects of Central/State Governments, Central/State Public Sector Undertakings, Autonomous Bodies under Central/State Governments, Central/State Universities will be released to the organizations on production of Utilization Certificate, complete details of stipend paid to students coached, details of expenditure made. Such projects would be subject to inspection by Ministry officials on random basis.
- v) The second installment of Grants-in-aid to **registered private institutions/NGOs** would be released on production of Utilization Certificate, complete details of stipend paid to students coached, details of expenditure made and after receiving a satisfactory inspection report from the State Government concerned or by the Ministry/Organizations under the Ministry.
- vi) Funds would not be released to those empanelled organizations after first year who have failed to show satisfactory performance.
- vii) The grants-in-aid to all empanelled organizations would be released during 2nd and 3rd year only after receipt of due Utilization Certificate, list of students coached with the previous year's grant, details of stipend paid to students, Audited Accounts in respect of previous year's funds, performance of students coached during previous year.

7. Quantum of Fee

The financial assistance in respect of various courses would be **broadly** as under:-

S.No.	Name of course for which coaching to be provided	Duration of coaching	of	Maximum ceiling of Coaching fee paid to institution per candidate(in Rs.)
1.	Civil Service(Preliminary)/State Civil Services (Preliminary)	Minimum months	5	20,000
2.	Civil Service(Mains)/State Civil Services (Mains)	Minimum months	4	20,000
3.	Entrance examination for Engineering, Medical, MBA and other professional courses	Minimum months	4	20,000
4.	Other Group A&B examinations conducted by UPSC, State Public Service Commissions(SPSCs), Group B Examinations conducted by SSC and (SPSCs)	Minimum months	4	15,000
5.	Officers Grade examinations for recruitment in the Banks, LIC, GICs, PSUs	Minimum months	4	15,000
6.	Finishing job courses	Minimum months	3	To be decided by the Selection Committee on the basis of proposal and prevailing market rate.

However, the Committee mentioned under the heading “Selection of Reputed Institutions” at para 5 above, will decide the fee structure for different examinations as well as duration of coaching after getting the market feedback every year. Accordingly, it will vary from year to year.

8. Ratio of Candidates

The ratio of SC and OBC students to be coached under the Scheme will be 70:30. In case of non-availability or inadequate availability of candidates in a particular category, the Ministry of Social Justice and Empowerment can relax this ratio.

9. Selection of Candidates

- i) With a view to give the Scheme wider publicity, the coaching institute will issue advertisement in the local newspapers and invite applications from the eligible SC and OBC candidates as per provisions of the scheme.*
- ii) Selection of students will be made by the:-*
 - a) Institutes run by Central/State Governments, Central/State Public Sector Undertakings, Autonomous Bodies under Central/State Governments, Central/State Universities.*
 - b) Registered private institutions/NGOs by involving an officer (not below the rank of District Social welfare Officer) to be nominated by the District Magistrate/Collector/Deputy Commissioner concerned. The selection should be made covering candidates from different areas and observing the relevant provisions of the scheme.*

10. Stipend

Stipend will be payable at the rate of Rs.1500/- per student per month for local students and Rs.3000/- per student per month for outstation students. The institute would have to pay stipend to each student on monthly basis through ECS or cheque. No cash payment would be allowed.

11. General Provisions

- i) The registered private institutions/NGOs will admit such of the students only who are selected by the Committee indicated at paragraph 9 and will be paid grants-in-aid only in respect of such students.*
- ii) The institute shall maintain full record of progress for coaching and placement of the candidates.*
- iii) Grants-in-aid released to the institutions shall be dealt with in a separate account by the institute.*
- iv) The institutions shall utilize the grants-in-aid for specified purposes only. In the event of the grantee institution acting in contravention of this condition, the institution will be liable to refund the amount received with 18% penal interest and other action, as deemed necessary.*

- v) After conclusion of the coaching programme, the institution shall submit to the Ministry of Social Justice and Empowerment, Government of India, within a month, the utilization certificate and audited accounts certified by a chartered Accountant. The audited accounts should include the following:
- a) Income and expenditure accounts/Balance Sheet including Receipts and Payments Account of the institution in respect of grants-in-aid received during the year; and
 - b) A certificate to the effect that the grantee institution has not received any other grant for the same purpose from any other Ministry/Department of the Government of India, State Government/UT Administration and any other Government/Non-Government organization.

