

INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

**SCHEDULE 8 ANNEXED TO AND FORMING PART OF THE  
BALANCE SHEET AS AT 31.3.2012.**

**CURRENT LIABILITIES & PROVISIONS:**

	AMOUNT (RS.) AS AT 31.3.2012	AMOUNT (RS.) AS AT 31.3.2011
RETENTION MONEY	154773	77953
LIABILITIES FOR EXPENSES	930759	935228
CAUTION DEPOSIT (HOSTEL)	30500	21500
EARNEST MONEY DEPOSIT	25000	25000
CAUTION DEPOSIT(CARE GIVER)	15500	15500
CAUTION DEPOSIT(LIBRARY BOOKS)	6700	5150
DEPOSIT ( FURNITURE REFUNDABLE)	32000	26000
CAUTION DEPOSIT (ID. CARD)	4055	4550
CAUTION DEPOSIT (GUP-SHUP)	1100	1100
DEPOSIT (MEDICAL EXPENSES)	3400	3400
R.C.I (REGISTRATION)	0	700
NON-RECURRING (SPENCERS)	5391	5391
<b>TOTAL:</b>	<b>1209178</b>	<b>1121472</b>



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**SCHEDULE 9 ANNEXED TO AND FORMING PART OF THE  
BALANCE SHEET AS AT 31.3.2012.**

**SIGNIFICANT ACCOUNTING POLICY & NOTES ON ACCOUNTS**

**A. SIGNIFICANT ACCOUNTING POLICIES**

1. The fixed assets are valued at historical costs.

2. The Depreciation on fixed assets are provided on the written down value method at the following rates :

School Bus & Jeep	15%
Furniture & Fittings	15%
Playground & School Equipment	15%
Office Equipment	15%
Video System	25%
Building	5%
Computers	25%
Electrical Equipments	20%
Electrical Fittings	20%
Water Coolers	20%
T.V. & V.C.P	25%
Machinery	25%
Photocopier	20%
Hydrotherapy Pool	5%
Linen	50%
Utensils	20%
Generator	25%
Lift	25%
Camera	25%

(These rates are neither as per Income Tax Act  
nor as per Company Act)

3. Investment : Investments are valued at cost.

4. Stock of Greeting Cards : Greeting Cards are valued at cost.

5. Income Recognition :

Income from fees, affiliation fees and seat rent for hostel are treated on cash basis,  
interest on investments and fixed deposits are treated on cash basis and  
interest on savings bank account and dividend on mutual funds which are treated  
on cash basis.

6. Employees' Benefit :

- (i) Employees Gratuity Fund maintained with Life Insurance Corporation of India.
- (ii) Employees Provident Fund maintained with the Commissioner of Provident Fund.
- (iii) Employees E.S.I.C. benefit is maintained with the Directorate of E.S.I.C.

7. Grant-in-aid :

- (i) Grant-in-aid received from Central Government or other Authorities towards Capital Expenditure are shown in the respective Fund created there for. On capitalisation of respective Assets, grants received for specific depreciable assets are reduced from the fund in proportion to the depreciation provided on the Assets.
- (ii) The revenue grants are recognised in the Income & Expenditure Account.



8. Investment :

Investment including Mutual Funds are valued at cost.

The provision for short fall in the value of Investment will be made if it is of permanent nature.

The cost of Investment in Mutual Funds as at 31st March, 2012 was Rs. 8563233/- where as the N.A.V. of the investment in Mutual Funds was Rs.7866956 /- as on that date.

**B. NOTES ON ACCOUNTS :**

1. Previous years figures have been re-arranged and re-grouped wherever deemed necessary to make it comparable with the current years figures and to give a better presentation of accounts.

2. Paise are rounded off to nearest rupee.

3. The W.D.V. 'Fixed Assets Donated' as on 31st March, 2012 was Rs. 12733178/- where as the balance of 'Donations for Fixed Assets' account as on that date was Rs. 12797147/-, leaving an unspent balance of Rs. 63969/- in this specific fund as on 31.03.2012.

4. Auditor's Remuneration :

The auditor's remuneration for the year ended 31.03.2012 are as follows :

	Amount (Rs.)
a) Statutory Audit Fees	33690
b) Internal Audit Fees	10000
c) In other capacities	20000
Total :	63690

5. Foreign Exchange Expenditure & Income

- a. Foreign Exchange Expenditure
- b. Foreign Exchange Income (Donation)

(Rs.)  
2850000  
2959576



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**SCHEDULE a ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2012.**

<b>FEES:</b>		<b>CURRENT YEAR (RS.)</b>	<b>PREVIOUS YEAR (RS.)</b>
<b><u>STUDENT FEES:</u></b>			
GENERAL		1314173	1060466
A.T.C		30280	55725
RESPIRE CARE		426419	419110
B.ED. COURSE		345000	285000
ANNUAL FEES		101450	115100
ACE CLINIC		5000	15700
DIAGNOSTIC/SPEECH CLINIC		64160	66805
MANAGEMENT COURSE FEES		31500	47400
NIOS/RMV/OBE FEES		119315	139358
AFFILIATION FEES		0	23000
SEAT RENT FOR HOSTEL		239743	162333
NIOS/RMV PROSPECTUS		5	1197
COURSE FEES FOR TRAINING (TATA)		84000	52250
<b>TOTAL:</b>		<b>2761045</b>	<b>2443444</b>

**SCHEDULE b ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2012.**

<b>GOVERNMENT/OTHER GRANTS:</b>		<b>CURRENT YEAR (RS.)</b>	<b>PREVIOUS YEAR (RS.)</b>
PROJECT FOR C.P. CHILDREN (for 2009-10)		0	1170047
PROJECT FOR C.P. CHILDREN (for 2010-11)		1247842	1421895
PROJECT FOR C.P. CHILDREN (for 2011-12)		1403415	0
VOCATIONAL TRAINING CENTRE (for 2009-10)		0	254981
PRE-SCHOOL & EARLY INTERVENTION (for 2009-10)		0	177718
PRE-SCHOOL & EARLY INTERVENTION (for 2010-11)		0	450656
PRE-SCHOOL & EARLY INTERVENTION (for 2011-12)		198120	0
NATIONAL INSTITUTE OF OPEN SCHOOLING		29900	63970
<b>TOTAL:</b>		<b>2879277</b>	<b>3539267</b>





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SCHEDULE c ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2012.

INTEREST/DIVIDEND INCOME :	CURRENT YEAR (RS.)	PREVIOUS YEAR (RS.)
<u>INTEREST ON BONDS, FIXED DEPOSITS, SAVINGS BANK</u>		
INTEREST ON GOI BONDS	42333	1081333
DIVIDEND ON MUTUAL FUNDS	633001	723194
SAVINGS BANK ACCOUNTS/FIXED DEPOSIT	1789610	102179
TOTAL :	<u>2464944</u>	<u>1906706</u>

SCHEDULE d ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2012.

OTHER INCOME :	CURRENT YEAR (RS.)	PREVIOUS YEAR (RS.)
MISCELLANEOUS INCOME	623609	877188
INCOME FROM SALE OF GREETING CARDS	303349	
ADD: CLOSING STOCK	8564	
	311913	
LESS: OPENING STOCK	9955	
	301958	
LESS: EXPENSES	<u>112100</u>	189858
		194491
INCOME FROM JOT	0	1754
INCOME FROM CONSULTANCY	78552	108294
PUBLICATION (NET OFF EXPENSES)	63525	127706
INCOME FROM CATERING, PRINTING & COMPUTER TRAINING	820635	650509
TOTAL:	<u>1776179</u>	<u>1959942</u>



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SCHEDULE e ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2012.

STUDENTS & OTHER DIRECT EXPENSES	(RS.)	CURRENT YEAR (RS.)	PREVIOUS YEAR (RS.)
STUDENT CONVEYANCE :			
BUS HIRE CHARGES	1500621		1406643
LESS: RECOVERED FROM STUDENTS	<u>934710</u>	565911	<u>864980</u> 541663
COST OF MEDICINES	137279		106353
LESS: RECOVERY	<u>107000</u>	30279	<u>92699</u> 13654
SCHOOL CONCERT/OTHER FUNCTIONS		127080	62968
PRINTING & STATIONERY		440178	410502
BOOKS & PERIODICALS		26688	8391
ADVOCACY EXPENSES		22918	9848
EXPENSES FOR OUT-REACH CLINIC (Rent)		31050	124200
VOCATIONAL TRAINING		5785	9197
NATURE CAMP EXPENSES		49998	58384
FOODING & OTHER EXPENSES		85685	75467
AIDS & APPLIANCES		63559	33824
PRIZE DAY		18403	14951
TEACHING MATERIALS		43689	21176
NIGHT STAY, HYDROTHERAPY & EVENTS		1189	8842
EDUCATIONAL TRIP		5230	5379
PHOTOCOPYING CHARGES		8787	22092
<b>TOTAL :</b>		<b>1526429</b>	<b>1420538</b>



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SCHEDULE I ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2012.

PAYMENT TO PERSONNEL:	CURRENT YEAR (RS.)	PREVIOUS YEAR (RS.)
SALARIES/HONORARIUM:		
C.P. CHILDREN	3767523	3792549
PRE-SCHOOL & EARLY INTERVEN.	939963	964583
HUMAN RESOURCE DEVELOPMENT	229344	1207639
VOCATIONAL TRAINING	334056	202004
COMMUNITY BASED REHABILITATION	264800	665500
HOME & RESIDENTIAL UNIT	739285	183734
ADMINISTRATIVE STAFF	2156865	841224
STAFF WELFARE ( EXTRA DUTY )	171829	90093
TRANSPORT EXPENSES	1742000	1003800
MEDICAL EXPENSES	159666	159000
RESPONSIBILITY ALLOWANCE	1307565	1187219
HONORARIUM	120100	105470
ESI-EMPLOYERS' CONTRIBUTION	342393	0
EMPLOYEES GRATUITY	210540	223952
P.F. - EMPLOYERS' CONTRIBUTION	438425	424817
TOTAL:	<u>12924354</u>	<u>11051584</u>



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SCHEDULE g ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2012.

OPERATING & RUNNING EXPENSES:	CURRENT YEAR (RS.)	PREVIOUS YEAR (RS.)
REPAIRS & MAINTENANCE :		
a) A.M.C	124598	106585
b) GENERAL	569252	186304
c) SOFT FURNISHING	0	17590
d) PAINTING	322759	167839
E) VEHICLE	790	10951
RENT (K.P.T.)	10224	489629
INSURANCE PREMIUM	21649	10224
WATER CHARGES	35598	21649
ELECTRICITY CHARGES	344892	31000
SECURITY CHARGES	289513	265751
CLEANING EXPENSES	384037	138955
STAFF WELFARE EXPENSES	68423	247830
		158733
TOTAL:	2171735	1363771

INDIAN INSTITUTE OF CEREBRAL PALSY  
SCHEDULE h ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2012.

VOCATIONAL TRAINING EXPENSES:	CURRENT YEAR (RS.)	PREVIOUS YEAR (RS.)
<u>MANAGEMENT TRAINING COURSE:</u>		
EXPENSES INCURRED DURING THE YEAR	13420	22106
<u>B.ED. TRAINING COURSE:</u>		
EXPENSES INCURRED DURING THE YEAR	124217	113985
<u>ADULT TRAINING :</u>		
EXPENSES INCURRED DURING THE YEAR	549333	338524
TOTAL:	686970	474615





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SCHEDULE I ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2012.

GENERAL & INCIDENTAL EXPENSES:	CURRENT YEAR (RS.)	PREVIOUS YEAR (RS.)
POSTAGE ,COURIER & TELEPHONE (NET) & WEB SITE	233475	293330
ADVERTISEMENT & PUBLICITY	79012	8584
SUNDRIES	42688	30712
BANK CHARGES	1321	9545
VEHICLE RUNNING EXPENSES	66580	80690
TRAVELLING EXPENSES	37051	7890
LOCAL CONVEYANCE	49522	35587
AUDIT EXPENSES	79720	52560
ACCOUNTING SYSTEM	8100	0
TOTAL:	<u>597469</u>	<u>518898</u>



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SCHEDULE j ANNEXED TO AND FORMING PART OF  
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.3.2012

INCOME FROM VARIOUS EVENTS AND THEIR EXPENSES :

<u>PARTICULARS</u>	EXPENSES(RS)	INCOME(RS)
MEMBERSHIP FEES(ISAAC)	31992	10060
CONFERENCE/SEMINAR/WORKSHOP	44874	0
PLACEMENT FEES	0	34950
FOUNDERS DAY	102659	104320
R.C.I. (REGISTRATION)	9300	0
TEA PACKAGING	311112	364033
SSM (KOLKATA)	500	0
SSM (NORTH 24 PARGANAS)	15100	0
GARDENING	7733	0
HOME SUPPORT SERVICE	0	1250
CHILDREN'S DAY	20219	13725
AFFILITAT MEET	4300	0
TOTAL :	<u>547789</u>	<u>528338</u>



**INDIAN INSTITUTE OF CEREBRAL PALSY**  
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**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.3.2012**

