

Calling/Inviting For Proposals from NGOs/Autonomous Bodies for participation in Celebration of Commemoration under

**‘Centenaries and Anniversaries Scheme’
of Ministry of Culture, Govt. of India**

1. The **Ministry of Culture, Government of India**, invites proposals under the **Centenaries and Anniversaries Scheme** for commemorating centenaries and special anniversaries of eminent personalities and events of historical and national importance under approved Commemorations.
2. The Centenaries and Anniversaries Scheme has been launched to commemorate centenaries and special anniversaries such as **50th, 75th, 100th, 125th, 150th, 175th, 200th, 225th, 250th, 275th, 300th, 325th, 350th** and other significant anniversaries of eminent personalities and events of historical importance to the country.
3. The Scheme is administered by the **C&M Division, Ministry of Culture, Government of India**. The Scheme seeks to identify and support the commemoration of eminent personalities and events of historical and national importance. At present, the details of approved ongoing Commemorations are as under:

Ongoing /New Commemorations approved by NIC

Sl. No.	Name of Commemoration	Period
1	125 th Birth Anniversary of Dr. Syama Prasad Mookerjee	6 th July, 2025 to 6 th July, 2027
2	150 th Birth Anniversary of Sardar Vallabhbhai Patel	31 st October, 2024 to 31 st October, 2026
3	Commemoration of 150th Years of the National Song “Vande Mataram”	7th November, 2025 to 7th November, 2026
4	Commemoration of 350 th Shaheedi Diwas of Sri Guru Tegh Bahadur Ji	24 th November, 2025 to 24 th November, 2026
5	Commemoration of 100 Years of Olchiki Script.	16 th February, 2026 to 16 th February, 2027
6	Commemoration of 1000 Years of Unbroken Faith of Somnath Swabhiman Parv	11 th January, 2026 to 11 th January, 2027
7	Commemoration of 200th Birth Anniversary Year of Mahatma Jyotiba Phule	11 th April, 2026 to 11 th April, 2028

4. Eligible Applicants

The following institutions/organizations are eligible to submit proposals under the Scheme:

- Government of India Ministries/Departments and their organizations;
- State Government and Union Territory Government Departments;
- Autonomous Bodies;
- Universities and Educational Institutions;

- Registered Societies and Trusts;
- Non-Governmental Organizations (NGOs); and
- Other eligible institutions/organizations associated with the organization of approved commemorative events and programmes.

5. Submission of Proposals

Eligible organizations/institutions are invited to submit proposals for commemorating eligible anniversaries in accordance with the provisions of the Scheme Guidelines and the Standard Operating Procedure (SoP). Each proposal should include:

- A detailed concept note highlighting the historical and national significance of the personality/event;
- Proposed activities and implementation plan;
- Estimated budget with item-wise financial requirement;
- Organizational profile and relevant supporting documents; and
- Any other documents prescribed in the Scheme Guidelines and SoP

6. Documents Available for Download

Applicants are advised to carefully read the following documents before submitting proposals:

1. Scheme Guidelines – Centenaries and Anniversaries Scheme
2. Standard Operating Procedure (SoP)
3. Checklist of Documents

7. Important Instructions

- Proposals must conform to the Scheme Guidelines and Standard Operating Procedure (SoP).
- Incomplete proposals or proposals not accompanied by the prescribed documents are liable to be rejected.
- Submission of a proposal does not confer any right to financial assistance.
- All proposals will be examined in accordance with the provisions of the Scheme and subject to the approval of the Competent Authority and availability of funds.
- The decision of the Ministry of Culture shall be final in all matters relating to the Scheme.

8. Contact Details:

Address	Contact Phone No.	Email Id	Website
Ministry of Culture, C&M Division, 3rd Floor, IGNCA, Janpath Hotel Building, Janpath, New Delhi - 110001	011-23446392	candmsection@gmail.com	Amritkaal.nic.in & culture.gov.in

* For any clarification regarding the Scheme, applicants may contact the C&M

Division through the contact details provided on the Ministry's website.

- SOP(Standard Operating Procedure and Scheme Guidelines are attached herewith for further details and guidance.