12. Review of performance and monitoring

- i) The State Government/UT Administration shall monitor the running of **registered private institutions/NGOs** at least once in a year and submit a report to the Ministry in the prescribed format.
- ii) **Ministry shall conduct the periodic review, from time to time, of the projects being run by Central/State Govts./Public Sector Undertakings and autonomous bodies under Central/State Governments.**
- iii) The coaching institutions will have to submit the course-wise list containing names of SC and OBC candidates with address and telephone/mobile number at the start of the course and at the end of the financial year they will have to submit the results declared till then for each exam along with roll number of these candidates.
- iv) There will be a review of the performance of the coaching institutions at the end of 3 (three) years and the assessment will be based on the results of SC and OBC candidates provided coaching under this scheme.
- v) The continuation of funding to the coaching institution within the 12th Plan period will entirely depend on the performance and success of the SC and OBC candidates coached by the coaching institution in various competitive exams. The coaching institution shall Endeavour to achieve optimum success rate for Scheduled Castes/OBC students every year for continued support.
- vi) The Ministry reserves the right to discontinue funding under the scheme at any point of time if the performance of the coaching institute is found to be unsatisfactory.

13. Tentative yearly Schedule for implementation of the Scheme:-

For new cases:

S.No.	Activity	Time line
1.	Invitation of proposals	By 30 th April
2.	Last date for receipt of proposals	30 th June

3.	Scrutiny of proposals	In August
4.	Meeting of Selection Committee	In September
5.	Release of grant in aid to selected institutions	By 30 th September, subject to administrative approval by the competent authority.

For empanelled institutions:

The proposals of empanelled institutions for renewal would be considered in accordance with the provisions of General Financial Rules (GFR).

14. Revision of the Scheme

The overall Scheme will be reviewed after 3 years i.e. in the financial year 2015-2016.

Appendix

Terms and Conditions Under the Scheme of Free Coaching for Scheduled Caste & OBC Students

Following terms and conditions shall be fulfilled by the Pre-Examination Coaching Centres (PECs) while submitting the application:

1. That the organization which intends to receive the Grant-in-aid under the Scheme will fulfill the requirements as prescribed under the scheme.
2. The grants cannot be claimed as a matter of right, it depends on sole discretion of Government of India depending on the merit of the proposal and reputation of the coaching institution.
3. The organization will confirm in writing to the effect at the beginning of each financial year that the conditions contained in this document and that revised from time to time for the implementation of this scheme are acceptable to it.
4. The organization will also execute a Bond on Non-Judicial Stamp Paper of Rs.10 in favour of President of India to the effect that it will abide by terms and conditions attached to the grant and that revised from time to time and that in case of its failure to abide by the same, it will refund to the Government the total Grant-in-aid sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal actions as per law.
5. The institute shall claim grant in respect of SC and OBC candidates only. In case it has coaching facilities for other categories also, grant-in-aid will be given only in respect of SC & OBC students under this scheme.
6. The institute shall allow the authorized representatives of this Ministry or of the State Government to inspect actual working of the scheme.
7. The institute shall maintain 'Card System' giving full Bio-date along with a photograph of each admitted candidate on a card with a view to maintain the record and follow up of the coached candidates.
8. The institute shall accept SC and OBC certificates in prescribed proforma duly issued by the competent Authority like Collector/Deputy Collector/Tehsildar etc.

9. The grantee institution shall disburse stipends to candidates on monthly basis for the period from the date of actual admission of a candidate up to the last date of his attending the course. ***The candidates who are in receipt of stipend/maintenance allowance under any other scheme of the organization/Government will have an option to opt either for stipend under the coaching scheme or to continue with the stipend/maintenance allowance under the other scheme of the organization/Government***
10. The grantee institution shall not utilize the grant for any partisan, political or anti-Government propaganda.
11. The institute shall obtain an undertaking from each of the admitted candidate that once he is admitted for the course, he will not leave the course in between without assigning proper justification to the satisfaction of the Ministry of Social Justice & Empowerment, otherwise, he would be liable to refund back to the Government of India all the expenses incurred on his coaching.
12. The institute shall also obtain an undertaking from the candidate that he is not receiving/has not received any such coaching under any scheme of Government of India.
13. The organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving Rs.10,000/- and above of the grantee institution must be through cheques/ECS only. The grantee institution are required to submit, at the time of seeking grant for continuation of the project, a copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection by representatives/officers from the office of Comptroller and Auditor General of India, Government of India, or concerned State Government at any time. The organization shall have the accounts of the grant-in-aid audited either by Govt. Auditor or Chartered Accountant and supply a copy of the following audited accounts, together with Utilization Certificate, to the Ministry of Social Justice and Empowerment latest by first week of July month every year.
 - (a) the receipt and payment account of grant-in-aid in question for the year;
 - (b) the income and expenditure accounts of grant-in-aid in question for the year;
 - (c) the balance sheet, indicating assets and liabilities from grant-in-aid in question;
 - (d) the utilization certificate in prescribed format as per General Financial Rules.
 - (e) the audited accounts of the organization as a whole for the year.
14. The organization will not obtain grant for the same purpose/project from any other source, including the Government sources. In case, it receives grant for the same project from other sources also, the same will be intimated to Ministry of Social Justice & Empowerment immediately after receipt with proper reference.