RECEIPTS	AMOUNT (RS.)	PAYMENTS	AMOUNT (RS.)
To Opening Balance :			
.. Cash in hand	7820.00	By Accounting System	8100.00
.. Cash at bank :		.. Advance (Abir Bhakta)	500.00
Standard Chartered :		.. Advance (Anshu Chowdhury)	10550.00
33010018257	4662887.00	.. Advance (Arijit Ghosh)	8500.00
Employees' Gratuity Fund	18510.00	.. Advance (A. Roy)	1000.00
Indian Overseas Bank(6872)	0.00	.. Advance (Ashraf Ali)	500.00
Indian Overseas Bank (3233)	11889.00	.. Advance (Black Coffee)	215085.00
Indian Overseas Bank (11470)	36489.00	.. Advance (Avijit Boral)	1000.00
ICICI BANK (FCRA)	6413.00	.. Advance (Aditi Banerjee)	3000.00
S.B.I. (01100050093)ADIP	1227.00	.. Advance (Biswajit Majhi)	58120.00
S.B.I. (01100050094)C.P.	4773.00	.. Advance (Col. P.G.Goswami)	300.00
S.B.I. (01100050095)HRD	1545.00	.. Advance (Behala Guest House)	4000.00
S.B.I. (01100050096)PRE-SCHOOL	4613.00	.. Advance (Debasis Pramanik)	10000.00
S.B.I. (01100050097)VTC	28049.00	.. Advance (Dilip Mondal)	15000.00
S.B.I (Tata Project)	661901.00	.. Advance (G.C.Mondal & Sons)	2000.00
.. Advance (Aditi Banerjee)	250.00	.. Advance (Dinabandhu Barik)	12700.00
.. Advance (Ashraf Ali)	500.00	.. Advance (Deben Das)	150.00
.. Advance (Abir Bhakta)	500.00	.. Advance (Indranil Ghosh)	1000.00
.. Advance (Anshu Chowdhury)	5550.00	.. Advance (Jeeja Ghosh)	11300.00
.. Advance (Arijit Ghosh)	10300.00	.. Advance (Reena Sen)	14000.00
.. Advance (A. Roy)	1000.00	.. Advance (Inderjit Kaur)	21000.00
.. Advance (Anima Pakhira)	1500.00	.. Advance (Indrani Roy)	1000.00
.. Advance (Avijit Boral.)	1000.00	.. Advance (Kakali Dasguta)	5000.00
.. Advance (Behala Guest House)	4000.00	.. Advance (Mithu Saha)	600.00
.. Advance (Biswajit Majhi)	58120.00	.. Advance (Infinity Lifestyle)	27047.00
.. Advance (Col.P.G.Goswami)	300.00	.. Advance (Kalo Jamader)	200.00
.. Advance (Dinabandhu Barik)	12700.00	.. Advance (Mousumi Halder)	1500.00
.. Advance (Debasis Pramanik)	10000.00	.. Advance (M. Kundu)	21500.00
.. Advance (Deben Das)	150.00	.. Advance (Madhumita Dasgupta)	3000.00
.. Advance (Dilip Mondal)	15000.00	.. Advance (Lissy Francis)	700.00
.. Advance (G.C.Mondal & Sons)	2000.00	.. Advance (Manik Ch Sai)	59510.00
.. Advance (Inderjit Kaur)	21000.00	.. Advance (Madhai Pramanik)	10268.00
.. Advance (Indranil Ghosh)	1000.00	.. Advance (Nabanita Biswas)	7000.00
.. Advance (Jeeja Ghosh)	10300.00	.. Advance (Lia Debnath)	1000.00
.. Advance (Infinity Lifestyle)	27047.00	.. Advance (Nandan Chakraborty)	500.00
.. Advance (Reena Sen)	14000.00	.. Advance (Nirmal Adhikary)	19950.00
.. Advance (Jiban Halder)	5000.00	.. Advance (M. B. Chhetri)	2000.00
.. Advance (Kakali Dasgupta)	5000.00	.. Advance (N. Banerjee)	4000.00
.. Advance (Kalo Jamader)	200.00	.. Advance (N.K.Mahapatra)	33600.00
.. Advance (Lissy Francis)	700.00	.. Advance (New Alipore Transit House)	2000.00
.. Advance (Madhumita Dasgupta)	3000.00	.. Advance (Nisikanta)	1000.00
.. Advance (Manik Ch Sai)	59510.00	.. Advance (Md. Hasim)	500.00
.. Advance (Mousumi Halder)	1500.00	.. Advance (Mihir Karmakar)	5000.00
.. Advance (Nabanita Biswas)	7000.00	.. Advance (Rabi Ghosh)	11700.00
.. Advance (Madhai Pramanik)	10268.00	.. Advance (Rabin Dorji)	7253.00
.. Advance (M. Kundu)	21500.00	.. Advance (Minu Das)	30000.00
.. Advance (Md. Hasim)	500.00	.. Advance (Pabitra Sarkar)	4200.00
		.. Advance (Rajni Ganeriwala)	4500.00





.. Advance(N. Banerjee)	4000.00	.. Advance (Radharani Halder)	200.00
.. Advance(Nandan Chakraborty)	500.00	.. Advance (Rabin Bera)	8287.00
.. Advance (M. B. Chhetri)	2000.00	.. Advance (Romit Chowdhury)	24780.00
.. Advance (Mihir Karmakar)	5000.00	.. Advance (Renbo)	76755.00
.. Advance(Nirmal Adhikary)	19950.00	.. Advance (Sandip Halder)	1200.00
.. Advance (Minu Das)	30000.00	.. Advance (Sankar Sinha)	3000.00
.. Advance (N.K.Mahapatra)	34200.00	.. Advance (Parbati Chakraborty)	780.00
.. Advance (Nisikanta)	1000.00	.. Advance (Sangam)	10000.00
.. Advance (Rajni Ganeriwala)	7500.00	.. Advance (S. Jadav)	2300.00
.. Advance(Pabitra Sarkar)	3200.00	.. Advance (Sonali Nandi)	164900.00
.. Advance(Radharani Halder)	200.00	.. Advance (Susrita Prodhan)	5100.00
.. Advance (Romit Chowdhury)	20380.00	.. Advance (Susmita Guha Roy)	15300.00
.. Advance (Rabi Ghosh)	11700.00	.. Advance (Saswati Acharya)	9000.00
.. Advance(Rabin Dorji)	953.00	.. Advance (Sourav Bhattacharya)	10500.00
.. Advance(Rohit Prodhan)	33500.00	.. Advance (Swati Chakraborty)	1000.00
.. Advance (Rabin Bera)	8287.00	.. Advance (Swapna Mukherjee)	20500.00
.. Advance (Sandip Halder)	1200.00	.. Advance (Soma Pal Roy)	11000.00
.. Advance (Renbo)	76755.00	.. Advance (S.A. Realcon Pvt. Ltd.)	879828.00
.. Advance (Sourav Bhattacharya)	10500.00	.. Advance (Subhra Chatterjee)	100.00
.. Advance (Sankar Sinha)	3000.00	.. Advance (Shibu Sai)	59510.00
.. Advance (Saswati Acharya)	9000.00	.. Advance (Shoma Mitra)	10000.00
.. Advance (Sanjib Bhowmick)	15000.00	.. Advance (Sanjib Bhowmick)	15000.00
.. Advance (Soma Pal Roy)	8500.00	.. Advance (Saurav Mondal)	1000.00
.. Advance (Sova Ghosh)	2400.00	.. Advance (Sreeparna Bag)	500.00
.. Advance (S.A.Realcon Pvt. Ltd.)	1085428.00	.. Advance (Tapan Muhuri)	24600.00
.. Advance (Subhra Chatterjee)	100.00	.. Advance (Suparna Sarkar)	2550.00
.. Advance (Swapna Mukherjee)	6500.00	.. Advance (Swapan Gomes)	30000.00
.. Advance (Shoma Mitra)	10000.00	.. Advance (Swati Chakraborty)	1500.00
.. Advance (Saurav Mondal)	1000.00	.. Advance (Tapas / Manik)	10500.00
.. Advance (S. S. Electricals)	30043.00	.. Advance (Tata)	19500.00
.. Advance (Susmita Guha Roy)	15000.00	.. Advance (Vijaylakshmi)	260000.00
.. Advance (Suparna Sarkar)	4500.00	.. Advance (W. C. Chowdhury)	119500.00
.. Advance (Susrita Prodhan)	4900.00	.. Admission Fee	500.00
.. Advance (Swapan Gomes)	30000.00	.. Affilate Meet	4300.00
.. Advance (Tapas / Manik Dutta)	10500.00	.. Additional Allowance	1883637.00
.. Advance (Tata)	5000.00	.. Administrative Cost(BK)	13873.00
.. Advance (S. Jadav)	9300.00	.. Advocacy Expenses	21474.00
.. Advance (Vijaylakshmi)	260000.00	.. Advt. & Publicity	14452.00
.. Additional Allowance	1135.00	.. Administrative Cost(RTE)	4450.00
.. Advance (W.C. Chowdhury)	119500.00	.. Annual Fee	1000.00
.. Advance (Sonali Nandi)	149900.00	.. Aids & Appliances	107335.00
.. Advance (Tapan Muhuri)	24600.00	.. Audit Fees	32030.00
		.. Bankura Mela	10000.00
		.. Bank Charges	1321.00
		.. Birbhum Mela	10000.00
		.. Basic salary	3801840.00
		.. Birla Sun Life - M.F. - MIP	
		.. Blender	
		.. Boarding & Lodging	51801.00
		.. B. Ed. Course	173210.00
		.. Books & Periodicals	26043.50
		.. Bus Hire Charges	1306800.00
.. Ace Clinic	5000.00	.. Book Project	700.00
.. Aids & Appliances	47814.00	.. Bus Hire Cost	





.. Admission Fees	6350.00	.. CRE Course	31880.00
.. Affiliation Fees		.. Care-Givers	
.. Annual Fees	102450.00	.. Catering Expenses	452607.00
.. Assessment Fees	13200.00	.. Catering Trainer	
		.. Cleaning Expenses	426437.00
		.. Cleaning, Electricity & Water	
		.. Children's Day	9939.00
		.. Caution Deposit (Medical Expenses)	8000.00
		.. Caution Deposit (Id Cards)	495.00
		.. Caution Deposit(Hostel)	9000.00
		.. Caution Deposit (Library Books)	4700.00
		.. Community Awareness Meetings	7013.00
		.. Community Meeting	2865.00
.. Basic Salary	13136.00		
.. B.Ed. Course	393993.00		
.. Book Project	57575.00	.. Child Related Cost	
.. Catering Received	201912.00	.. Computers	79681.00
		.. Cooch Behar Mela-2011	10000.00
.. Caution Deposit (Medical Expenses)	8000.00	.. Computer Training	12360.00
.. Caution Deposit (Hostel)	18000.00	.. Computer Trainer	
.. CRE Course	60000.00	.. Co-ordinator	
		.. Cente Co-ordinator	
.. Caution Deposit (Library Books)	6250.00		
.. Caution Deposit (Identity Card)		.. Conference (International)	
.. Caution Deposit (Gup-Shup)		.. Consultant - Catering	
.. Caution Deposit (Wheel Chairs)		.. Contingency	6796.00
.. Children's Day	13725.00	.. Consultancy	19198.00
.. Computer Training	14130.00	.. Course Co-ordinator	400.00
.. Conference(International)		.. Co-ordinator cost	
		.. Crockery/Utensils	
.. Consultancy	97750.00	.. Darjeeling Mela-2011	10000.00
.. Course fees under Tata Project	84000.00	.. Donation (Domestic)	16580.00
.. Documentation & Information Officer	4300.00	.. District Visit - Travel	250.00
.. Diagonestic Clinic Charges	57110.00	.. Deposit Furniture (Refundable)	4000.00
.. Dividend on M.F.-Birla Sun Life MIP	64122.75	.. Documentation & Reporting	9190.00
.. Dividend on M.F.- HDFC MIP	70732.00	.. Donation (Electrical Equipment)	
.. Dividend on ICICI Pru MIP	75207.30	.. Donation (Wheel chairs)	131160.00
.. Dividend on Reliance MIP	88237.00	.. Documentaion & Information Officer	59010.00
.. Dividend on Mutual Fund	169856.05	.. Donation (Fund Raising & Golf A/C)	391356.00
.. Dividend on HDFC Top 200	164846.24	.. Donation (M. P. Lad)	1384040.00
		.. Expenses for Lift	
		.. Electrical Equipment	965343.00
		.. Educational trip	5230.00
		.. Expenses for School Bus	189187.00
		.. Electricity Charges	369142.00
		.. Employees Gratuity Fund	976755.00
		.. Electrical Fittings	1307.00
		.. Extra Duty Allowance	171829.00
		.. Events - Other function	17866.00
.. Donation (Lift)		.. Events - Concert/Sport Day	132028.00
.. Deposit (Furniture)	10000.00	.. Exhibition	99959.00
.. Donation (Generator)	653562.00	.. ESI Contribution - Payment	554292.00
.. Donation (Fund Raising & Golf A/C)	7417995.00	.. ESI Employees Share	601.00
.. Donation (Domestic)	1982354.00	.. ESI Employers Share	342393.00
.. Donation (Jugnu)	438000.00	.. Fixed Deposit - S.B.I.	7000000.00
.. Donation(Box)	13188.00	.. Fixed Deposit-IDBI Bank Ltd.	19000000.00



„ Donation (Overseas)	8561.70	„ Faculty Honorarium	16600.00
„ Donation (Wheelchairs)	84600.00	„ Fixed Deposit-Axis Bank Ltd.	10000000.00
„ Electricity	7200.00	„ Furniture & Fittings	1750.00
„ Employees Gratuity Fund	766215.00	„ Fooding Expenses	38765.00
„ ESI Contribution	330987.00	„ Founder's day expenses	
„ ESI Employees Share	71971.00	„ HDFC - MIP	
„ ESI Employers Share	200226.00	„ HDFC Multiple Yeild Fund	
„ Events-Cocert/Sport Day	46000.00	„ HDFC Top 200	
„ Exhibition	104320.00	„ ICICI Pru - MIP	
„ Fixed Deposit-ICICI Bank	13500000.00	„ ICICI Pru - Dynamic	
„ Fixed Deposit-SBI	4000000.00	„ Income Tax	99995.00
„ Grant for the Project (Tata)	6705000.00	„ Grant for State Level Meeting	25218.00
„ Grant for SSM	458400.00	„ Honorarium	240100.00
		„ Hooghly Mela	10000.00
		„ Hostel Rent	17863.00
„ Founder's Day		„ H.R.A	313107.00
„ Grant-in-aid (Pre-School)	198120.00	„ Internal Audit Fees	11500.00
„ Grant for State Level Meeting		„ Insurance Premium	21649.00
„ Grant-in-Aid (C.P.Children)	2651257.00	„ Job Mela	
„ Govt. of India (Taxabale Bond)	1500000.00	„ Iron & Table	
„ Grant-in-aid (Vocational Training)		„ Gardening	7733.00
„ Gardening		„ Guest Faculty (Art & Craft)	
		„ Guest Faculty (C. Writing)	
„ Home Support Service	1250.00	„ Isaac India Chapter	
„ Isaac India Chapter		„ Lunch & Tea	3335.00
„ Hostel Rent	303490.00	„ Leisure Activity	7855.00
„ H.R.A.	163.00	„ Local Conveyance	50222.00
„ Local Conveyance	700.00	„ Liabilities for Expenses	434650.00
		„ LLC Meeting	39278.00
„ Income Tax	105263.00	„ Jalpaiguri Mela-BK 2011	10000.00
„ Interest on Fixed Deposit	1494187.00	„ Jan Vikas Samity - S.W.F.	101480.00
„ interest on G.O.I. Bonds	42333.33	„ Kolkata Mela - 2011	10002.00
„ Interest on Savings Bank	295423.00	„ Mela Cost	30500.00
„ Jan Vikas Samity - S. W. F.	678000.00	„ Medical Expenses	8992.00
„ Late Fees	10650.00	„ Malda Mela	20000.00
„ Medical expenses		„ Miblou - Sangam	8464.00
„ Sale of M.F. - Reliance MIP	2000000.00	„ Miscellaneous Exp	8412.00
„ Sale of Mutual Fund - Fidelity Fund	600000.00	„ Management Course	10680.00
„ Sale of Mutual Fund - DSPM-TIGER	500000.00	„ Membership fees	31992.50
„ Sale of Mutual Fund - ICICI Pru MIP	1500000.00	„ Medical Allowance for staff	159666.00
„ Sale of Mutual Fund - Reliance F.H.	1500000.00	„ Miblou - Joint Strategic Meeting	747.00
„ Sale of Mutual Fund - Reliance Vision	500000.00	„ Miblou - Planning & Training Cost	7259.00
„ Sale of Mutual Fund - S.B.I.	66419.60	„ Miblou - Travel Cost	29956.00
„ Sale of Mutual Fund - ICICI Pru Dynam	300000.00	„ Miscellaneous Income	11910.00
„ Sale of M.F. - ICICI Pru Fusion II	250000.00	„ Miscellaneous (RTE)	2058.00
„ Sale of M.F. - Reliance Growth	63438.00	„ Monthly Fees	250.00
„ Membership Fees	10060.00	„ Miscellaneous(Snac)	35726.00
„ Miblou (Sangam)	255502.40	„ Medicines	137279.00
„ Management Course	31500.00	„ Murshidabad Mela	10000.00
„ Miscellaneous Income	101449.00	„ Nadia Mela - 2011	10000.00
„ Monthly Fees	1028210.00	„ NIOS Prospectus	2520.00
		„ National Trust- C.G.Level III	2597.00





