

**Instructions for filling the Agreement Bond, Undertakings & instructions
for Bank Account**

- 1) All the columns/blank space given in the specimen of the Agreement Bond & Undertakings should be filled properly,
- 2) The name of the NGO should be filled as mentioned in the Registration Certificate/ Sanction Order, issued by the MAEF,
- 3) Amount of grant-in-aid should be mentioned in the given space in figures & words properly,
- 4) The blank space which is pertaining to grant-in-aid released should not be filled (as marked in the specimen),
- 5) The Agreement Bond should be signed & stamped by Authorized signatory of the NGO on each page,
- 6) The name & complete address of the witnesses should be mentioned clearly along with their signatures and these witnesses should preferably be other office bearers/ members of NGO or Principal/Head Master of the School/Institution,
- 7) The Account for MAEF grant should be opened in nationalized banks which have direct facility of RTGS/NEFT. The local Banks or Co-operative Banks should be avoided,
- 8) The Bank Account should be exactly in the name, in which the grant-in-aid has been sanctioned (name as mentioned in the Sanction Order). The “Manager/Secretary/ Chairman/President” should not be added along with the name of NGO in the Bank Account,
- 9) The Bank Account details should be provided on the given format along with a blank cancelled cheque or certified photocopy of Bank passbook, as the case may be,
- 10) Each documents as asked in the Sanctioned Order should be provided in proper format, as explained,