15. The organization will not divert Grant-in-aid or entrust the execution of the project for which Grant-in-aid is sanctioned, to another organization or institution.
16. If the Government is not satisfied with the progress of the coaching or considers that the guidelines of the scheme, terms & conditions of the sanction etc., are being violated, it reserves the right to terminate the Grant-in-aid with immediate effect and take such actions as it deems fit with or without prior notice.
17. At the time of renewal of the proposal, any unspent balance out of the grants shall be adjusted by the Ministry in the subsequent admissible grant due.
18. The organization shall appropriately display the boards that should be erected at the coaching site indicating that the institution is running under the aegis of Ministry of Social Justice and Empowerment, Government of India.
19. The organization shall not charge any fees from the beneficiaries.
20. The organization shall advertise the scheme as much as possible through hoardings, print media/electronic media etc.
21. In the event of a Court case, the organization shall not be entitled to any grant-in-aid till the matter is pending in the court of law.
22. For all disputes involving Ministry of Social Justice and Empowerment with regard to release of any grants, the jurisdiction of the Courts will be Delhi.
23. The organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

Date
Place

Signature of President/Secretary
Full Name
Designation
Official Seal

Note: Organization should ensure signature on all the pages of terms and conditions.

FORM – I

(W.E.F. 2012-13)

**MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT
GOVERNMENT OF INDIA****APPLICATION FORM****For****Proposals for financial assistance under the Scheme of Free Coaching for Scheduled Castes and OBCs students.**

- Note:
1. It is mandatory for the applicant (including the institutions run by State/UT) to fill all the columns. Incomplete application forms will be summarily rejected without any notice. A soft copy in a virus free CD/Pendrive to be also submitted.
 2. Unsigned application form will be summarily rejected without any notice.
 3. The application form and all annexure should be properly indexed by putting a page no. and index should be placed on the top of the application form.

I. Details of institution run by Central/State Governments/UT Administrations/PSUs/Autonomous Bodies/Universities/Private Institutions.

S.No.	Particular	To be filled by Institution
1.	Name of the Institution and full address	
2.	(a) Name of Head/Chairperson/President (b) Name of Secretary	
3.	Date of establishment	
4.	Brief history and account of activities of the organization since its inception	
5.	Proposed centers for providing coaching along with address	
6.	Latest landline telephone no. with STD code	
7.	Mobile no. of Chairperson/President and Secretary	
8.	E-mail address of the coaching institution	
9.	Name of Act under which registered (if applicable)	
10.	Details of registration and date of expiry (attested photocopy of registration to be enclosed)	Registration No.: Date of registration: Date of Expiry:
11.	Details of Management Committee/Governing Body (if applicable).	As per Annexure-I
12.	Constitution/MoA and bye-laws of the organization(copy to be attached)	
13.	Income and expenditure statement and Balance Sheet for previous 3 years, certified by Chartered Accountant or Government Auditor to be attached.	

II. Suitability of coaching institution

S.No.	Particular	To be filled by Institution
1.	Experience of the coaching institution in the relevant field (should not be less than 3 years)Years
2.	Whether the institution has its own building and sufficient space to organize coaching for the number of SCs and OBCs students proposed for imparting coaching	
3.	Other infrastructure available for imparting coaching like audio-visual facility, library etc.	
4.	Whether the institution has been declared bankrupt at any point of time	Yes/No
5.	If yes, reasons thereof	
6.	Whether the institution has been blacklisted by any institution of the Government at any point of time, if so the details thereof.	

III. Details of courses run by the Institution from its own funds during last 3 years.

(Please attach details of successful/placed students, Roll No., Name, address and Mobile number along with copy of published result/ details of placement, wherever applicable)

S.No.	Year	Name of the courses	Total no. of students coached	No. of successful /placed students	Percentage of successful students
1	2	3	4	5	6

Note: If State Government/UT Administration run coaching in more than one centre, they are required to give the above details separately for each coaching centre in the same format.

IV. Details of courses funded by Ministry of Social Justice and Empowerment during last 3 years, if any.

(Please attach details of successful/placed students, Roll No., Name, address and Mobile number along with copy of published result/ details of placement, wherever applicable)

S.No.	Year	Name of the course	Total no. of students coached	No. of successful /placed students	Percentage of successful students
1	2	3	4	5	6

V. Details of the proposal

S.No.	Details of proposed centre	Name of Courses for which the coaching is being proposed	Duration of the courses (in months)	Total No. of candidates proposed to be coached	Break up of local and outstation candidates	Consolidated proposed fee(Rs.)	Total amount (Rs.)
1	2	3	4	5	6	7	8

VI. Details of Faculty

S.No.	Name of Faculty	Qualification of the Faculty	Experience of the Faculty in Coaching for competitive Exams.	Any other credentials
1	2	3	4	5

Note: State Government/UT Administration are required to give centre wise details of faculty.