SOP FOR APPROVAL OF PROPOSALS OF PROGRAMS/EVENTS/SEEKING FINANCIAL ASSISTANCE UNDER THE APPROVED COMMEMORATIONS

1. Scope:

This Standard Operating Procedure shall govern the receipt, registration, scrutiny, technical examination, approval, sanction, release of grant, implementation, monitoring, evaluation, recovery and closure of all proposals seeking financial assistance for the approved commemorations under the Centenaries and Anniversaries Celebration Scheme administered by the Ministry of Culture. All proposals shall be processed in accordance with this SOP, extant financial rules and orders issued by the Competent Authority from time to time.

2. Who can Apply:

Once the commemoration is approved, then Ministry of Culture shall invite applications through open Calls for Proposals from time to time through the website amritkaal.nic.in. Proposals for organizing the Events and Programs may be invited from institutions/organizations/autonomous bodies of the Government of India, State and UT Governments as well as NGOs/Trusts in connection with approved commemorations.

3. Receipt of Applications:

Submission of Applications	All applications seeking financial assistance for conducting events/activities under approved commemorations may be sent to: Ministry of Culture, Akam Secretariat, 3rd Floor, Hotel Janpath New Delhi-110001
Submission Timelines	1. Complete proposals shall be submitted minimum 45 days prior to commencement of the proposed event date under an approved commemoration. No proposal received within 45 days or less prior to the event date shall ordinarily be considered. 2. However, in the case of institutions/organizations/ autonomous bodies of the Government of India, State and UT Governments, the Proposal may be submitted minimum 30 days prior to commencement of the proposed event date. 3. Proposals from NGOs/Trusts received late, i.e. less than 45 days prior to the proposed event date as well as Proposals from institutions/ organizations/autonomous

	bodies of the Government of India, State and UT Governments received late i.e. less than 45 days prior to the proposed event date, shall not ordinarily be considered automatically and may be processed only in exceptional circumstances, subject to the following conditions: a. Recorded Justification: A written justification shall be placed on file clearly explaining the reasons for delayed submission and the grounds on which the proposal merits consideration. Such reasons may include recent finalisation of the event schedule, national importance of the commemoration, urgency of the occasion, or unavoidable administrative circumstances. b. Approval of Competent Authority: The proposal shall be processed only after formal approval of the Competent Authority, as per DFPR read with GFR.
Reimbursement Category	If any proposal is approved after the event is organized, i.e. the case of ex-post facto approval, the same may be done with approval of Competent Authority as per DFPR read with GFR. All such cases shall be considered under the reimbursement category as per actuals and within the approved amount.

4. **Registration of application:**

Each Proposal received under approved commemoration will be assigned a Unique Registration number. A list showing all the proposals received for financial assistance during the month along with their status will be put on the website **amritkaal.nic.in**. each month. A register/database of proposals received, under scrutiny, approved, rejected or pending shall be maintained by the C&M Division.

5. **Preliminary scrutiny of the application:**

The Commemoration Division shall scrutinize each proposal with reference to eligibility, completeness and compliance.

Institutional Documents	• Registration Certificate / Trust Deed / Society Registration. • Memorandum of Association. • Article of Association. • PAN Card. • GST details, where applicable. • DARPAN Portal registration. • Audited Accounts Statement (Income and Expenditure, Receipt and Payment, Balance Sheet) duly signed by Auditor for the Last three F.Ys or the case may be.
--------------------------------	--

	• Bank details. • Experience of the Organization in organizing the Cultural Events/Programs, if any. • Details of grant-in-aid received in the past under scheme of Ministry of Culture, if any.
Proposal Documents	• Overall/ Broad Concept Note of Program • Detailed Proposed components of the Program: • Activities (Seminar / Lecture / Symposium • Dance / Music / Folk Performance • Drama / Theatre / Poetry • Exhibition / Painting / Installation • Debate / Essay / Speech competitions • Workshops / Youth engagement • Community outreach programmes • Documentation / Publication • Digital engagement / Live streaming • Proposed Date(s) and Venue Details • Program Schedule (Structure and proposed Minute to Minute)
Proposal must clearly establish linkage with the approved commemoration theme/personality/event. Mandatory Day-wise Programme Structure must be submitted, if the program is scheduled for more than one day.	

6. **Procedure for Incomplete / Deficient Applications:**

If any proposal is incomplete or deficient, the deficiencies shall be communicated to the applicant organization. The applicant shall ordinarily be given:

- 10 days for events/activity proposals
 - 15 days for Proposal having exhibition/documentation
- Failure to comply within prescribed time may result in closure of the proposal.