„ Sale of M.F. - Tata Indo Global	500000.00	„ News Letter Programme	5310.00
„ Nature Camp	10760.00	„ NGO Meeting	66521.00
„ National Trust - C.G.Level III	17000.00	„ Night Stay, Hydrotherapy & Events	1189.00
„ News Letter Programme	5000.00	„ Nature Camp	60758.00
„ NGO Meeting	866.00	„ NIOS Exam Fees	33391.00
„ NIOS Fees	27340.00	„ North 24 Pgs. Mela	10000.00
„ NIOS - Examination Fees	21926.00	„ N. T. Publication	36240.00
„ NIOS / RMV	600.00	„ OBE Programme	14719.00
„ NIOS / RMV Grant	29900.00	„ Personal Pay	1363650.00
„ NIOS / RMV Prospectus	2525.00	„ Photocopy Charges	36532.00
„ OBE Exam Fees	27000.00	„ Planning & Documentation	620.00
„ OBE Programme	36845.00	„ Postage & Courier	25999.00
„ On Line Reg. Fees for NIOS	1800.00	„ Printing	312855.00
„ Personal Pay	1029.00	„ Private Teachers' Training Course	5640.00
„ Photo Copying Charges	901.00	„ Prize Day	22583.00
„ Placement Fees	34950.00	„ Professional Tax	87235.00
„ Postage & Courier	67.36	„ Loss on Sale of Investment	267849.31
„ Printing	113921.00	„ Project (AAC & AT)	159768.00
„ Prize Day Exp.	6000.00		
„ Professional Tax	95480.00	„ Project (Healthy World)	4578.00
„ Profit on Sale of Investment	518407.31	„ Project (I.F.B.)	218285.00
„ Project (Avaz)	45482.00	„ Project Staff	40000.00
„ Project (Healthy World Project)	62875.00	„ Provident Fund	1576246.00
„ Project (I.F.B.)	407400.00	„ Publication - IICP	387.00
„ Project (ABP)	133996.00		
„ Provident Fund	1245983.00		
„ Publication - IICP	55587.00	„ Purba Midnapore Mela - 2011	10000.00
		„ Purulia Mela - 2011	10000.00
		„ Refresher Course	992.00
„ Residential Service Fees	429015.00	„ Rent - KPT	9372.00
„ Responsibility Allowance	225.00	„ Rent - Salt Lake	31050.00
„ Retention Money	111984.00	„ Repairs & Maintenance - AMC	162498.00
„ R.M.V. Adm. Fees	20650.00	„ Repairs & Maintenance - Gen.	566915.00
„ R.M.V. Exam. Fees	29650.00	„ Repairs & Maintenance - Painting	322759.00
„ R.M.V. Registration Fees	57500.00	„ Repairs & Maintenance - Vehicle	790.00
„ ROSHNI (NRAAC)	272790.76	„ Residential Service Fees	2596.00
„ Sale of Greeting Cards	303109.00	„ Responsibility Allowance	1307790.00
„ School Uniform	45530.00	„ Retention Money	35164.00
„ Service Allowance	568.00	„ R.M.V. Exam Fees	29450.00
„ Snac Scheme	653649.00	„ R.M.V. Registration Fees	26555.00
„ Speech Clinic Charges	7050.00	„ ROSHNI (NRAAC)	238947.00
„ Sponsorship (Class)	7603900.00	„ Sale of Greeting Cards	112100.00
		„ School Uniform	97090.00
„ Student Welfare Fund +.20	772275.00	„ Security Services Charges	265413.00
„ Sundries	1200.00	„ Service Allowance	1109712.00
„ Sundry Debtors	4500.00	„ SLCC Meeting	560.00
„ Teaching Aid & Appliances	502.00	„ Snac Scheme	82584.00
„ Teaching Aid & Materials	2092.00	„ Somarh Consultation Meeting	42799.00
„ Tea Packaging Project	364033.00	„ Sponsorship (Class)	5970.00
„ Telephone Rent & Calls	5696.00	„ SSM (24 Parganas)	4660.00
„ Trg. Prog. Of Caregivers & Profession	120000.00	„ SSM - Child Related Cost	115631.00
„ Transport Fees	464710.00		
„ Travelling Exp.(Domestic)	85550.00	„ SSM - Helper / Ayah Cost	8170.00
„ Travelling Exp.(Receivable)	70310.00	„ SSM (Kolkata)	500.00
„ Trg. Prog. For Panchayet	10000.00	„ SSM (North 24 Parganas)	15100.00



.. Vocational Training	3449.00	.. SSM - Proposal Support Cost	1941.00
		.. SSM - Teachers' Cost	97225.00
		.. Staff Welfare	68423.00
.. Yooralla Project	870150.00	.. State Level Trg. For LLC	20619.00
		.. State Meet Right to Education	740.00
		.. Stationary	215576.00
		.. Student Welfare Fund	103945.00
		.. Sundries	16501.00
		.. T.A. & Boarding & Lodging	93600.00
		.. Tata-Asst. Accountant	22965.00
		.. Tata-Audit Fees	2500.00
		.. Tata-Bus Hire Cost	522120.00
		.. Tata-Caregivers	246671.00
		.. Tata-Catering Trainer	166134.00
		.. Tata-Centre Coordinator	162946.00
		.. Tata-Computers	5616.00
		.. Tata-Computer Trainers	606872.00
		.. Tata-Coordinator	125100.00
		.. Tata-Course Coordinator(Adv. & Emp.)	800.00
		.. Tata-Guest Faculty(Adv. & Emp.)	20920.00
		.. Tata-Guest Faculty(Comm. for Disabili.)	13000.00
		.. Tata-Guest Faculty (C. Writing)	10600.00
		.. Tata-Head & Placement Officer	198160.00
		.. Tata-Post Trg. Intern. & Placement	73592.00
		.. Tata-Printing Trainer	140616.00
		.. Tata-Reference Books	2990.00
		.. Tata-Rep. & Maint.(Elect, Plumb.)	18181.00
		.. Tata-Research Associates	88000.00
		.. Tata-Special Educator	228497.00
		.. Tata-Sr. Accountant	19965.00
		.. Tata-Stationary	70165.00
		.. Tata-Subject Teachers	570972.00
		.. Tata-Supervisors	288692.00
		.. Tata-Teachers	252640.00
		.. Tata-Teahing and Learning Materials	56583.00
		.. Tata-Telecommunication & Postage	150.00
		.. Tata-Text Books	7563.00
		.. Tata-Trainer(Office Assistance)	142425.00
		.. Tata-Training Related Travel	457.00
		.. TDS(Recoverable)	143806.99
		.. Teaching Aid & Appliances	5290.00
		.. Teaching Aid & Materials	45481.00
		.. Teaching & Training Materials	4462.00
		.. Tea Packaging Project	310799.50
		.. Telephone Rent & Calls	226052.00
		.. Translation	16466.00
		.. Transport Allowance	1742000.00
		.. Travel	14722.00
		.. Travelling Exp-Dos	124664.00
		.. Travelling Exp (Receivable)	29002.00
		.. Trg. Project for Panchayet	4269.00
		.. Uttar Dinajpur Mela-BK2011	10000.00






„ Vehicle Running Expenses	64856.00
„ Vennue	13800.00
„ Vocational Training	9194.00
„ Water Charges	33969.00
„ Web Site Maintenance	6810.00
„ Workshop / Seminer	43574.00
„ Yooralla Project	45900.00
„ Closing balance :	
Cash at Bank :	
Axis Bank Ltd., New Alipore	199621.00
I.O.B.(3233)	11889.00
I.O.B.(11470)	36489.00
S.B.I.- (250941) - C.P. children	61213.00
S.B.I.- (250952) - Pre-School	3809.00
S.B.I.- (250963) - HRD	1633.00
S.B.I.- (250974) - ADIP Scheme	1298.00
S.B.I.- (250985) - VTC	29134.00
Standard Chartered (33010018257)	3080602.00
Standard Chartered (EGF)	20667.00
ICICI BANK (128401000055)	101641.00
ICICI BANK (FCRA)	115989.00
IDBI, Park Street Branch	986.00
S.B.I. (Tata Project)	3116923.00
Cash in hand	14277.00

TOTAL :

78170061.80

78170061.80

 Chairperson

 Hony. Treasurer

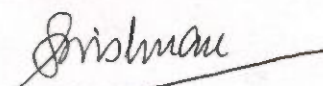
**Indian Institute of Cerebral Palsy**

Place : Kolkata

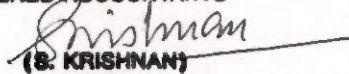
Dated : 30 JUL 2012

As per our report  
of even date

For and on behalf of  
B.M.CHATRATH & CO.  
CHARTERED ACCOUNTANTS

  
PARTNER

B.M. CHATRATH & CO.  
CHARTERED ACCOUNTANTS

  
(S. KRISHNAN)  
Partner

Membership No. : 61626



**B.M. CHATRATH & CO.**

CHARTERED ACCOUNTANTS  
CENTRE POINT, 4th FLOOR, Room No. 440  
21, HEMANTA BASU SARANI, KOLKATA - 700 001  
(FORMERLY OLD COURT HOUSE STREET)  
TEL : 2248-4575/4667/6810/6798, 2210-1385  
FAX/TEL : 2248-9934  
E-mail : bmccal@bmchatrath.in , bmccal@dataone.in  
bmccal@bmchatrath.com  
Website : www.bmchatrath.com

**AUDITOR'S REPORT**

To  
The Members of Indian Institute of Cerebral Palsy

We have audited the accompanying financial statements of **The Indian Institute of Cerebral Palsy**, which comprise the Balance Sheet as at March 31, 2013, and the related Income and Expenditure Account for the year then ended and a summary of significant accounting policies.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the Institute in accordance with the generally accepted accounting principles in India. The Accounting Standards issued by the Institute of Chartered Accountants of India are not applicable as the Institute is not involved in any Commercial, Industrial or Business Activities. The responsibility includes the design, implementation and maintenance of internal control relevant to the preparation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.





## Opinion

In our opinion and to the best of our information and according to the explanations given to us, the financial statements give the information in the manner so required and give a true and fair view in conformity with the Accounting Principles generally accepted in India:

- a) In the case of the Balance Sheet, of the state of affairs of the Institute as at March 31, 2013;
- b) In the case of the Income and Expenditure Account, of the excess of Expenditure Over Income for the year ended on that date.

## Report on other Legal and Regulatory Requirements:

- i) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit.
- ii) In our opinion proper books of account as required by law have been kept by the Institute so far as appears from our examination of those books.
- iii) The Balance Sheet and the Income & Expenditure Account dealt with by this Report are in agreement with the books of account.

Place: Kolkata  
Date : 31.07.2013



For B.M.CHATRATH & CO  
Chartered Accountants  
(Firm Reg.No: 301011E)

*S. Krishnan*  
(S.KRISHNAN)  
(PARTNER)  
Membership No. 51626

INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088  
BALANCE SHEET AS AT 31.3.2013

SOURCES OF FUNDS :-	Schedule	AS AT 31.3.2013 Rs	AS AT 31.3.2012 Rs
GENERAL FUND	1	39,132,046	38,827,905
SPECIFIC FUND	2	10,227,147	7,397,213
OTHER FUND (FIXED ASSETS)	3	14,312,657	12,797,147
SPONSORSHIP (CLASS) RECD. IN ADVANCE	4 & 5	4,106,000	3,633,000
<b>TOTAL :</b>		<b>67,777,850</b>	<b>62,655,265</b>
APPLICATIONS OF FUNDS :-			
FIXED ASSETS	4 & 5	17,670,304	15,451,656
INVESTMENT	6	5,200,000	8,563,233
CURRENT ASSETS, LOANS & ADVANCES	7	46,357,736	39,849,554
(LESS): CURRENT LIABILITIES	8	-1,450,190	-1,209,178
<b>TOTAL :</b>		<b>67,777,850</b>	<b>62,655,265</b>
Notes on Accounts and Significant Accounting policies	9		

Schedule 1 to 9 form an integral part of this Balance Sheet

Chairperson

Hony. Treasurer

Indian Institute of Cerebral Palsy

As per our report  
of even date

Place : Kolkata

Dated :

31 JUL 2013

For and on behalf of  
B.M.CHATRATH & Co.  
CHARTERED ACCOUNTANTS

B.M. CHATRATH & CO.  
CHARTERED ACCOUNTANTS  
Firm Regn. No. 301011E

*S. Krishnan*

(S. KRISHNAN)

Partner

Membership No. 51626





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.3.2013**

INCOME :	SCHEDULE	YEAR TO 31.03.2013 Rs	YEAR TO 31.03.2012 Rs
SPONSORSHIP (CLASS)		6,011,200	7,398,263
DONATION		3,075,111	603,044
FEES	a	2,801,272	2,777,626
GOVERNMENT/OTHER GRANTS	b	1,768,126	2,879,277
INTEREST/DIVIDEND	c	3,799,939	2,464,944
OTHER INCOME	d	1,321,465	1,310,496
INCOME FROM VARIOUS EVENTS	j	95,400	119,295
PROFIT ON SALE OF MUTUAL FUND		167,818	518,407
INCOME FROM PROJECTS(TATA)	k	6,848,015	4,430,094
<b>TOTAL : ( A )</b>		<b><u>25,888,346</u></b>	<b><u>22,501,446</u></b>
<b>EXPENDITURE:</b>			
STUDENT & OTHER DIRECT CHARGES	e	1,552,404	1,538,789
PAYMENT TO PERSONNEL	f	15,603,584	12,924,354
OPERATING & RUNNING EXPENSES	g	2,540,138	2,171,735
VOCATIONAL TRAINING EXPENSES	h	144,240	137,637
GENERAL & INCIDENTAL EXPENSES	i	830,504	672,008
EXPENSES FOR VARIOUS EVENTS	j	173,674	152,078
DEPRECIATION		457,816	267,862
LOSS ON SALE OF MUTUAL FUND		27,356	267,849
EXPENSES FOR PROJECTS(TATA)	k	6,848,015	4,430,094
<b>TOTAL : ( B )</b>		<b><u>28,177,731</u></b>	<b><u>22,562,406</u></b>
<b>EXCESS OF EXPENDITURE OVER INCOME ( B - A )</b>			
<b>TRANSFERRED TO GENERAL FUND</b>		<b><u>-2,289,385</u></b>	<b><u>-60,960</u></b>

Chairperson

Indian Institute of Cerebral Palsy

Place : Kolkata

Dated : **31 JUL 2013**

Hony. Treasurer

As per our report  
of even date,

For and on behalf of  
B.M.CHATRATH & Co.  
CHARTERED ACCOUNTANTS

B.M. CHATRATH & CO.  
CHARTERED ACCOUNTANTS  
Firm Regn. No. 301011E

(S. KRISHNAN)  
Partner  
Membership No. 51626



INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

SCHEDULE 1 ANNEXED TO AND FORMING PART OF THE  
BALANCE SHEET AS AT 31.3.2013.