VII. Bank details of the Organization for transfer of funds :

S.No.	Particulars	To be filled by University/ Institution
1.	Name and full address of the Bank where the University/ Institution desires to receive the financial assistance from Ministry of Social Justice & Empowerment	
2.	MICR/IFSC code of the branch of the Bank	
3.	Nature of account(current/saving) and correct account no.	

VIII. Details of Annexure (to be enclosed as prescribed in the guideline)

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

Declaration

I hereby solemnly affirm that the information given above is true to the best of my knowledge.

Date
Place

Signature of the Head/Chairperson/President/Secretary
Name of the Signing Authority
Official Stamp of the Organization

Annexure-I

Composition of Managing Committee/Governing Body

1. **Name and Postal address of the Institution/Coaching Centre:**

2. **Details of Managing Committee/Governing Body**

S. No.	Name of the Members	Sex (M/F)	Father's Name	Spouse's Name	Complete Residential Address	Whether SC/ST/OBC/ GEN	Self Occupation	Occupation of the Spouse	Position held in the Managing Committee/ Governing Body
1	2	3	4	5	6	7	8	9	10

3. **Declaration:**

1. It is certified that the composition of the above Managing Committee/Governing Body is in accordance with the approved Bye laws and Memorandum of Association of the Organisation.
2. It is certified that the above Managing Committee was elected by the General Body in its meeting held on _____. The life of the Committee is from_____to_____.
3. It is certified that the instant proposal has the consent of all the aforesaid members including the members belonging to Scheduled Castes and OBCs.

Place:

Date:

Signature of the Head/Chairperson/President/Secretary

Full Name of the signatory

Designation

Seal of the Organisation

FORM-II

**CONFIRMATION REGARDING GENUINENESS OF THE COACHING INSTITUTION
BY THE SOCIAL WELFARE DEPARTMENT OF THE STATE GOVERNMENT**

1. The Coaching Institution viz. _____, located at _____ (full address with PIN), which has applied for grant to the Ministry of Social Justice and Empowerment under the Scheme of Free Coaching for Scheduled Caste and OBCs for the financial year _____ is a genuine one and has experience of years in imparting coaching for competitive examinations. The particulars of the Coaching Institution are as follows:

S.No.	Particulars	To be filled by the Institution
1.	Registration No. and date	
2.	Name of Chairperson/President/Secretary	
3.	Number of years since when Institution is functioning	
4.	Infrastructure available for running coaching successfully like building, teaching aids, library etc.	

2. It is further stated that the aforesaid coaching institution has earned its reputation in terms of success in competitive exams viz. _____ in the past _____ years.

Date
Place

Signature
Name of the Officer
Official seal

Note: This certificate shall be furnished by an officer not below the rank of Deputy Secretary of the State Social Welfare Department (or Tribal Department as the case may be) only.

FORM-III

(W.E.F. 2012-13)

**MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT
GOVERNMENT OF INDIA****APPLICATION FORM****For****Renewal of proposals for financial assistance under the Scheme of Free Coaching for
Scheduled Castes and OBCs students.**

1. Name of the Coaching Institution and Address:
2. Financial year for which proposal submitted:
3. Details of results of student coached from the funds of the Ministry during previous year:

S.No.	Name of SC & OBC student (as in beneficiaries' list and full address)	Father's name	Course for which coaching provided (as in beneficiaries list)	Competitive Exam(s) in which appeared during that particular year with Roll Nos.	Result in each exam with supporting documents
1	2	3	4	5	6

4. Details of income and expenditure in respect of previous year's grant released by the Ministry
(To be certified by Chartered Accountant or Government Auditor):

5. Details of the proposal for current year:

S.No.	Details of proposed centre	Name of Courses for which the coaching is being proposed	Duration of the courses (in months)	Total No. of candidates proposed to be coached	Break up of local and outstation candidates	Consolidated proposed fee(Rs.)	Total amount (Rs.)
1	2	3	4	5	6	7	8

6. In case there is any change in the information provided earlier, please specify with details:
7. Details of Annexure (to be enclosed as prescribed in the guideline)
 - 1.
 - 2.
 - 3.
 - 4.

Declaration

I hereby solemnly affirm that the information given above is true to the best of my knowledge.

Date
Place

Signature of the Head/Chairperson/President/Secretary
Name of the Signing Authority
Official Stamp of the Organization