7. **Action in respect of complete proposals:**

The proposal will be sent to the **Expert Technical Committee (ETC)** for evaluating the proposals and recommend the proposal to **Commemoration Committee** under the chairmanship of **Additional Secretary/Joint Secretary (Commemoration)**.

8. **Expert Technical Committee (ETC):**

Constitution	The ETC shall comprise members possessing relevant domain knowledge and expertise in fields connected with commemorative activities, heritage, culture, events, media, arts, museums, outreach and allied sectors, as considered appropriate by the Ministry. Subject experts may be co-opted, wherever required, depending upon the nature of proposals under consideration.
---------------------	---

Following shall be composition of ETC:									
	<table border="1"> <tr> <td>Director/Deputy Secretary (Commemoration)</td><td>Chairman</td></tr> <tr> <td>Under Secretary (IFD)</td><td>Member</td></tr> <tr> <td>External Members as Subject Matter/Domain Experts</td><td>Presence of Minimum 4 Members</td></tr> <tr> <td>Under Secretary (Commemoration)</td><td>Member Secretary</td></tr> </table>	Director/Deputy Secretary (Commemoration)	Chairman	Under Secretary (IFD)	Member	External Members as Subject Matter/Domain Experts	Presence of Minimum 4 Members	Under Secretary (Commemoration)	Member Secretary
Director/Deputy Secretary (Commemoration)	Chairman								
Under Secretary (IFD)	Member								
External Members as Subject Matter/Domain Experts	Presence of Minimum 4 Members								
Under Secretary (Commemoration)	Member Secretary								
Subject/Domain Experts	The ETC comprises members having the domain knowledge in Architecture, Museum, Event Management, Fine Arts. The List of expert members will be prepared in consultation with IGNCA, CCRT, SNA, NSD, LKA, Sahitya Akademi and it will be submitted for kind approval of HCM.								
Meetings	The ETC shall meet once in a fortnight or on need basis depending upon urgency and volume of proposals.								
Role of ETC	The ETC shall examine the proposal based on following parameters: - Relevance of proposal - Technical feasibility - Quality of programme design - Public participation potential - Budget reasonableness - Capacity of implementing organization - Experience or details of previous assignments								
Consideration and Recommendation	- The ETC shall evaluate the proposal along with estimated cost and submit recommendations to the Commemoration Committee. - The ETC may recommend or not recommend the Proposal under consideration. ETC may recommend with modifications or recommend with reduction in budgets. ETC may seek further clarification. - While recommending, it may be ensured that the proposal may be considered Commemoration wise and while recommending, it may also be ensured that program/events must be organized with the presence in large number of States/UTs.								

9. **Commemoration Committee:**

All such proposals which are complete in all respects and recommended by the ETC will be placed before the Commemoration Committee.

Constitution	Following shall be composition of Commemoration Committee:
---------------------	--

	Addl./Joint Secretary (Commemoration)	Chairman
	Addl./Joint Secretary (Akademi)	Member
	Director (IFD)	Member
	Director/Deput Secretary (Commemoration)	Member Secretary
Meetings	The Commemoration Committee (CC) shall meet once in a fortnight or on need basis depending upon urgency and volume of proposals.	
Role of CC	The CC shall examine and approve the proposal and its budget based upon the experience and scale of the proposal following parameters: a. Availability of Budget b. Quality of programme with respect to Commemoration c. Public participation potential d. Budget reasonableness e. Capacity of implementing organization f. Venue with respect to presence in the States/UTs Thus, Commemoration Committee (CC) would recommend the proposal for approval, or it may suggest some modifications.	

10. **Subsequent Approval after Commemoration Committee meeting:**

Administrative Approval	After the approval of proposal by Commemoration Committee, the proposal would be placed for administrative approval of the competent authority (HCM/Secretary as per DFPR) within 5 days after the meeting of Commemoration Committee.
Concurrence of IFD	After the administrative approval within 5 days, the file will be sent to IFD for their concurrence.
Release of Sanction	After the concurrence of IFD, sanction letter in each case will be issued within five working days.