GENERAL FUND :

	AS AT 31.3.2013 Rs	AS AT 31.3.2012 Rs
BALANCE AS PER LAST ACCOUNT	38,827,905	29,844,105
LESS : TRANSFERRED TO SPECIFIC FUND - DONATION(JUGNU)	<u>401,597</u>	
	38,426,308	
ADD :		
DONATION	-	1,884,480
HOOGHLY BOOK PROJECT	12,500	56,875
HOPE CUP - FUND RAISING PROJECT	2,859,890	6,306,054
JUGNU PROJECT	-	401,597
BETTER CALCUTTA PROJECT	-	53,910
NATIONAL TRUST (MGMT. COURSE)	-	66,305
DONATION (R.C.S.)	-	275,057
NATIONAL TRUST (LEVEL II)	-	482
PUBLICATION (NATIONAL TRUST)	230	-
PROJECT (SSM)	42,149	-
GRANT FOR STATE LEVEL MEETING	80,354	-
	<u>41,421,431</u>	<u>38,888,865</u>
LESS :		
EXCESS OF EXPENDITURE OVER INCOME	-2,289,385	-60,960
TOTAL	<u><u>39,132,046</u></u>	<u><u>38,827,905</u></u>





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

SCHEDULE 2 ANNEXED TO AND FORMING PART OF THE  
BALANCE SHEET AS AT 31.3.2013

SPECIFIC FUND:	AS AT 31.3.2013 Rs	AS AT 31.3.2012 Rs
<u>STUDENT WELFARE FUND:</u>		
BALANCE AS PER LAST ACCOUNT	2,775,393	
ADD: RECEIVED DURING THE YEAR	778,448	
LESS: UTILISED DURING THE YEAR	<u>428,520</u>	3,125,321 2,775,393
<u>STUDENT WELFARE FUND (JAN BIKASH SAMITY)</u>		
BALANCE AS PER LAST ACCOUNT	480	
RECEIVED DURING THE YEAR	877,500	
LESS : UTILIZED DURING THE YEAR	<u>853,266</u>	24,714 480
<u>PROJECT(HEALTHY WORLD)</u>		
BALANCE AS PER LAST ACCOUNT	27,275	
RECEIVED DURING THE YEAR :	149,272	
LESS: UTILISED DURING THE YEAR	<u>219,026</u>	
	-42,479	
LESS: TRANSFERRED TO LOANS & ADVANCE(C/ASSETS)	<u>42,479</u>	0 27,275
<u>SNAC SCHEME</u>		
BALANCE AS PER LAST ACCOUNT	219,587	
ADD : RECEIVED DURING THE YEAR :	224,000	
ADD: TRANSFERRED FROM NATIONAL TRUST(C.G.-Level III)	85,480	
LESS : REFUND	40,786	
LESS : SAMARTH CONSULT. MEETING	0	
LESS: UTILISED DURING THE YEAR	<u>464,546</u>	23,735 219,587
<u>PUBLICATION (NATIONAL TRUST)</u>		
BALANCE AS PER LAST ACCOUNT	230	
LESS : TRANSFERRED TO GENERAL FUND	<u>230</u>	0 230
<u>PROJECT (PHF-PRCDMRA)</u>		
RECEIVED DURING THE YEAR	1,922,600	
ADD: BANK INTEREST FOR THE YEAR	24,186	
LESS: UTILISED DURING THE YEAR	<u>1,503,235</u>	443,551
<u>PROJECT (TATA EDUCATION TRUST)</u>		
RECEIVED DURING THE YEAR	5,571,000	
ADD: BANK INTEREST FOR THE YEAR	167,383	
LESS: UTILISED DURING THE YEAR	<u>3,024,705</u>	2,713,678
<u>NATIONAL TRUST (C.G- Level III)</u>		
BALANCE AS PER LAST ACCOUNT	85,480	
LESS : TRANSFERRED TO SNAC SCHEME	<u>85,480</u>	0 85,480





PROJECT (I.F.B.)

BALANCE AS PER LAST ACCOUNT	66,766		
RECEIVED DURING THE YEAR	330,000		
LESS : EXPENSES DURING THE YEAR	<u>336,066</u>	60,700	66,766

PROJECT (SARBOSIKSHA MISSION)

BALANCE AS PER LAST ACCOUNT	218,755		
LESS : EXPENSES DURING THE YEAR	143,906		
LESS: REFUNDED TO S.S.M.	<u>32,700</u>		
	42,149		
LESS: TRANSFERRED TO GENERAL FUND	<u>42,149</u>	0	218,755

PROJECT (JAMSETJI TATA TRUST)

BALANCE AS PER LAST ACCOUNT	2,827,669		
ADD : FUND RECEIVED DURING THE YEAR	2,383,000		
ADD : INT. RECEIVED DURING THE YEAR	100,286		
LESS : EXPENSES DURING THE YEAR	<u>3,823,310</u>	1,487,645	2,827,669

GRANT FOR STATE LEVEL MEETING

BALANCE AS PER LAST ACCOUNT	80,354		
LESS: TRANSFERRED TO GENERAL FUND	<u>80,354</u>	0	80,354

DONATION (JUGNU)

BALANCE TRANSFERRED FROM GENERAL FUND	401,597		
ADD: RECEIVED DURING THE YEAR	31,500		
LESS: EXPENSES DURING THE YEAR	<u>218,693</u>	214,404	

DONATION(WHEELCHAIR)

BALANCE AS PER LAST ACCOUNT	288,856		
ADD : RECEIVED DURING THE YEAR	184,000		
LESS : UTILIZED DURING THE YEAR	<u>160,800</u>	312,056	288,856

PROJECT (ABP)

RECEIVED DURING THE YEAR	154		
ADD: RECEIVED DURING THE YEAR	144,595		
LESS : UTILIZED DURING THE YEAR	<u>89,743</u>	55,006	154

PROJECT - YOORALLA

BALANCE AS PER LAST ACCOUNT	774,250		
ADD: RECEIVED DURING THE YEAR	745,389		
LESS : UTILIZED DURING THE YEAR	<u>180,286</u>	1,339,353	774,250

PROJECT ROSHNI (COGNIZANT)

BALANCE AS PER LAST ACCOUNT	31,964		
ADD: RECEIVED DURING THE YEAR	703,862		
LESS : TRD. TO OTHER FUND(FIXED ASSETS)	291,332		
LESS : EXPENSES FOR THE YEAR	<u>49,664</u>	394,830	31,964

MIBLOU (SANGAM)

BALANCE B/F FROM CURRENT ASSETS	-51,034		
ADD: RECEIVED DURING THE YEAR	334,079		
LESS:UTILISED DURING THE YEAR	<u>250,891</u>	32,154	0



PROJECT (AAC & AT)

BALANCE B/F FROM CURRENT ASSETS

-8,842

LESS : EXPENSES DURING THE YEAR

285,610

ADD : BANK INTEREST RECEIVED

28,047

-266,405

LESS : TRANSFERRED TO LOANS & ADVANCE(C/ASSETS)

266,405

0

0

PBSSM

BALANCE B/F FROM CURRENT ASSETS

-45,654

RECEIVED DURING THE YEAR

130,000

LESS : EXPENSES FOR THE YEAR

134,044

-49,698

LESS : TRANSFERRED TO LOANS & ADVANCE(C/ASSETS)

49,698

0

0

TOTAL :

10,227,147

7,397,213





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

SCHEDULE 3 ANNEXED TO AND FORMING PART OF THE  
BALANCE SHEET AS AT 31.3.2013

OTHER FUND (FIXED ASSETS):

	AS AT 31.3.2013 Rs	AS AT 31.3.2012 Rs
<u>NORAD GRANT:</u>		
BALANCE AS PER LAST ACCOUNT	1,379,126	
LESS:DEPRECIATION	<u>69,909</u>	1,309,217 ✓ 1,379,126
<u>MIBLOU FUND</u>		
BALANCE AS PER LAST ACCOUNT	4,354,130	
LESS:DEPRECIATION	<u>228,566</u>	4,125,564 4,354,130
<u>MIBLOU(R.C.U)</u>		
BALANCE AS PER LAST ACCOUNT	3,110,220	
LESS : DEPRECIATION	<u>155,511</u>	2,954,709 3,110,220
<u>NATIONAL TRUST:(Respite Services)</u>		
BALANCE AS PER LAST ACCOUNT	106,208 ✓	
LESS:DEPRECIATION	<u>19,232</u>	86,976 106,208 92896
<u>MAN POWER TRAINING (Non-Recurring)</u>		
BALANCE AS PER LAST ACCOUNT	14,588	
LESS:DEPRECIATION	<u>5,054</u>	9,534 14,588
<u>ATC (ICICI):</u>		
BALANCE AS PER LAST ACCOUNT	121,499	
LESS:DEPRECIATION	<u>8,413</u>	113,086 121,499
<u>OTHER DONATIONS:</u>		
BALANCE AS PER LAST ACCOUNT	7,335	
LESS:DEPRECIATION	<u>1,505</u>	5,830 7,335
<u>V.T.C. (Non-Recurring)</u>		
BALANCE AS PER LAST ACCOUNT	3,994	
LESS : DEPRECIATION	<u>999</u>	2,995 ✓ 3,994
<u>PRE-SCHOOL &amp; EARLY INTERVENTION (Non-Recurring)</u>		
BALANCE AS PER LAST ACCOUNT	68,140	
LESS : DEPRECIATION	<u>9,636</u>	58,504 68,140
<u>C.P. CHILDREN (Non-Recurring)</u>		
BALANCE AS PER LAST ACCOUNT	8,731	
LESS : DEPRECIATION	<u>1,868</u>	6,863 8,731
<u>ELECTRICAL FITTINGS(M.P.LAD)</u>		
BALANCE AS PER LAST ACCOUNT	92,778	
LESS : DEPRECIATION	<u>18,556</u>	74,222 92,778





<u>DONATION(JEEP)</u>			
BALANCE AS PER LAST ACCOUNT	324,231		
LESS: DEPRECIATION	<u>33,113</u>	291,118	324,231
<u>DONATION(COMPUTER)</u>			
BALANCE AS PER LAST ACCOUNT	173,052		
LESS: DEPRECIATION	<u>42,913</u>	130,139	173,052
<u>YOORALLA-CAMERA</u>			
BALANCE AS PER LAST ACCOUNT	38,762		
LESS : DEPRECIATION	<u>9,691</u>	29,071	38,762
<u>DONATION (LIFT)</u>			
BALANCE AS PER LAST ACCOUNT	966,860		
LESS : DEPRECIATION	<u>241,715</u>	725,145	966,860
<u>BUILDING(M.P.LAD)</u>			
BALANCE AS PER LAST ACCOUNT	1,248,929		
LESS : DEPRECIATION	<u>62,446</u>	1,186,483	1,248,929
<u>DONATION COMPUTERS(N)</u>			
BALANCE AS PER LAST ACCOUNT	87,020		
ADD : RECEIVED DURING THE YEAR	45,000		
LESS : DEPRECIATION	<u>27,036</u>	104,984	87,020
<u>DONATION (GENERATOR)</u>			
BALANCE AS PER LAST ACCOUNT	691,544		
LESS : DEPRECIATION	<u>172,886</u>	518,658	691,544
<u>DONATION (SCHOOL BUS-NEW)</u>			
RECEIVED DURING THE YEAR	1,549,409		
LESS: DEPRECIATION	<u>123,021</u>	1,426,388	0
<u>TATA EDUCATION TRUST FUND (Various Assets as per Schd-5)</u>			
RECEIVED FROM SPECIFIC FUND	978,658		
LESS: DEPRECIATION	<u>80,402</u>	898,256	0
<u>COGNIZANT (COMPUTERS FOR ROSHNI)</u>			
RECEIVED FROM SPECIFIC FUND	291,332		
LESS: DEPRECIATION	<u>36,417</u>	254,915	0
<b>TOTAL :</b>		<u>14,312,657</u>	<u>12,797,147</u>





**INDIAN INSTITUTE OF CEREBRAL PALSY**  
**SCHEDULE - 4 ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2013**  
**FIXED ASSETS (PURCHASED)**

