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,