11. **Execution of Proposals:**

For effective and wider public outreach, Followings will be ensured:

Eligible Program/ Events for Consideration	1. In the case of NGOs/Trust, the implementing organization shall contribute minimum 30% of the approved Program/Event cost. However, in the case of organizations/autonomous bodies of Government of State/UTs and Government of
--	---

	Bharat, this will not apply. 2. The documentary Proof of Co-Contribution must be evidenced through: • Bank records • Sponsorship commitments • Audited statements • Paid invoices 3. Non-Fulfilment of Co-Contribution Requirement: Failure to establish the required co-contribution may result in rejection of the proposal or withholding of grant assistance. 4. Artist Honorarium and Payments shall be made directly through DBT / bank transfer. Cash payments shall not ordinarily be permitted. 5. Standard templates/frameworks for commemorative events and programmes, as prescribed by the Ministry from time to time, shall ordinarily be followed with suitable customization wherever necessary. 6. The Ministry/Division may issue periodic Calls for Proposals under approved commemorations through use of website amritkaal.nic.in to encourage wider participation and structured programme planning.
Public Participation	In the case of NGOs/Trust, the proposals shall be considered with the participation of minimum 500 public in Program/Event.
Media and Publicity	1. A structured month wise calendar showing Programs/Events of approved commemorations will be prepared in advance, to facilitate better planning, inter-agency coordination and phased execution of programmes. The same may be published on website amritkaal.nic.in as well as on the website of Ministry of Culture. 2. A comprehensive digital footprint of approved commemorative activities shall be preserved through photographs, videos, publications, media coverage, social media records, event reports and other relevant digital documentation on website amritkaal.nic.in as well as on the website of Ministry of Culture.
Reports	Number of Programs/Events organized/held under any commemoration along with some of the highlights of important Program, will be intimated to NIC for information in the subsequent meetings.

12. **Proect Timeline and Procedure to be followed for Release of 2nd Instalments.**

Timelines	In the case of NGOs/Trusts, Proposals shall be received 45 days prior to the date of Program/Events. Accordingly, the
------------------	---

timelines are as under:	
Stage	Timeline
Preliminary scrutiny	7 working days
ETC review	15 days
Committee consideration	5 days/ As scheduled (after the ETC meeting)
Sanction after approval	As per extant norms
Documents required for Release of 2nd Instalments	Utilization Certificate, audited statement of accounts, progress report, photographs etc. are to be submitted by the concerned organization for release of subsequent instalments.

13. **Misutilisation / Recovery / Penal Action:**

In case of diversion, fraud, forged documents, false claims or non-performance:

- a. Further release shall be stopped immediately.
- b. Amount released may be recovered as per rules.
- c. Organization may be blacklisted/debarred.
- d. Legal action may be initiated where warranted.

14. **Residual Matters:**

Any matter not specifically covered herein shall be governed by:

- a. General Financial Rules (GFR)
- b. Delegation of Financial Powers Rules (DFPR)
- c. Ministry of Finance instructions as well as Instructions issued by Ministry of Culture from time to time.
15. Proposals involving infrastructure works, permanent construction, civil works or other capital projects shall not ordinarily be considered under the Centenaries and Anniversaries Celebration Scheme as it has been subsumed under the Ministry of Culture's "DESH" Scheme.

F. No. 14/1/2021-C&M-(Part-I)

Government of India

Ministry of Culture

**Vigyan Bhawan Annexe,
New Delhi dated 16th June' 2026**

OFFICE MEMORANDUM

Subject: Continuation of Centenary and Anniversary Celebrations Scheme for financial year 2026-27 to 2030-31 i.e. upto 31st March, 2031-regarding.

The undersigned is directed to inform that Hon'ble Finance Minister has approved the continuation of "Centenary and Anniversary Celebrations Scheme" for Financial year from **2026-27 to 2030-31** i.e. upto 31st March, 2031 with an outlay of Rs. 750.00 Crores as detailed below:

Name of Scheme	Financial Years									
	2026-27	2027-28	2028-29	2029-30	2030-31					
	(Rs. In Crores)	(Rs. In Crores)	(Rs. In Crores)	(Rs. In Crores)	(Rs. In Crores)					
Centenary and Anniversary Celebrations Scheme	150	150	150	150	150					

2. The Centenary and Anniversary Celebrations Scheme guidelines, approved by Hon'ble Culture Minister is also enclosed for information.