Sl No	Name of Asset	Dep%	Op. Bal	GROSS BLOCK			Deduction	Total	Depreciation					NET BLOCK	
				Addition upto 30th Sep	Addition after 30th Sep	Total			Op. Bal of Depreciation	Dep on WDV as on 01-04-2012	Dep on addition upto 30th Sep	Dep on addition after 30th Sep	Total	As on 31.3.2012	As on 31.3.2013
1	Furniture & Fittings	15	323323	27132	34391	384846			251896	10714	4070	2579	269259	71427	115587
2	Playground & School Equipment	15	826329	0	16800	843229			609332	32550	0	1268	643150	216997	200079
3	Office Equipment	15	127059	0	7393	134452			104874	3328	0	554	108756	22185	25696
4	Video System	25	6330	0	0	6330			6300	8	0	0	6308	31	23
5	Building	5	6700954	0	0	6700954			4781506	95972	0	0	4877478	1919448	1823476
6	Computer	25	270228	591786	222020	1084034			183639	21672	147947	27753	380910	86689	703124
7	Electrical Equipment	20	831953	23590	8627	864170			581431	50104	4718	863	637116	250522	227054
8	Electrical Fittings	20	87200	0	0	87200			83194	801	0	0	83995	4006	3205
9	Water Cooler	20	50957	0	22200	71957	1200		44059	1380	0	2220	47659	6898	24298
10	Photocopier	20	236165	0	0	236165			149659	17101	0	0	166760	85506	68405
11	Gas Pipe Line	20	0	120000		120000			0	0	24000	0	24000	0	96000
12	School Bus	15	123435	0	0	123435			68666	8215	0	0	76681	54769	46554
	<b>TOTAL:</b>		<b>9582933</b>	<b>762508</b>	<b>311531</b>	<b>1200</b>	<b>10656772</b>	<b>6864456</b>	<b>241846</b>	<b>180734</b>	<b>35237</b>	<b>7322273</b>	<b>2718478</b>	<b>3333500</b>	
<b>Current Year Depreciation (Total)</b>														<b>457816</b>	

*Room added to Building*





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088  
SCHEDULE 5 ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2013  
FIXED ASSETS (DONATED):

NAME OF ASSETS	GROSS BLOCK				DEPRECIATION				NET BLOCK	
	AS ON	ADD.	DED.	AS ON	AS ON	DURING	DED.	AS ON	AS ON	AS ON
	14.2012	2012-2013		31.3.2013	14.2012	2012-2013 (+) (-)		31.3.2013	31.3.2012	31.3.2013
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
NORAD										
FURNITURE & FITT	208863	0	0	208863	199339	1429	0	200768	9524	8095
BUILDING	3629496	0	0	3629496	2259894	68460	0	2328374	1369602	1301122
TOTAL :	3838359	0	0	3838359	2459233	69909	0	2529142	1379126	1309217
MBLOU										
HYDROTHERAPY POOL	4610863	0	0	4610863	2233915	118847	0	2352762	2376948	2258101
BUILDING	4663263	0	0	4663263	2609489	102689	0	2712178	2053774	1951085
OFFICE EQUIPMENT	239856	0	0	239856	223879	2397	0	226276	15977	13580
COMPUTER	508361	0	0	508361	504345	1004	0	505349	4016	3012
ELECTRICAL EQUIP	350520	0	0	350520	340624	1979	0	342603	9896	7917
FURNITURE & FIXTURE	144755	0	0	144755	135038	1458	0	136496	9717	8259
WATER COOLER	24361	0	0	24361	23812	110	0	23922	549	439
T V & V C P	36200	0	0	36200	35871	82	0	35953	329	247
BUILDING(R.C.U.)	4934903	0	0	4934903	1824683	155511	0	1980194	3110220	2954709
TOTAL	15513082	0	0	15513082	7931656	384076	0	8315732	7581426	7197350





NATIONAL TRUST

FURNITURE & FITTINGS	299473	0	0	299473	238435	9156	0	247591	61038	51882
PLAYGROUND & SCHOOL EQUIPMENT	90260	0	0	90260	69078	3177	0	72255	21182	18005
UTENSILS	101154	0	0	101154	87823	2666	0	90489	13331	10665
COMPUTER	223220	0	0	223220	207099	4030	0	211129	16121	12091
LINEN	167947	0	0	167947	167541	203	0	167744	406	203
TOTAL :	882054	0	0	882054	769976	19232	0	789208	112078	92846

MAN-POWER TRAINING(NON-RECURRING)

FURNITURE & FITTINGS	124545	0	0	124545	108177	2455	0	110632	16368	13913
ELECTRICAL EQUIPMENT	48636	0	0	48636	44246	878	0	45124	4390	3512
ELECTRICAL FITTINGS	5050	0	0	5050	4800	50	0	4850	250	200
UTENSILS	26457	0	0	26457	18772	1537	0	20309	7885	6148
COMPUTER	19850	0	0	19850	19316	134	0	19450	534	401
LINEN	10000	0	0	10000	10000	0	0	10000	0	0
TOTAL :	234538	0	0	234538	205311	5054	0	210365	29227	24173





4/10/11

ELECTRICAL EQUIP	138106	0	0	0	138106	131608	1300	0	132908	6498	5198
FURNITURE & FIXT	90474	0	0	0	90474	80356	1518	0	81874	10118	8600
MACHINERIES	135075	0	0	0	135075	132756	560	0	133336	2319	1739
COMPUTERS	1162675	0	0	0	1162675	1142614	5015	0	1,147,629	20061	15,046
TOTAL:	1526330	0	0	0	1526330	1487334	8412	0	1495746	38996	30584

OTHERS

PLAYGROUND & SCHOOL EQUIPMENTS	3757	0	0	0	3757	3726	5	0	3731	31	26
OFFICE EQUIPMENT	13178	0	0	0	13178	13049	19	0	13068	129	110
VIDEO SYSTEM	33587	0	0	0	33587	33556	8	0	33564	32	24
COMPUTERS	524000	0	0	0	524000	523129	218	0	523347	871	653
ELECTRICAL EQUIPMENT	93250	0	0	0	93250	86984	1253	0	88237	6266	5013
COMPUTER SOFTWARE	183100	0	0	0	183100	183093	2	0	183095	7	5
COMPUTERS(NEW)	620001	0	0	0	620001	448350	42913	0	491263	171651	128738
JEEP (NEW)	497522	0	0	0	497522	276769	33113	0	309882	220754	187640
COMPUTERS(N)	275030	42249	0	0	317279	188009	27036	0	215045	87021	102,234
SCHOOL BUS (NEW)	0	1640275	0	0	1640275	0	123021	0	123021	0	1517254
LIFT	1289147	0	0	0	1289147	322287	241715	0	564002	966860	725145
BUILDING(M P LAD)	1280953	0	0	0	1280953	32024	62446	0	94470	1248929	1186483
GENERATOR	922059	0	0	0	922059	230515	172886	0	403401	691544	518858
ELECT FITNG.(M P LAD)	103087	0	0	0	103087	10309	18556	0	28865	92778	74222
VOORALLA-CAMERA	44300	0	0	0	44300	5538	9661	0	15229	38762	29072
COMPUTER(ROSHNI)	0	291332	0	0	291332	0	36417	0	36417	0	254916
TOTAL:	5682971	1973856	0	0	7856827	2357338	769292	0	3126635	3525635	4730192





V.T.C. (NON-RECURRING)

COMPUTER	39900	0	0	39900	35906	999	36905	3995	2996
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PRE-SCHOOL & EARLY INTERVENTION (NON-RECURRING)

FURNITURE	33215	0	0	33215	12152	3159	0	15311	21063	17904
SPORTS EQUIPMENT	10400	0	0	10400	2223	1227	0	3450	8177	6950
SPECIAL TEACHING TOYS	32000	0	0	32000	11000	5250	0	16250	21000	15750
TOTAL :	75615	0	0	75615	25375	9636	0	35011	50240	40604

C.P.CHILDREN (NON-RECURRING)

FURNITURE	39723	0	0	39723	27269	1868	0	29137	12454	10586
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TATA EDUCATION TRUST

TET-COMPUTER	0	84500	0	84500	0	10,563	0	10,563	0	1,5356
TET-ELECTRICAL EQUIPMENTS	0	97785	0	97785	0	9,779	0	9,779	0	86,007
TET-MOTOR CAR	0	772947	0	772947	0	57,971	0	57,971	0	714,876
TET-FURNITURE & FIXTURE	0	23426	0	23426	0	2,089	0	2,089	0	21,337
TOTAL :	0	978658	0	978658	0	80,401	0	80,401	0	858,257

GRAND TOTAL :	28032572	2952514	0	30985086	15299398	1348885		16648283	12733177	14336804
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INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

SCHEDULE 6 ANNEXED TO AND FORMING PART OF THE  
BALANCE SHEET AS AT 31.3.2013.

INVESTMENTS:	No. of Units	NAV		
		AS AT 31.3.2013 Rs	AS AT 31.3.2013 Rs	AS AT 31.3.2012 Rs
RELIANCE DIVERSIFIED POWER SECTOR MUTUAL FUND	9166	50	700,000	700,000
H.D.F.C.PRUDENCE MUTUAL FUND	-	-	-	363,233
ICICI DYNAMIC MUTUAL FUND	97087	16	2,000,000	2,000,000
HDFC TOP 200 FUND	19593	40	1,000,000	1,000,000
HDFC MULTIPLE YEILD FUND	-	-	-	1,500,000
HDFC MIP MUTUAL FUND	112990	13	1,500,000	1,500,000
BIRLA SUNLIFE MIP MUTUAL FUND	-	-	-	1,500,000
TOTAL :			<u>5,200,000</u>	<u>8,563,233</u>



(14)



INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088  
SCHEDULE 7 ANNEXED TO AND FORMING PART OF THE  
BALANCE SHEET AS AT 31.3.2013.

CURRENT ASSETS, LOANS & ADVANCES:

	AS AT 31.3.2013 Rs	AS AT 31.3.2012 Rs
<b><u>CURRENT ASSETS:</u></b>		
CLOSING STOCK (Greeting cards)	41,875	8,564
SUNDRY DEBTORS (Greeting Cards)		8,750
Travelling (Receivable)	1,725	
<b><u>CASH &amp; BANK BALANCES:</u></b>		
CASH IN HAND	12,510	14,277
CASH AT BANK:		
<b><u>Savings Bank :</u></b>		
AXIS BANK, NEW ALIPORE BRANCH	1,786,418	199,621
ALLAHABAD BANK, NEW ALIPORE BRANCH	174,859	
IOB (A/C 3233)	13,500	11,889
IOB (A/C 11470)	36,489	36,489
STANDARD CHARTERED (A/C 33010018257)	65,694	3,080,602
STANDARD CHARTERED (EMPLOYEES G.F.)	21,664	20,667
ICICI BANK (FCRA)	2,250,001	115,989
ICICI BANK (SB A/C ...1000055)	2,702	101,641
IDBI, PARK STREET BRANCH	326,341	986
S.B.I (250974) - ADIP SCHEME	1,351	1,298
S.B.I (250941) - C.P.CHILDREN	946,994	61,213
S.B.I (250963) - H. R. D.	1,700	1,633
S.B.I.(250952) - PRE-SCHOOL	395,359	3,809
S.B.I (250985) - V. T. C.	30,314	29,134
S.B.I.(JTT), TARATALA BRANCH	533,403	3,116,923
S.B.I.(TET), TARATALA BRANCH	145,784	
<b><u>CHEQUES-IN-HAND</u></b>	2,400,000	
<b><u>FIXED DEPOSIT :</u></b>		
AXIS-BANK, NEW ALIPORE BRANCH	10,000,000	10,000,000
ALLAHABAD BANK, NEW ALIPORE BRANCH	3,000,000	
IDBI, PARK STREET BRANCH	19,000,000	19,000,000
STANDARD CHARTERED BANK	300,000	300,000
S.B.I., TARATALA BRANCH		3,000,000
S.B.I.(JTT), TARATALA BRANCH	1,000,000	
S.B.I.(TET), TARATALA BRANCH	2,500,000	
<b><u>LOANS &amp; ADVANCES:</u></b>		
ADVANCES GENERAL	57,860	178,190
ADVANCE TO STAFF		9,500
<b><u>ADVANCE TO PROJECT:</u></b>		
PROJECT (AAC & AT)	266,405	8,842
PBSSM	49,698	45,654
MIBLOU (SANGAM)		51,034
PROJECT(HEALTHY WORLD)	42,479	
PRE-PAID INSURANCE	13,868	
<b><u>RECEIVABLE</u></b> - LEXUS MOTORS	175,560	
- BHANDARI AUTOMOBILES	29,134	
TDS RECOVERABLE	556,674	440,849
<b><u>ACCRUED INTEREST ON F. D.</u></b>		
IDBI	118,750	
ALLAHABAD BANK	47,085	165,835
<b><u>SECURITY DEPOSIT:</u></b>		
ELECTRICITY	2,000	2,000
KOLKATA PORT TRUST	9,540	
<b>TOTAL :</b>	46,357,736	39,849,554





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

**SCHEDULE 8 ANNEXED TO AND FORMING PART OF THE  
BALANCE SHEET AS AT 31.3.2013.**

<b><u>CURRENT LIABILITIES &amp; PROVISIONS:</u></b>	<b>AS AT 31.3.2013 Rs</b>	<b>AS AT 31.3.2012 Rs</b>
RETENTION MONEY	79,334	154,773
LIABILITIES FOR EXPENSES	1,185,288	930,759
CAUTION DEPOSIT (HOSTEL)	18,500	30,500
EARNEST MONEY DEPOSIT	25,000	25,000
CAUTION DEPOSIT(CARE GIVER)	4,500	15,500
CAUTION DEPOSIT(LIBRARY BOOKS)	8,800	6,700
CAUTION DEPOSIT ( FURNITURE )	40,000	32,000
CAUTION DEPOSIT (ID. CARD)	3,635	4,055
CAUTION DEPOSIT (GUP-SHUP)	4,900	1,100
CAUTION DEPOSIT ( RCU )	18,400	3,400
NON-RECURRING (SPENCERS)	5,391	5,391
E. S. I.	8,626	
LIABILITY FOR STALE CHEQUE	47,816	
<b>TOTAL:</b>	<b><u>1,450,190</u></b>	<b><u>1,209,178</u></b>





**SCHEDULE 9 ANNEXED TO AND FORMING PART OF THE  
BALANCE SHEET AS AT 31.3.2013.**

**SIGNIFICANT ACCOUNTING POLICY & NOTES ON ACCOUNTS**

**A. SIGNIFICANT ACCOUNTING POLICIES**

1. The fixed assets are valued at historical costs.

2. The Depreciation on fixed assets are provided on the written down value method at the following rates :

School Bus & Jeep	15%
Furniture & Fittings	15%
Playground & School Equipment	15%
Office Equipment	15%
Video System	25%
Building	5%
Computers	25%
Electrical Equipments	20%
Electrical Fittings	20%
Water Coolers	20%
T.V. & V.C.P	25%
Machinery	25%
Photocopier	20%
Hydrotherapy Pool	5%
Linen	50%
Utensils	20%
Generator	25%
Lift	25%
Camera	25%

(These rates are neither as per Income Tax Act nor as per Companies Act )

3. Investment : Investments are valued at cost.

4. Stock of Greeting Cards : Greeting Cards are valued at cost.

**5. Income Recognition :**

Income from fees, affiliation fees and seat rent for hostel are treated on cash basis, interest on investments and Fixed Deposits on accrual basis and interest on savings bank and dividend on mutual funds on cash basis.

