Annexe-III

STANDARDISED CALCULATION SHEET FOR NEW PROJECTS AND CONTINUING PROJECTS

Ministry of Social Justice & Empowerment

(DD-II Section)

Name of the Organisation ……..
Purpose for which grant requested …….

No. of Beneficiaries **Last Year** **Current year**

Recurring/ Non-recurring

1	2	3	4	5	6	7	8	9
S.No.	Name of Post/item of cost	Honorarium Amount Last year (Total)	Grants Allowable per month	No. of Posts/ items/ Beneficiaries (Current year)	Whether rates as per norms	Whether staff qualified or not	Grant proposed/ recommended by N.G.O. State Govt. (Current year)	To be sanctioned during current year (p.a.)
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								

Total ……
90 Percent ……
1st Instalment ……
Unspent Balance ……
2nd & Final ……
Instalment

Signature of the Authorised Signatory
Name :
Designation :
Address :
Date :
Office Stamp :

i. Separate Sheet may be used for Recurring & Non-recurring Grants.
ii. Separate Sheets may be used for each project.
iii. New posts/items may be indicated in a separate block.