Rajeev Kumar
(Rajeev Kumar) 16/06/2026
Director
Ph. No. 23446323

1. Secretary, Ministry of External Affairs, South Block, New Delhi 110001
2. Secretary, Ministry of Environment & Forest and Climate Change, Indira Payavaran Bhavan, Jorbagh Road, New Delhi-110003
3. Secretary, Department of North-Eastern Region, New Delhi-110003
4. Secretary, Ministry of Education, Shastri Bhavan, New Delhi-110001
5. Secretary, Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi-110001
5. Secretary, Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi-110001
6. Secretary, Ministry of Tribal Affairs, Shastri Bhavan, New Delhi-110001

7. Secretary, Ministry of Rural Development, 1st Floor, Krishi Bhavan, New Delhi-
8. Secretary, Ministry of Minority Affairs, CGO Complex, Lodhi Road, New Delhi-110003
9. Secretary, Ministry of Labour and Employment, Shram Shakti Bhavan, Rafi Marg, New Delhi 110001
10. Secretary, Ministry of Power, Shram Shakti Bhavan, Rafi Marg, New Delhi 110001.
11. Secretary, Ministry of Coal, Shastri Bhavan, New Delhi-110001
12. Secretary, Ministry of Jal Shakti, River Development and Ganga Rejuvenation, 2nd floor, Block-III, CGO Complex, Lodhi Road, New Delhi-110003
13. Secretary, Ministry of Agriculture and Farmers Welfare, Krishi Bhavan, New Delhi-1
14. Secretary, Ministry of Panchayati Raj, 11th Floor, J.P. Building, Kasturba Gandhi Marg, Connaught Place, New Delhi-110001.
15. Advisor (PAMD), NITI Aayog, Yojana Bhavan, Sansad Marg, New Delhi-110001
16. Secretary, Ministry of Women and Child Development, Shastri Bhavan, New Delhi-110001
17. Secretary, Ministry of Tourism, Transport Bhavan, New Delhi

CC to:

1. PS to HCM
2. PSO to Secretary (Culture)
3. PS to AS&FA
4. Sr. PPS/PPS/PS to all JSs, MoC.

Guidelines for "Centenaries and Anniversaries Scheme"

1. Objective

Centenaries and Anniversaries Scheme has been launched to commemorate centenaries and special anniversaries such as 50th/75th/100th/125th/150th/175th/200th/225th/250th/275th/300th/325th/350th etc. of eminent personalities and events of historical importance of the country. This scheme is looked after by C&M Division of Ministry of Culture, Government of India

2. Title

This Scheme is known as "**Centenaries and Anniversaries Scheme**".

3. Scope of the Scheme

The scope of the Scheme is to identify the Commemoration of eminent personalities and events of historical importance as well as of National importance through requests received from central Government/state Governments/ Autonomous organizations/NGOs/individuals and other organizations as well as also through suggestions/discussions held at the NC/HLC/EC/NIC meetings.

4. Nodal Institutions (Participating Institutions)

I. The Scheme covers the institutions/organizations concerned with the organizing the Events and Programs by the Government of India/ State and UT Governments/autonomous organizations and NGOs in connection with approved commemorations.

II. National Implementation Committee (constituted with approval of PMO), decides the commemorations to be celebrated. Further, to formulate policies and plan various activities under the scheme, National Committee / High Level Committee / Executive Committee for any commemoration is constituted by the Government.

III. Ministry of Culture has powers to include activities under approved commemoration with the approval of the competent authority. Ministry of Culture is the Nodal Ministry to take up commemorative activities under the scheme.

5. Constitution of Committees under the scheme

- I. Ministry of Culture Government of India proposes to the Office of Prime Minister for constitution of a specific Committee "National Implementation Committee (NIC)" for approving the commemoration of special anniversaries such as 50th/75th/100th/125th/150th/175th etc. of eminent personalities and events of historical importance to the country during ensuing years. PMO approves the constitution of Committee (NIC) and the committee so constituted (NIC) is empowered to take decisions for undertaking specific commemorations for celebration.
- II. Further, PMO also approves for constitution of appropriate committee viz National Committee/High Level Committee etc. for a particular commemoration which inter alia give directions to chalk out the plans, policies and undertake the Events and Programs in connection with the specific commemoration during the period. Normally, National Committee/High Level Committee is headed by Prime Minister and National Implementation Committee are headed by Hon'ble Home Minister.

- III. Cabinet and State Ministers of Ministries/Departments of Central Government, Chief Ministers of states/ Governors/senior officials of central and state Governments, states representative, eminent personalities in different fields are nominated as members on these Committees.
- IV. Events and Programs as well as Major Activities for a commemoration are considered/approved 'In Principle' by these Committees. However, financial approval is accorded by Competent Authority as per GFR after detailed examination of each Events and Programs as well as Major Activities proposal subsequently.