**6. Employees' Benefit :**

(i) Employees Gratuity Fund is maintained with Life Insurance Corporation of India. Life Insurance Corporation of India adopts "Projected Unit Credit Method" as the valuation method which is based on actuarial assumption.

(ii) Employees Provident Fund is maintained with the Commissioner of Provident Fund.

(iii) Employees E.S.I.C. benefit is maintained with the Directorate of E.S.I.C.

**7. Grant-in-aid :**

(i) Grant-in-aid received from Central Government or other Authorities towards Capital Expenditure are shown in the respective funds created therefor. On capitalisation of respective assets, grants received for specific depreciable assets are reduced from the fund in proportion to the depreciation provided on the Assets.

(ii) The revenue grants are recognised in the Income & Expenditure Account.

**8. Investment :**

Investment including Mutual Funds are valued at cost. Provision for diminution in the value of investments will be made if it is of permanent nature. The cost of investment in Mutual Funds as at 31.03.2013 was Rs 5200000/- whereas the NAV of the same on the same date was Rs 4310234/-.

**9. Fund Raising Project :**

Net receipt from Hope Cup Golf Tournament, organised for fund raising has been considered as part of General Fund.





**B. NOTES ON ACCOUNTS :**

1. Previous years figures have been re-arranged and re-grouped wherever deemed necessary

2. Paise are rounded off to nearest rupee.

3. The W.D.V. 'Fixed Assets Donated' as on 31st March, 2013 was Rs. 14336804/- whereas the balance of 'Donation for Fixed Assets' account as on that date was Rs 14312657/- leaving an unspent balance of Rs 24147/- in this specific fund as at 31.03.2013.

**4. Auditor's Remuneration :**

The auditor's remuneration for the year ended 31.03.2013 are as follows :

	Rs
a) Statutory Audit Fees	33708
b) Internal Audit Fees	16854
c) In other capacities	35000
Total :	85562

**5. Foreign Exchange Expenditure & Income**

	Rs
*a. Foreign Exchange Expenditure	2620887
b. Foreign Exchange Income ( Donation )	4754899

\*Note : Donation received in Foreign Exchange is deposited in ICICI Bank FCRA A/c, Bhowanipore Branch, Kolkata - 700 020 and expenditure is incurred out of that in Rupee terms (INR).



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**SCHEDULE a ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2013.**

FEES:	YEAR TO 31.03.2013 Rs	YEAR TO 31.03.2012 Rs
<u>STUDENT FEES:</u>		
GENERAL	1,328,560	1,314,173
A.T.C	43,088	46,866
RESPITE CARE	534,770	426,419
B.ED. COURSE	375,000	345,000
ANNUAL FEES	96,300	101,450
ACE CLINIC	5,000	5,000
DIAGNOSTIC/SPEECH/NEURO CLINIC	75,760	64,160
MANAGEMENT COURSE FEES		31,500
NIOS/RMV/OBE FEES	28,807	119,315
AFFILIATION FEES	42,500	
HOSTEL FEES	187,152	239,743
COURSE FEES FOR TRAINING (TATA)	84,335	84,000
<b>TOTAL:</b>	<b><u>2,801,272</u></b>	<b><u>2,777,626</u></b>

**SCHEDULE b ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2013.**

GOVERNMENT/OTHER GRANTS:	YEAR TO 31.03.2013 Rs	YEAR TO 31.03.2012 Rs
PROJECT FOR C.P. CHILDREN (for 2010-11)		1,247,842
PROJECT FOR C.P. CHILDREN (for 2011-12)	428,128	1,403,415
PROJECT FOR C.P. CHILDREN (for 2012-13)	915,799	
PRE-SCHOOL & EARLY INTERVENTION (for 2011-12)	193,693	198,120
PRE-SCHOOL & EARLY INTERVENTION (for 2012-13)	195,906	
NATIONAL INSTITUTE OF OPEN SCHOOLING	34,600	29,900
<b>TOTAL:</b>	<b><u>1,768,126</u></b>	<b><u>2,879,277</u></b>



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**SCHEDULE c ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2013.**

**INTEREST/DIVIDEND INCOME :**

	YEAR TO 31.03.2013 Rs	YEAR TO 31.03.2012 Rs
<u>INTEREST ON BONDS, FIXED DEPOSITS, SAVINGS BANK</u>		
INTEREST ON GOI BONDS		42,333
DIVIDEND ON MUTUAL FUNDS	374,486	633,001
SAVINGS BANK ACCOUNTS / FIXED DEPOSIT	3,425,453	1,789,610
<b>TOTAL :</b>	<u><u>3,799,939</u></u>	<u><u>2,464,944</u></u>

**SCHEDULE d ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2013.**

**OTHER INCOME :**

	YEAR TO 31.03.2013 Rs	YEAR TO 31.03.2012 Rs
<u>MISCELLANEOUS INCOME</u>	758,120	623,615
INCOME FROM SALE OF GREETING CARDS	381,496	
ADD: CLOSING STOCK	<u>41,875</u>	
	423,371	
LESS: OPENING STOCK	<u>8,564</u>	
	414,807	
LESS: EXPENSES	<u>176,305</u>	189,858
	238,502	
LESS: BAD DEBTS WRITTEN OFF	<u>6,990</u>	
	231,512	
PROFIT ON SALE OF OLD GENERATOR	77,410	
INCOME FROM CONSULTANCY	2,750	78,552
NET REVENUE FROM PUBLICATION	81,558	63,525
NET REVENUE FROM CATERING & PRINTING	57,170	267,075
NET REVENUE FROM TEA PACKAGING	93,945	52,921
PLACEMENT FEES	19,000	34,950
<b>TOTAL:</b>	<u><u>1,321,465</u></u>	<u><u>1,310,496</u></u>



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SCHEDULE e ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2013.

STUDENTS & OTHER DIRECT EXPENSES	YEAR TO 31.03.2013 Rs	YEAR TO 31.03.2012 Rs
STUDENT CONVEYANCE :		
BUS HIRE CHARGES	1,639,661	1,500,621
LESS: RECOVERED FROM STUDENTS	<u>1,017,224</u>	<u>934,710</u>
COST OF MEDICINES	110,666	137,279
LESS: RECOVERY	<u>110,666</u>	<u>107,000</u>
SCHOOL CONCERT/OTHER FUNCTIONS	94,161	127,080
PRINTING & STATIONERY	312,641	440,178
BOOKS & PERIODICALS	37,082	26,688
ADVOCACY EXPENSES	30,654	22,918
EXPENSES FOR OUT-REACH CLINIC (Rent)	-	31,050
VOCATIONAL TRAINING	20,129	18,145
NATURE CAMP EXPENSES	83,770	49,998
FOOD & OTHER EXPENSES	256,624	85,685
AIDS & APPLIANCES	19,921	63,559
PRIZE DAY	21,894	18,403
TEACHING MATERIALS	18,400	43,689
NIGHT STAY, HYDROTHERAPY & EVENTS	-	1,189
EDUCATIONAL TRIP	-	5,230
PHOTOCOPYING CHARGES	34,691	8,787
<b>TOTAL :</b>	<b><u>1,552,404</u></b>	<b><u>1,538,789</u></b>





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SCHEDULE f ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2013.

PAYMENT TO PERSONNEL:	YEAR TO 31.03.2013 Rs	YEAR TO 31.03.2012 Rs
SALARIES/HONORARIUM:		
C.P. CHILDREN	4,518,250	3,767,523
PRE-SCHOOL & EARLY INTERVENTION	880,322	939,963
HUMAN RESOURCE DEVELOPMENT	279,020	229,344
VOCATIONAL TRAINING	589,018	334,056
COMMUNITY BASED REHABILITATION	242,794	264,800
HOME & RESIDENTIAL UNIT	241,506	739,285
ADMINISTRATIVE STAFF	2,343,067	2,156,865
STAFF WELFARE	210,015	171,829
TRANSPORT ALLOWANCE	2,491,294	1,742,000
REFRESHMENT ALLOWANCE	212,243	159,666
RESPONSIBILITY ALLOWANCE	2,248,323	1,307,565
HONORARIUM	225,262	120,100
ESI-EMPLOYERS' CONTRIBUTION	452,828	342,393
EMPLOYEES GRATUITY	127,215	210,540
P.F. - EMPLOYERS' CONTRIBUTION	542,427	438,425
TOTAL:	<u>15,603,584</u>	<u>12,924,354</u>



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**SCHEDULE g ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2013.**

OPERATING & RUNNING EXPENSES:	YEAR TO 31.03.2013 Rs	YEAR TO 31.03.2012 Rs
REPAIRS & MAINTENANCE :		
a) A.M.C	177,645	124,598
b) GENERAL	1,184,889	569,252
c) PAINTING		322,759
d) VEHICLE	24,322	790
RENT (K.P.T.)	1,386,856	1,017,399
INSURANCE PREMIUM	10,592	10,224
WATER CHARGES	21,904	21,649
ELECTRICITY CHARGES	36,506	35,598
SECURITY CHARGES	389,939	344,892
CLEANING EXPENSES	289,200	289,513
STAFF WELFARE EXPENSES	333,400	384,037
	71,741	68,423
<b>TOTAL:</b>	<b>2,540,138</b>	<b>2,171,735</b>

INDIAN INSTITUTE OF CEREBRAL PALSY  
**SCHEDULE h ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2013.**

VOCATIONAL TRAINING EXPENSES:	YEAR TO 31.03.2013 Rs	YEAR TO 31.03.2012 Rs
<u>MANAGEMENT TRAINING COURSE:</u>		
EXPENSES INCURRED DURING THE YEAR	11,768	13,420
<u>B.ED. TRAINING COURSE:</u>		
EXPENSES INCURRED DURING THE YEAR	132,472	124,217
<b>TOTAL:</b>	<b>144,240</b>	<b>137,637</b>





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P-35/1 TARATALA ROAD, KOLKATA - 700088

SCHEDULE I ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2013.

GENERAL & INCIDENTAL EXPENSES:	YEAR TO 31.03.2013 Rs	YEAR TO 31.03.2012 Rs
POSTAGE ,COURIER & TELEPHONE (NET) & WEB SITE	219,788	233,475
ADVERTISEMENT & PUBLICITY	67,856	79,012
SUNDRIES	27,446	42,688
BANK CHARGES	3,687	1,321
VEHICLE RUNNING EXPENSES	145,990	66,580
TRAVELLING & CONVEYANCE EXPENSES	64,785	86,573
AUDIT EXPENSES	70,190	79,720
PROFESSIONAL FEES	150,463	8,100
GARDENING EXPENSES	8,652	7,733
MEMBERSHIP FEES	5,530	21,932
CONFERENCE/WORKSHOP	66,117	44,874
TOTAL:	<u>830,504</u>	<u>672,008</u>



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SCHEDULE J ANNEXED TO AND FORMING PART OF  
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.3.2013

INCOME FROM VARIOUS EVENTS AND THEIR EXPENSES :

<u>PARTICULARS</u>	EXPENSES Rs	INCOME Rs
FOUNDERS DAY	131,567	85,000
CHILDREN'S DAY	42,107	10,400
TOTAL :	<u>173,674</u>	<u>95,400</u>

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SCHEDULE k ANNEXED TO AND FORMING PART OF  
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.3.2013

INCOME FROM PROJECTS AND THEIR EXPENSES :

<u>PARTICULARS</u>	EXPENSES Rs	INCOME Rs
<u>PROJECTS :</u>		
JAMSETJI TATA TRUST	3,823,310	3,823,310
TATA EDUCATION TRUST	3,024,705	3,024,705
TOTAL :	<u>6,848,015</u>	<u>6,848,015</u>



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**INDIAN INSTITUTE OF CEREBRAL PALSY**  
**P-35/1 TARATALA ROAD, KOLKATA - 700088**  
**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.3.2013**

Receipts	Rs.	Rs.	Payments	Rs.	Rs.
Opening Balance		6796170.43	Accommodation & Food		12730.00
Axis Bank Ltd., New Alipore	199621.00		Accommodation & Food(Dist.)		21857.00
Cash	14277.00		Accommodation & Food(JSM)		4571.00
ICICI BANK(128401000055)	101641.00		Accommodation & Food(State)		46034.00
ICICI BANK-FCRA, Bhowanipore	115988.52		Administrative Cost		18572.00
IDBI, Park St. Br.	986.00		Advance (Ajanta Ghosh)		15880.00
I.O.B - Ballygunge Park Road	11889.00		Advance(Amit Basak)		2620.00
I.O.B - D.H. Road Branch	36489.00		Advance(Amrita Roy)		700.00
S.B.I.(250963) HRD	1632.91		Advance (Ananda Niketan)		20000.00
S.B.I. - Adip Scheme	1298.42		Advance ( Anshu Chowdhury)		900.00
S.B.I. - C.P. Children	61213.46		Advance(Arijit Ghosh)		22700.00
S.B.I. - Pre-School & Early Intervention	3808.68		Advance (Bhandari Automobiles)		120000.00
S.B.I. - Jamsetji Tata Trust	3116923.00		Advance(Biswajit Majhi)		41760.00
S.B.I. - V.T.C.	29133.62		Advance (Bss Security Service)		10000.00
S.C.B. - Gratuity Fund	20666.51		Advance ( Deben Das)		200.00
Standard Chartered Bank	3080602.31		Advance(Digital Infosys)		5675.00
Ace Clinic Charges		5000.00	Advance (Dinabandhu Barik)		1500.00
Admission Fees		7450.00	Advance (Dipak Mitra)		3800.00
Advance (Ajanta Ghosh)		15880.00	Advance(Goutam Majumder)		1686.00
Advance(Amit Basak)		2620.00	Advance (GSS Industries)		1549409.00
Advance (Ananda Niketan)		20000.00	Advance(Indrani Roy)		3500.00
Advance ( Anshu Chowdhury)		5900.00	Advance (Jeeja Ghosh)		9000.00
Advance(Arijit Ghosh)		22700.00	Advance (Kamal Bhowmick)		2000.00
Advance(Biswajit Majhi)		41500.00	Advance (Kamona Construction)		56200.00
Advance (Bss Security Service)		10000.00	Advance(Kanteen India)		3000.00
Advance ( Deben Das)		200.00	Advance ( Kathika Giri )		1600.00
Advance (Dipak Mitra)		4660.00	Advance (K.K.Pal)		350.00
Advance(Indrani Roy)		4500.00	Advance (Krishnarupa Chowdhury)		26700.00
Advance (Jeeja Ghosh)		9000.00	Advance ( Lt.Col. P.G. Goswami)		6500.00
Advance (Kamal Bhowmick)		2000.00	Advance (Madhai Pramanik)		1900.00
Advance (Kamona Construction)		56200.00	Advance ( Mahua Dey )		4470.00
Advance(Kanteen India)		3000.00	Advance(M.B.Chhetri)		62700.00
Advance ( Kathika Giri )		1000.00	Advance (Md. Mustafa)		16000.00
Advance (K.K.Pal)		350.00	Advance (M.K. Dutta)		21100.00
Advance (Krishnarupa Chowdhury)		23700.00	Advance (M. Kundu)		28550.00
Advance ( Lt.Col. P.G. Goswami)		5500.00	Advance (Mousumi Halder)		22500.00
Advance (Madhai Pramanik)		1500.00	Advance ( M.R. Bedding Centre )		3000.00
Advance ( Mahua Dey )		1970.00	Advance (Ms. Sutapa Roy)		50000.00
Advance(M.B.Chhetri)		62700.00	Advance(Nabanita Sen)		2100.00
Advance (Md. Mustafa)		16000.00	Advance(N.Chakraborty)		91500.00
Advance (M.K. Dutta)		21100.00	Advance (Nirmal Adhikary)		17300.00
Advance (M. Kundu)		29550.00	Advance ( Nirmal Naskar )		700.00
Advance (Mousumi Halder)		22500.00	Advance ( N.K.Adhikari)		400.00
Advance ( M.R. Bedding Centre )		3000.00	Advance ( N.K. Mahapatra)		27700.00
Advance (Ms. Sutapa Roy)		50000.00	Advance (Pabitra Sarkar)		2700.00
Advance(N.Chakraborty)		91500.00	Advance (Parbati Chakraborty)		490.00
Advance (Nirmal Adhikary)		17300.00	Advance (Pinkii Bhattacharjee)		1000.00
Advance ( Nirmal Naskar )		700.00	Advance(Pradip Bhattacharjee)		6355.00
Advance ( N.K.Adhikari)		400.00	Advance (Purba Bose)		7500.00
Advance ( N.K. Mahapatra)		32650.00	Advance ( Rabi Ghosh )		18250.00
Advance (Pabitra Sarkar)		3500.00	Advance(Rabin Bera)		2000.00
Advance(Pradip Bhattacharjee)		3000.00	Advance (Rabin Dorjee)		12830.00
Advance (Purba Bose)		7000.00	Advance (Raghunath Das)		2680.00
Advance ( Rabi Ghosh )		18250.00	Advance (Rajni Ganeriwala)		20000.00
Advance(Rabin Bera)		2000.00	Advance(Ranjana Khanna)		4000.00
Advance (Rabin Dorjee)		1900.00	Advance ( Reena Sen )		5000.00
Advance (Raghunath Das)		1980.00	Advance ( Relyon Softech)		30785.00
Advance (Rajni Ganeriwala)		20000.00	Advance ( Romit Chowdhury)		50800.00





