

CHECKLIST OF DOCUMENTS REQUIRED FOR RELEASE OF SECOND INSTALLMENT OF NAI ROSHNI SCHEME

S. No.	Documents required
1.	Inspection report issued by Central Government Official,/ State Government Official/ Independent Monitor authorized by Ministry . a. Date (date should lie between the training period) b. Name of the Inspection officer .
2.	Progress Report of the Training conducted a- Training Schedule) b- List of Trainees) c- List of Resource person with qualification mentioned)
3.	Utilization Certificate (UC) IN GFR-12 A with Date & UDIN Number duly verified by CA.
4.	Audited Statement of Account (Income & Expenditure Account , Receipts & Payment Account & Balance Sheet.) with Date & UDIN Number duly verified by CA.
5.	Certificate of satisfactory completion of Training by Designated Authority (Pradhan of Gram Panchayat /Member r of Municipal Corporation/Local body/District Minority Welfare Officer)
6.	Affidavit for not receiving similar grants from other Ministry
7.	Photographs/Videos/Clippings of training conducted
8.	Pamphlets & Publicity Material
9.	Niti Ayog Registration (With Updated district name where training held)
10.	Registration Certificate (Renewed) of the Organization
11.	PAN No.
12.	Bank Details of PIA
13.	Bank statement ((From the date of issue of first sanction till date of issue of UC.)& should also reflect the stipend payment to all the beneficiaries

CHECKLIST OF DOCUMENTS REQUIRED FOR RELEASE OF THIRD INSTALLMENT OF NAI ROSHNI SCHEME

1. Utilization Certificate (UC) in GFR-12 A of complete amount sanctioned with the amount of second installment received with UDIN NUMBER & date.
2. Audit report (Income & Expenditure Account , Receipts & Payment Account & Balance Sheet) with the amount of second installment received with UDIN NUMBER & date.
3. Handholding reports (Attendance Sheet) of all the batches for 12 Months with counter signed by a representative of Local body concern like Sarpanch / Pradhan etc or Block Development Officer / Sub-Divisional Officer /Local body/.