6. Funding for Projects

- I. Once the Commemoration is approved by National Implementation Committee, all the Proposals related with Events and Programs as well as Major Activities, received for financial assistance under the commemoration will be considered and approved as per the Standard operating Procedure approved by Hon'ble Culture Minister. Thereafter, the fund will be released as per financial approval of competent authority in accordance with DFPR as well as with the concurrence of IFD.
- II. The Proposals related with Events and Programs as well as Major Activities, received for financial assistance under the approved commemoration, which come within mandate of this Ministry, will be funded by Ministry of Culture out of Grant-in-Aid (General) as allocated under Centenaries & Anniversaries Scheme.
- III. In case Events and Programs as well as activities are concerned/related to other Ministries/Departments, those Ministries/Departments are supposed to meet the expenditure in this regard from their allocation of fund.
- IV. Amount of grant-in-aid is the approved cost or the actual cost in completion of the Events/Programs/Activities whichever is less.
- V. The number of instalments and amount therefor for each instalment is as under:
 - A. Proposals related with Events and Programs received from central Government/state Governments/ Autonomous organizations:
 - i. First instalment of 75% of grant-in-aid can be released after the completion of all formalities for sanction of funds as per approved SoP.
 - ii. The balance 25% of grant-in-aid can be released only after the completion of Events/Programs and after completing all the formalities for sanction of funds as per approved SoP.
 - B. Proposals related with Events and Programs received from NGOs/individuals and other organizations:
 - i. First instalment of grant-in-aid of 60% can be released after the completion of all formalities for sanction of funds as per approved SoP.
 - ii. The balance 40% of grant-in-aid can be released only after the completion of Events/Programs and after completing all formalities for sanction of funds as per approved SoP.
- VI. Proposals involving infrastructure works, permanent construction, civil works or other capital projects shall not ordinarily be considered under the Centenaries and Anniversaries Celebration Scheme as it has been subsumed under the newly proposed Scheme known as "DESH" under the Ministry of Culture.

7. The sanction letter should include the following terms and conditions: -

- I. The grant shall not be utilized for any purpose other than the purpose for which it is released,
- II. A separate account for the grant shall be maintained which shall be open to inspection by the Ministry of Culture and audit both by the Comptroller & Auditor General of India under the provision of CAG(DCP) Act, 1971 and Internal Audit by CCA/PAO of this Ministry whenever the institution is called upon to do so,
- III. The organization will economize the expenditure to the extent possible and follow GFR provisions and codal formalities for undertaking the Events and Programs/Activities wherever needed,
- IV. The audited accounts and Utilization Certificate (duly signed by an authorized officer) to the effect that the amount has been utilized for the purpose for which it was sanctioned will be furnished by the Auditors to the Trust/Society which in turn submit the UC to Ministry of Culture at the earliest possible and in any case within 3 months from the date of release of the First Instalment.
- V. Accordingly, the release of Second/Final Instalment in this regard will be considered only after receipt of UC, expenditure statement, vouchers etc. for the total expenditure incurred. The UC for the financial year shall be duly signed and approved by a Chartered Accountant/Statutory Auditor to the effect that amount has been utilized for the purpose it is sanctioned.
- VI. In case of Government institutions and autonomous institutions subsequent instalments can be released on receipt of utilization certificate and audited expenditure statement duly signed by their accounting authorities or Head of Institution Audited accounts duly certified by Comptroller and Auditor General may be accepted later on after completion of programs/activities.
- VII. Release of grant shall be made based on balances available in Public Financial Management System (PFMS) as per Expenditure- Advance-Transfer (EAT) module data for the grantee organization,
- VIII. The grantee organization is mandatorily required to register itself on PFMS of Ministry of Finance (<http://pfms.nic.in>) creating vender(s)/beneficiary(ies) in PFMS in FAT module so that further payments to the vender(s)/beneficiary(ies) are made by the organization through PFMS in their Aadhar Seeded Account,
- IX. The organization/institution shall display the information that the Events/Program has been funded by Ministry of Culture, Government of India, etc.
- X. In case of non-utilization of released funds, the grantee institution shall refund the unutilized funds along with interest at the rate of 10 percent.

8. List of documents to be attached with the Proposals related with Events and Programs received for Financial Assistance.