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RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.3.2013

Receipts	Rs.	Rs.	Payments	Rs.	Rs.
Advance(Ranjana Khanna)		4000.00	Advance(Ruma Maity)		1200.00
Advance ( Reena Sen )		5000.00	Advance (Sabuj Sangha)		20000.00
Advance ( Romit Chowdhury)		41100.00	Advance(Sandip Halder)		760.00
Advance(Ruma Maity)		1200.00	Advance (Sangam)		10000.00
Advance (Sabuj Sangha)		20000.00	Advance (Sankar Sinha)		5020.00
Advance(Sandip Halder)		760.00	Advance (Saswati Acharya)		1000.00
Advance (Sangam)		20000.00	Advance (Sayani Guha Thakurta)		3000.00
Advance ( S. Chatterjee )		4330.00	Advance ( S. Chatterjee )		4330.00
Advance (Shibu Sai)		59510.00	Advance (Sibsankar Chakraborty)		2040.00
Advance (Sibsankar Chakraborty)		2040.00	Advance(Sonali Nandi)		92280.00
Advance(Sonali Nandi)		107280.00	Advance(Soumen Mondal)		1726.00
Advance( Sourav Mondal)		5500.00	Advance( Sourav Mondal)		5500.00
Advance(St. S. Gomes)		62200.00	Advance(St. S. Gomes)		67750.00
Advance(Subrata Kar)		700.00	Advance (Subhojyoti Sinha Roy)		2000.00
Advance (Suparna Sarkar)		4000.00	Advance(Subrata Kar)		700.00
Advance ( Susrita Prodhan)		2000.00	Advance (Suparna Sarkar)		4400.00
Advance (Swapna Mukherjee)		14000.00	Advance ( Susrita Prodhan)		2000.00
Advance(Swarup K. Paul)		2300.00	Advance(Swarup K. Paul)		2300.00
Advance(Tanusree Das)		400.00	Advance(Tanusree Das)		400.00
Advance (Tapan Ch. Muhuri)		36200.00	Advance (Tapan Ch. Muhuri)		37282.00
Advance (Vijaylakshmi Nair)		260000.00	Advance (Vijaylakshmi Nair)		264400.00
Advance (Wing. Com.A.K.Chowdhury)		22400.00	Advance (Wing. Com.A.K.Chowdhury)		45400.00
Affiliation Fees		42500.00	Advertisement & Publicity		67856.00
Aid & Appliances		52770.00	Advocacy Expenses		26892.00
Annual Fees		96300.00	Aid & Appliances		68259.00
Assessment Fees		12750.00	Audit Fees		39095.00
Barte Kadam III		110193.00	Bank Charges		3687.16
B. ED. COURSE		375000.00	Barte Kadam III		125387.00
Care Giver Course Fees		40000.00	B. ED. COURSE		21585.00
Catering		231577.00	Books & Periodicals		23942.50
Caution Deposit(Furniture)		15000.00	Bus Hire Charges		1303500.00
Caution Deposit(Gup-Shup)		3800.00	Catering		523703.00
Caution Deposit (Hostel)		6000.00	Caution Deposit (Care-Giver)		11000.00
Caution Deposit(ID Card)		30.00	Caution Deposit(Furniture)		7000.00
Caution Deposit (Library Card)		5200.00	Caution Deposit (Hostel)		18000.00
Caution Deposit (RCU)		35000.00	Caution Deposit(ID Card)		450.00
Children's Day		10400.00	Caution Deposit (Library Card)		3100.00
Conference		20318.00	Caution Deposit (RCU)		20000.00
Consultancy Charges		2750.00	Child Related Cost		50231.00
Course Fees for Tata Project Course		90012.00	Children's Day		18907.00
Diagonestic Clinic Charges		52150.00	Cleaning Expenses		348727.00
Disco Programme		130.00	Computer		813806.00
Dividend on M.F. - HDFC MIP		69692.28	Conference		47269.00
Div. on ICICI Dynamic M.F.		207812.72	Consultancy Charges		129591.00
Div. on M.F. - Birla Sun Life		17410.90	Course Fees for Tata Project Course		5677.00
Div. on Mutual Fund - HDFC 200		79570.32	Documentation & Reporting		7273.00
Donation (Box)		4927.00	Donation (Domestic)		94904.00
Donation Computers - N		45000.00	Donation (Fund Raising)		259235.00
Donation (Domestic)		3317081.74	Donation (Uttam's Mother)		10000.00
Donation (Fund Raising)		3126854.54	Donation - Wheelchairs		160800.00
Donation (Jugnu)		31500.00	Editorial Assistance		11500.00
Donation (Overseas)		234131.81	Electrical Equipment		32217.00
Donation (Prize Day)		5000.00	Electricity Charges		477160.00
Donation (School Bus)		1549409.00	E.S.I.- Employers' Contribution		467597.00
Donation (Uttam's Mother)		10000.00	E.S.I.- Payment		598362.00
Donation - Wheelchairs		184000.00	Events-Founder's Day		128417.00
Dr.Ram's Clinic		1860.00	Events - Other Function		21492.00
Electricity Charges		6600.00	Events - Prize Day		24569.00





**INDIAN INSTITUTE OF CEREBRAL PALSY**  
**P-35/1 TARATALA ROAD, KOLKATA - 700088**  
**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.3.2013**

Receipts	Rs.	Rs.	Payments	Rs.	Rs.
E.S.I.- Employers' Contribution		7243.00	Events - Sports Day		41705.00
E.S.I.- Payment		670965.00	Extra Duty Allowance		208685.00
Events-Founder's Day		85000.00	Fixed Deposit - Allahabad Bank		3000000.00
Events - Other Function		1500.00	Fixed Deposit - S.B.I.(JTT)		2000000.00
Events - Sports Day		3400.00	Fixed Deposit - S.B.I. (TET)		5000000.00
Fixed Deposit-SBI(CP)		3000000.00	Food Expenses		18104.00
Fixed Deposit - S.B.I.(JTT)		1000000.00	Furniture & Fittings		61523.00
Fixed Deposit - S.B.I. (TET)		2500000.00	Gardening		3152.00
Grant for PBSSM		30000.00	Gas Pipe Line		120000.00
Grant-in-Aid ( C.P.Children)		915799.00	Greetings Cards Cost		176305.00
Grant-in-Aid ( Pre-School & Early Intervention)		195906.00	Gross Salaries		8793349.00
Grant-in-Aid (Receivable) C.P. Children		428184.00	Hall Hire Charges		6000.00
Grant-in-Aid(Receivable) Pre-School		193693.00	Honararium		429162.00
Greeting Cards Sale		381496.00	Honararium for Faculty(Project)		46400.00
Gross Salaries		19055.00	Honararium for Guest Faculty		87420.00
Honararium		4000.00	Hostel Charges		21738.00
HOOGHLY BOOK		7500.00	Institutional Charges		1480.00
Hostel Charges		218000.00	Insurance Premium		158136.00
Independent Stay		14350.00	Interest on Savings Bank A/c (Tata 1)		45149.00
Interest on Fixed Deposit		2951753.00	Jan Vikas Samity- Student Welfare Fund		112950.00
Interest on Fixed Deposit (JTT)		26831.00	Liabilities for Expenses		596385.00
Interest on Fixed Deposit (TET)		83298.00	License Renewal Charge		245.00
Interest on Savings Bank A/c.		335912.08	LLC Meeting		28270.00
Interest on Savings Bank A/c (JTT)		73455.00	Management Course		11768.00
Interest on Savings Bank A/c .(TET)		84085.00	Membership Fees		6130.00
Interest on Savings - PHF		23096.00	Miblou-Appliances		271.00
Jan Vikas Samity- Student Welfare Fund		877500.00	Miblou - Joint Strategic Meeting		2677.00
Late Fees		12160.00	Miblou-Medical Cost		4450.00
Management Course		2950.00	Miblou-Planning & Training		645.00
Membership Fees		600.00	Miblou - Refreshment		13404.00
M.F. - Birla Sun Life Mutual Fund - MIP		1500000.00	Miblou - Travel Cost		36190.00
M.F. - HDFC Multiple Yield Fund		1500000.00	Miscellaneous Income		2864.00
M.F. - HDFC Prudence M.F.		363233.00	Miscellaneous (SNAC)		45493.00
Miscellaneous Income		58078.00	Nature Camp		93990.00
Monthly Fees		1056950.00	NGO Meeting		66743.00
Nature Camp		11906.00	NIOS Examination		43495.00
Neuro Clinic Charges		5500.00	Office Equipment		1400.00
NIOS Examination		38801.00	OTH-Computer(Roshni)		291332.45
OBE Collection		2744.00	OTH-Computers(N)		42249.00
O.B.E. Examination Fees		18500.00	PBSSM		32603.00
OBE Fees		19417.00	PHF-Accomm. & Food(Dist-Escort)		5070.00
Open School Fees		7341.00	PHF-Accommodation & Food(State-Escort)		8200.00
PHF-Accrued Interest		1090.00	PHF - Advance		3500.00
PHF - Advance		3500.00	PHF-Consultancy Charges		50000.00
Photo Copying Charges		208.00	PHF-Coordinator		135000.00
Placement Fees		19000.00	PHF-Evaluation		40900.00
Postage & Courier Charges		200.00	PHF-On Site Trg. Costs(Dist)		48834.00
Pre-Vocational Training		3088.00	PHF-Onsite Trg. Costs(State)		78488.00
Printing		74259.00	PHF - Prod. of Trg. Materials		87500.00
Professional Tax		141960.00	PHF-Project Trainer		330000.00
Profit/Loss on Sale of Mutual Fund		167818.28	PHF-Social Worker		90000.00
Project Fund		3688309.57	PHF-Special Educators		90000.00
Project (IFB)		105000.00	PHF-Therapist		90000.00
Provident Fund		1312112.00	PHF-Travel Cost(Dist-Escort)		1917.00
Publication - IICP		58450.00	PHF-Travel Cost(State-Escort)		18910.00
Rep. & Maint. - General		21831.00	Photo Copying Charges		32651.00
Research & Survey		3900.00	Playground & School Equipment		16900.00
Residential Service Charges		538720.00	Postage & Courier Charges		29037.00





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088  
RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.3.2013

Receipts	Rs.	Rs.	Payments	Rs.	Rs.
Resource Room Evaluation		81975.00	Pre-Paid Insurance		13868.00
Responsibility Allowance		1980.00	Pre-Vocational Training		20129.00
Retention Money		26236.00	Printing		177574.00
R.M.V. Examination		22800.00	Printing(ABP)		69000.00
R.M.V. Fees		40875.00	Professional Charge		20872.00
R.M.V./N.I.O.S. Prospectus		1600.00	Professional Tax		129285.00
R.M.V. Registration Fees		48100.00	Profit/Loss on Sale of Mutual Fund		27356.26
ROSHINI		703861.82	Project (DST)		975.00
Sale of Generator(Old)		77410.00	Project Fund		40786.00
Scholarship Fund		143200.00	Project (IFB)		1496.00
School Uniform		17130.00	Project-SSM		32700.00
Speech Clinic Charges		3500.00	Project Staff Salary		413711.00
Sponsorship (Class)		4084200.00	Provident Fund		1740255.00
Student Welfare Fund		778447.93	Publication - IICP		1250.00
Sundry Debtors(Greeting Cards)		1760.00	Refreshment Allowance		212243.00
Tata - Advance		27500.00	Registration Fees		697.00
Tata -Spl. Course -Advocacy & Empowerment		900.00	Rent		10591.85
TDS - Contract (U/s. 194C)		50234.00	Repair & Maintenance		55402.00
TDS - Professional Fees (194J)		56152.00	Rep. & Maint. - A.M.C.		163563.00
TDS - Salary (U/s. 192)		16800.00	Rep. & Maint. - General		1071167.00
Teaching Aid		1020.00	Rep. & Maint. - Vehicles		24322.00
Tea Packaging		458474.00	Research & Survey		114907.00
Telephone Charges		5170.00	Residential Service Charges		3950.00
T.E.T. - Accountant		11000.00	Resource Room Evaluation		75933.00
TET-Advance		15510.00	Responsibility Allowance		2250303.00
TET-Respite Prof. Staff		9000.00	Retention Money		101675.00
Transport Fees		546755.00	R.M.V. Examination		23300.00
Travelling & Conveyance		1400.00	R.M.V. Fees		500.00
Travelling ( Recoverable)		80969.00	R.M.V./N.I.Q.S. Prospectus		1800.00
Water Cooler		1200.00	R.M.V. Registration Fees		34279.00
Liability for Stale Cheque		47,816.00	ROSHINI		44722.00
			Scholarship Fund		143200.00
Project Fund : Jamsetti Tata Trust		2383000	School Uniform		7930.00
Project Fund - Tata Education Trust		5571000	Security Charges		265100.00
			Security Deposit (KPT)		9540.00
			Sponsorship (Class)		107344.00
			SSM - Child Related Cost		56588.00
			SSM - Proposal Support Cost		18265.00
			SSM - Teacher		140800.00
			Staff Welfare		70438.00
			State Level Training		4178.00
			Stationary		151863.00
			Student Welfare Fund		301352.00
			Sundries		9692.00
			Tata Venture Car		559615.00
			JTT - Advance		13500.00
			JTT - Asst. Accountant		22902.00
			JTT - Bus Hire Cost		544560.00
			JTT - Care Givers		141352.00
			JTT - Catering Consultant		32000.00
			JTT - Catering Trainers		88742.00
			JTT - Centre Co-Ordinator		182694.00
			JTT - Communication for Disability		4500.00
			JTT - Computer Trainers		260908.00
			JTT - Co-Ordinator		150893.00
			JTT - Head & Placement Officer		208057.00
			JTT - Office Assistance		132095.00
			JTT - Post Training Internship		77015.00





