



भारत सरकार
राष्ट्रीय महिला आयोग
प्लॉट नं. 21, जसोला इंस्टीट्यूशनल एरिया
नई दिल्ली-110 025
GOVERNMENT OF INDIA
NATIONAL COMMISSION FOR WOMEN
PLOT NO.-21, JASOLA INSTITUTIONAL AREA,
NEW DELHI-110 025
Website : www.ncw.nic.in

File No: 16(158)/2021-22/NCW (SCW)

Date: 02/09/2021

To,

Ms. Popy Devi Nath
St. Ann's College for Women
12-2-823/A/45, St Ann's Rd, Santosh Nagar,
Mehdipatnam, Hyderabad, Telangana 500028

Subject: Webinar on "Unequal Pay: Gender discrimination at Workplace"

Madam/Sir,

Please refer to the online proposal submitted by you to the National Commission for Women for organising Webinar on the above mentioned subject. I am directed to inform you that the Commission has approved your proposal for conducting Webinar with a financial assistance restricted to **Rs. 30,000 (Rupees Thirty Thousand only)**.

2. In order to enable the Commission to process the matter further, following documents/information are required to be made available to the Commission as per prescribed formats within 10 days of the issue of this letter which has also been emailed to you:

- I. Acceptance Letter
- II. Undertaking in the prescribed format (**Annexure-A**)
- III. Details for linking of PFMS with NCW in the prescribed format (**Annexure-B**), if already registered on PFMS, link your PFMS account with NCW PFMS account as per PPT shared via email and share the proof of linking with NCW PFMS account
- IV. Bank Mandate Form in the prescribed format (**Annexure-C**)

3. The sanctioned amount shall be released in two instalments as under:
- I. 50% in advance after acceptance of the proposal along with requisite documents (as mentioned in **Para No.2**)
 - II. The balance 50% on receipt of the satisfactory webinar report in the prescribed format (as described in **SOP** attached with this letter) and on submission of the requisite documents as given in **SOP** attached with this letter.
4. It may be noted that the first instalment will be released only after receipt of the documents/information as mentioned in **Para No.2**. If no response is received within 15 days of the issue of this letter, the approval will be deemed to be cancelled.
5. It may be noted that the sanction may be rejected and amount released may be recovered any time in case, the grantee organisation fails to conduct the webinar within stipulated time or fails to submit the satisfactory webinar report as prescribed in **SOP** attached with this letter.
6. The date of organising webinar must be intimated to the Commission at least 15 days prior to the date of webinar to enable the Commission to depute an officer/observer to ensure adherence with the stipulated guidelines and presence of the qualified resource persons. **The webinar must be organised on or before 31st December, 2021.**
7. It may also be noted that it may take at least one month to release the first instalment after receipt of the requisite information/documents from you.
8. Please quote the reference number of this letter in future correspondence and also ensure that the organisation is registered under PFMS and linked with NCW, otherwise payment cannot be made.
9. The organisation must abide by guidelines laid down in **SOP** attached with this letter. (**Annexure-D**)

Encl: As Above

Yours Sincerely


(Ashutosh Pande) 21/9/21

Senior Research Officer

आशुतोष पांडे / ASHUTOSH PANDE
वरिष्ठ शोध अधिकारी / Sr. Research Officer
राष्ट्रीय महिला आयोग / National Commission for Women
प्लॉट सं. 21, जसोला संस्थानिक क्षेत्र, नई दिल्ली-110025
Plot No. 21, Jasola Institutional Area, New Delhi-110025

ANNEXURE-A

(On Stamp paper for Rupees One Hundred only)
DECLARATION CUM UNDERTAKING

1. I,..... (Name), Son of Aged years working as.....
..(Designation) hereby solemnly declare that I am competent and authorized to sign and execute
this declaration cum undertaking on behalf of (Name of the organization and the address
of the organization/institution)

2. I, Ms./Mr./Dr./Prof hereby declare on solemn affirmation that
the organisation has neither been blacklisted by the Government or any public body/semi-
government/autonomous organization nor any action has been initiated by any such body to
blacklist it.

3. I, on behalf of the organization, undertake to:

- (i) ensure proper administration and management of funds exclusively for the work for
which financial assistance has been granted by the National Commission for Women;
- (i) refund full amount with interest thereon in case of misuse or unauthorized use of funds
for purposes other than those indicated in the Sanction Order of the National Commission for
Women or for withholding or suppressing any information regarding the funds/grants from other
official sources in respect of this project for which sanction has been accorded by the National
Commission for Women;
- (ii) the organization is not receiving any funds from any other source for undertaking this
project/research study "or" partial funding is being received from... .. to the extent of Rs
..... and a 'No Objection Certificate' from the said organization for
seeking financial assistance from the National Commission for Women is enclosed

Signature

Name
On behalf of

(Name of the organization and seal)
With full address, telephone & PAN No.