- I. Copies of the audited statement of accounts of the organization for the last three years.
- II. Latest Annual Report/Activity Report approved for the last three years.
- III. Certificate as per rule 230(1) GFR 2017 in the prescribed proforma regarding non receipt of grant for the same purpose from any other institution under the Govt. of India
- IV. Utilization certificate along with annexure as per new GFR 2017 of previous grant/grants if any
- V. Authorization letter for sending grant directly into Bank

- VI. Copy of the Memorandum of Association and Articles of Association of the Organization/Rules and Bye laws of the Society/Trust, as the case may be.
- VII. Copy of the Registration Certificate
- VIII. Copy of registration number of the NGO-Partnership System (NGO-PS) under DARPAN portal of Niti Aayog at <http://ngo.india.gov.in>
- IX. The Private Institution/ NGO should be registered under PFMS portal of Ministry of Finance and should have registration number issued by concerned authority.

9. Monitoring of progress of activities/projects

- I. Progress of projects/activities are to be monitored based on report submitted by the concerned grantee organization (along with photograph/video clip), media coverage report.
- II. The progress of Event and Program held as well as activities conducted under commemoration(s) can also be reviewed by National Committee/ High Level Committee/National Implementation Committee at its meetings.

10. Alteration in Program cost

Once Program cost is approved and fund is released, grantee institution cannot revise Program cost without the consent of this Ministry. In any case the Program cost is to be revised due to unavoidable circumstances with the approval of Ministry of Culture. financial liability of Ministry of Culture will remain unaltered as approved in the original Program. Additional expenditure in Program cost due to any reasons, will have to be met by the concerned Organization.

11. Duration of completion of Program/Events

About conducting activities (cultural etc.), the event is held as per scheduled date and time and at pre-planned location/City. Any alteration of time, date and location/City(with justified reason) require prior approval of Ministry of Culture. Efforts should be made for completion of all the activities under approved Proposal within the stipulated timeline as per approved SoP.

12. Advertisement and Publicity Expenses

For ensuring high Janbhagidari and spreading of awareness as well as messages regarding the Commemoration, the Events are to be organized by C&M Division of Ministry of Culture. Further, the awareness is also to be amplified through the various forms of media also e.g. Print Media (through Newspaper Advertisements), social media, Digital Media as well as Online Platforms etc. The expenses will be met from the budgetary allocation under relevant object head "Advertisement & Publicity" of 'Centenaries & Anniversaries Scheme' Head of this Ministry's Demand for Grants.

13. Expenses under Professional Services/TA/Miscellaneous Expenditure/ Office Expenses etc.

TA/Miscellaneous Expenditure/Office Expenses etc. in connection with meetings/day to day office work relating to commemoration activities in C&M Division of Ministry of Culture will be met from the budgetary allocation under relevant object head of 'Centenaries & Anniversaries Scheme' Head of this Ministry's Demand for Grants.

14. Checklist for examining the case for referring to IFD for concurrence for sanction of projects and for release of funds [As per Annexure-A].

Annexure-A

Checklist for examining the case and to refer to IFD for concurrence

Sl. No.	Information/documents required for sanction of financial assistance	Whether received or not (Yes/No/NA)	Remarks
1.	Name, registration number and complete address of the organization		
2.	Copy of registration certificate under Society Act or as Trust and Memorandum of Association		
3.	Total sanctioned amount/proposed sanctioned amount		
4.	Amount of funds has already been released as earlier instalment(s) in this regard		
5.	Amount proposed to be released in the instant case		
6.	Permanent Account Number		
7.	Details of Proposal in brief (Not more than 150 words)		
8.	Synopsis of the Proposal (to be annexed)		
9.	Date of Proposed Program		
10.	Name of Commemoration under which the Proposal has been submitted		
11.	Audited Statement of Accounts and Utilization certificates in respect of earlier grants sanctioned by the Ministry of Culture or other Ministries on earlier occasions		
12.	Last three years' receipt and payment account and balance sheet with auditor's certificate		
13.	Whether duly filled in indemnity bond (as per format) has been enclosed		
14.	Whether duly filled in bank authorization letter (as per format) has been enclosed		
15.	Whether duly filled in resolution (as per format) has been enclosed		
16.	Unique I.D. of Niti Aayog under NGO Partnership System has been indicated		
17.	Whether PFMS compliance report is enclosed indicating that the organization has implemented the EAT Module		
18.	Whether the utilization certificate in proper format has been received (if proposal is for Second instalment)		
19.	Availability of funds under the proper budget head to meet the expenditure in the instant case		
20.	Whether provision of GFR/rules & instructions of MoF/codal formalities have been complied with.		