Signature of Witnesses:

1. Name
Address
Contact Number of Witness
Signature of the Witness
2. Name
Address
Contact Number of Witness
Signature of the Witness

ANNEXURE-B

Agency Registration

Agency Registration Details

Agency/Institution Type: **Registered Societies (Coop./Autonomous Bodies)**

PAN Number: Not Required

Agency Name:

Act/Registration No:

Date of Registration(DD/MM/YYYY): 29/01/2019

Registering Authority:

(If Registering Authority is not available then choose option Others)

State of Registration:

TIN Number: Not Required

TAN Number: Not Required

GST Number: (GST Number maximum 15 characters.)

PAN Verify Status: Yes NO

Agency Office Address Details

State/UT:

District:

Rural/Urban: Rural Urban

Block:

Panchayat:

Village:

Pin Code:

Block No./Building/Village/Name Of Premises:

Road/Street/Post Office:

Area/Locality:

City:

Agency Contact Details

Contact Person:

Designation:

Phone No: Alternate Phone Number

(Phone Number Starting with Country Code). Maximum Phone number 10 digits excluding Country Code

Alternate Phone No:

(Alternate Phone Number Starting with Country Code). Maximum Phone number 10 digits excluding Country Code

Mobile number: (Mobile No. starting with Country Code)

Email:

Word Verification:

Enter the letters as they are shown in the image above (1 letters are not case-sensitive)

ANNEXURE-C**BANK MANDATE FORM**

S. No.	Particulars	Remarks
1.	Name of the organisation as per Bank	
2.	Father's Name	
3.	PAN Number	
4.	TAN Number	
5.	GST Number	
6.	Permanent Address	
	City/Village	
	Country	
	State	
	District	
	Pincode	
7.	Mobile Number	
8.	Phone Number	

9.	Email id	
10	Bank details	
	Bank A/c No:	
	IFS Code:	
	MICR Number:	
	Bank Name:	

ANNEXURE-D

Standard Operating Procedure (SOP) for Conducting Webinars sponsored by NCW

PRE WEBINAR

1. The organisation must submit the following documents within 10 days from the receipt of this letter:
 - a) Acceptance Letter
 - b) Undertaking in the prescribed format (**Annexure-A**)
 - c) Details for linking of PFMS with NCW in the prescribed format (**Annexure-B**), if already registered on PFMS, link your PFMS account with NCW PFMS account as per PPT shared via email and share the proof of linking with NCW PFMS account.

Note: While linking your PFMS account with NCW Account, the organisations must keep in mind the following points:

 - I. *While selecting the funding agency, the organisations must select "Other agency". The organisations must not select "Central Government" or "State Government."*
 - II. *NCW scheme code is 1187.*
 - d) Bank Mandate Form in the prescribed format (**Annexure-C**)
2. The online invite link must be sent to the NCW at least 7 days prior before the date of webinar.

DURING WEBINAR

1. Background Poster of the Host and Speaker must have name and logo of NCW.
2. Duration of the webinar must not be less than 180 minutes.
3. Number of participants must not be less than 100.
4. Webinar must be recorded and full recording of the webinar must be shared with NCW after conclusion of the webinar.
5. Brief Introduction of NCW and its functioning must be given in the beginning of the webinar.

POST WEBINAR

1. The grantee organisation must submit the following documents within 30 days from conclusion of the webinar:
 - a) Seminar Report (at least 30-40 pages including the gist of deliberations made by the Resource persons; specific, actionable and women oriented recommendations bifurcated at National, State and Local government levels) in **Times New Roman Font Style, Font Size 12, Spacing 1**
 - b) Programme Schedule
 - c) List of Resource Persons (At least 60% Resource persons must be the resource persons as given in the online proposal)
 - d) List of participants
 - e) Photographs
 - f) Feedback form duly filled by participants (Data analysis of feedback form)
 - g) Copy of papers, PPT presented; if any.
 - h) Utilisation Certificate as per GFR 12-A format
 - i) Item wise Expenditure Statement
 - j) Original Bills and Vouchers

Note: It is clarified that the documents mentioned in point (b) to (j) will be submitted as annexure to the report and not as a part of the report.