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088  
RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.3.2013

Receipts	Rs.	Rs.	Payments	Rs.	Rs.
			JTT - Printing Trainer		9800.00
			JTT - Reference Book		3798.00
			JTT - Research Associate		79200.00
			JTT - Special Educator		216598.00
			JTT - Spl. Course -Advocacy & Empowerment		19200.00
			JTT - Sr. Accountant		20115.00
			JTT - Stationary		11840.00
			JTT - Sub Teacher		835024.00
			JTT - Supervisors		340059.00
			JTT - Teachers		261958.00
			JTT - Teaching & Learning		69296.00
			JTT - Telecom. & Postage		320.00
			JTT - Text Book		7935.00
			JTT - Training Related Travel		51033.73
			TDS - Contract (U/s. 194C)		59459.00
			TDS - Professional Fees (194J)		32337.00
			TDS - (Recoverable)		115825.00
			TDS - Salary (U/s. 192)		13400.00
			Teaching Aid		6410.00
			Tea & Lunch Cost		2000.00
			Tea Packaging		361089.00
			Telephone Charges		195713.00
			TET - Co-Ordinator Respite		133453.00
			TET - Head, ADC & Respite		150750.00
			TET - Physio/occupational		90000.00
			TET - Proj. Head		95400.00
			TET - Proj. Manager		95400.00
			TET - Social Worker		90000.00
			TET - Special Educator		84468.00
			TET - Accountant		109354.00
			TET - ADC Professional Staff		195658.00
			TET - Advance		73964.00
			TET - Biannual Holiday Camp		4102.00
			TET - Cable Charge		4200.00
			TET - Cleaner		68281.00
			TET - Computer		84500.00
			TET - Electrical Equipment		97785.00
			TET - Field Placement		2000.00
			TET - Furniture & Fittings		23426.00
			TET - Guest Faculty		500.00
			TET - Leisure & Learning Materials		18938.00
			TET - Local Travel - Parent Group		657.00
			TET - Meals & Accommodation		44429.50
			TET - Motor Car		772947.00
			TET - Part-Time Cook		20800.00
			TET - Repairs, Maintenance		10602.00
			TET - Respite Help Staff		98774.00
			TET - Respite Prof. Staff		288000.00
			TET - Respite Trained Care Staff		341222.00
			TET - Stakeholders Trg. & Meeting		410.00
			TET - Stationery, Telecom, Postage		300.00
			TET - Stipend		35600.00
			TET - University Fees Charges		1920.00
			Training Materials		510.00
			Training Materials(Project)		9128.00
			Training & Planning Cost		1574.00
			Training Programme		69544.00
			Transport Allowance		2486855.00





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088  
RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.3.2013

Receipts	Rs.	Rs.	Payments	Rs.	Rs.
			Transport Fees		10100.00
			Travel Cost - District		19293.00
			Travel Cost(District-JSM)		3235.00
			Travel Cost - State		78931.00
			Travel Cost(State-JSM)		35693.00
			Travelling & Conveyance		51728.00
			Travelling ( Recoverable)		82694.00
			Trg. Design & Dev. Cost		769.00
			Vehicle Running Expenses		387305.00
			Water Charges		3506.00
			Water Cooler		22200.00
			Web (Hosting)		18904.00
			Website (Maintenance)		5093.00
			Workshop/Seminar		21168.00
			World Autism Day		18393.00
			<b>Closing Balance</b>		<b>6745081.97</b>
			Allahabad Bank	174859.00	
			Axis Bank Ltd., New Alipore	1786418.00	
			Cash	8539.50	
			Cash(FCRA)	3046.00	
			Cash (JTT)	635.00	
			Cash (TET)	289.00	
			ICICI BANK(128401000055)	2702.00	
			ICICI BANK-FCRA, Bhowanipor	2250000.93	
			IDBI, Park St. Br.	326341.00	
			I.O.B - Ballygunge Park Road	13500.08	
			I.O.B - D.H. Road Branch	36489.00	
			S.B.I.(250963) HRD	1699.91	
			S.B.I. - Adip Scheme	1351.42	
			S.B.I. - C.P. Children	946994.46	
			S.B.I. - Pre-School & Early Inter	395358.68	
			S.B.I. - Jamsetji Tata Trust	533403.38	
			S.B.I. - V.T.C.	30313.62	
			S.C.B. - Gratuity Fund	21663.51	
			Standard Chartered Bank	65693.98	
			S.B.I - Tata Education Trust	145783.50	
<b>Total</b>		<b>58371101.42</b>	<b>Total</b>		<b>58371101.42</b>

Chairperson

Hony. Treasurer

Indian Institute of Cerebral Palsy

Place : Kolkata

Dated : 31 JUL 2013

As per our report  
of even date

For and on behalf of  
B.M.CHATRATH & CO.  
CHARTERED ACCOUNTANTS

PARTNER

B.M. CHATRATH & CO.  
CHARTERED ACCOUNTANTS  
Firm Regn. No. 301011E

(S. KRISHNAN)

Partner  
Membership No. 51626





**B.M. CHATRATH & CO.**

CHARTERED ACCOUNTANTS

CENTRE POINT, 4th FLOOR, Room No. 440  
21, HEMANTA BASU SARANI, KOLKATA - 700 001  
(FORMERLY OLD COURT HOUSE STREET)  
TEL : 2248-4575/4667/6810/6798, 2210-1385  
FAX/TEL : 2248-9934  
E-mail : bmccal@bmchatrath.in , bmccal@dataone.in  
bmccal@bmchatrath.com  
Website : www.bmchatrath.com

**INDEPENDENT AUDITOR'S REPORT**

To  
The Members  
Indian Institute of Cerebral Palsy

We have audited the accompanying financial statements of Indian Institute of Cerebral Palsy, which comprise the Balance Sheet as at March 31, 2014, and the related Income & Expenditure Account for the year ended and a summary of significant accounting policies.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the Scheme in accordance with the Generally Accepted Accounting Principles in India. The Accounting Standards issued by the Institute of Chartered Accountants of India are not applicable as the Institute is not involved in any Commercial, Industrial or Business Activities. The responsibility includes the design, implementation and maintenance of internal control relevant to the preparation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Trust's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of Institute's Internal Control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion and to the best of our information and according to the explanations given to us, the financial statements give the information in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India:

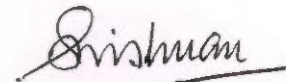
- a) In the case of the Balance Sheet, of the state of affairs of the Scheme as at March 31, 2014;
- b) In the case of the Income and Expenditure Account, of the excess of expenditure over income for the year ended on that date.

## Report on other Legal and Regulatory Requirements:

- i) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit.
- ii) In our opinion proper books of account as required by law have been kept by the Institute so far as appears from our examination of those books.
- iii) The Balance Sheet and the Income & Expenditure Account dealt with by this Report are in agreement with the books of account.

Place: Kolkata  
Date : 6<sup>th</sup> August, 2014

For B.M.CHATRATH & CO  
Chartered Accountants  
(Firm Reg.No: 301011E)

  
(S.KRISHNAN)  
(PARTNER)  
Membership No. 51626





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088  
BALANCE SHEET AS AT 31.3.2014

SOURCES OF FUNDS :-

	Schedule	AS AT 31.3.2014 ₹	AS AT 31.3.2013 ₹
GENERAL FUND	1	36,326,409	39,132,046
SPECIFIC FUND	2	8,994,883	10,227,147
OTHER FUND (FIXED ASSETS)	3	13,989,053	14,312,657
SPONSORSHIP (CLASS) RECD. IN ADVANCE		2,350,000	4,106,000
<b>TOTAL :</b>		<b>61,660,345</b>	<b>67,777,850</b>

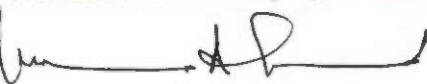
APPLICATIONS OF FUNDS :-

FIXED ASSETS	4 & 5	17,332,377	17,670,304
INVESTMENT	6	3,000,000	5,200,000
CURRENT ASSETS, LOANS & ADVANCES	7	44,702,233	46,357,736
(LESS): CURRENT LIABILITIES	8	(3,374,265)	(1,450,190)
<b>TOTAL :</b>		<b>61,660,345</b>	<b>67,777,850</b>

Notes on Accounts and Significant Accounting policies

9

Schedule 1 to 9 form an integral part of this Balance Sheet.



Chairperson



Hony. Treasurer

Place : Kolkata

Dated :

Indian Institute of Cerebral Palsy

- 6 AUG 2014

As per our report of even date

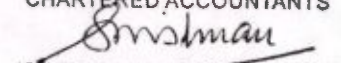
For and on behalf of

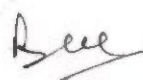
B.M.CHATRATH & Co.

CHARTERED ACCOUNTANTS

Firm Registration No 301011E

B.M. CHATRATH & CO.  
CHARTERED ACCOUNTANTS

  
(SACHIDANANDA KRISHNAN)  
Partner  
Membership No. : 51626



INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.3.2014

INCOME :

SPONSORSHIP (CLASS)  
DONATION  
FEES  
GOVERNMENT/OTHER GRANTS  
INTEREST/DIVIDEND  
OTHER INCOME  
INCOME FROM VARIOUS EVENTS  
PROFIT ON SALE OF MUTUAL FUND  
RECOVERY FROM PROJECTS FUNDS  
RECOVERY FROM PROJECTS (TATA)  
TOTAL : (A)

SCHEDULE	CURRENT YEAR ₹	PREVIOUS YEAR ₹
	7,970,816	6,011,200
	2,037,808	3,075,111
a	3,132,414	2,801,272
b	1,191,415	1,768,126
c	3,345,989	3,799,939
d	1,211,007	1,321,465
j	220,369	95,400
	-	167,818
	12,494,198	-
	-	6,848,015
	<u>31,604,017</u>	<u>25,888,346</u>

EXPENDITURE:

STUDENT & OTHER DIRECT CHARGES  
PAYMENT TO PERSONNEL  
OPERATING & RUNNING EXPENSES  
VOCATIONAL TRAINING EXPENSES  
GENERAL & INCIDENTAL EXPENSES  
EXPENSES FOR VARIOUS EVENTS  
DEPRECIATION  
LOSS ON SALE OF MUTUAL FUND  
EXPENSES FROM PROJECTS  
EXPENSES FROM PROJECTS (TATA)  
TOTAL : (B)

e	986,583	1,552,404
f	18,981,055	15,603,584
g	3,420,871	2,540,138
h	119,220	144,240
i	1,842,523	830,504
j	413,289	173,674
	463,814	457,816
	357,065	27,356
	12,494,198	-
	-	6,848,015
	<u>39,078,618</u>	<u>28,177,731</u>

EXCESS OF EXPENDITURE OVER INCOME  
TRANSFERRED TO GENERAL FUND (B-A)

<u>(7,474,601)</u>	<u>(2,289,385)</u>
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Chairperson

Place : Kolkata

Dated : - 6 AUG 2014

Indian Institute of Cerebral Palsy

Hony. Treasurer



As per our report of even date

For and on behalf of  
B.M.CHATRATH & Co.  
CHARTERED ACCOUNTANTS  
Firm Registration No 301011E

B.M. CHATRATH & CO.  
CHARTERED ACCOUNTANTS

*Prishman*  
(SACHIDANANDA KRISHNAN)  
Partner  
Membership No. : 51626

*Due*



**SCHEDULE 1**  
ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2014.

GENERAL FUND :	AS AT 31.3.2014 ₹	AS AT 31.3.2013 ₹
BALANCE AS PER LAST ACCOUNT	39,132,046	38,827,905
LESS : TRANSFERRED TO SPECIFIC FUND - ROSHNI	47,102	401,597
	<u>39,084,944</u>	<u>38,426,308</u>
ADD:		
FUND-RAISING (HOOGLY BOOK PROJECT)	244,950	12,500
DONATION (FUND RAISING)	4,440,725	2,859,890
NATIONAL TRUST (LEVEL II)	-	230
DEPOSIT BALANCE - SPENCER	5,391	-
PUBLICATION (NATIONAL TRUST)	-	42,149
PROJECT (SSM)	-	80,354
EARNST MONEY DEPOSIT	25,000	-
	<u>43,801,010</u>	<u>41,421,431</u>
LESS : EXCESS OF EXPENDITURE OVER INCOME	(7,474,601)	(2,289,385)
<b>TOTAL:</b>	<u><b>36,326,409</b></u>	<u><b>39,132,046</b></u>

**SCHEDULE 2**  
ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2014

SPECIFIC FUND:	AS AT 31.3.2014 ₹	AS AT 31.3.2014 ₹	AS AT 31.3.2013 ₹	AS AT 31.3.2013 ₹
<b>STUDENT WELFARE FUND:</b>				
BALANCE AS PER LAST ACCOUNT	3,125,321		2,775,393	
ADD: RECEIVED DURING THE YEAR	1,029,784		778,448	
	<u>4,155,105</u>		<u>3,553,841</u>	
LESS: UTILISED DURING THE YEAR	312,714	3,842,391	428,520	3,125,321
<b>IAN VIKASH SAMITY</b>				
BALANCE AS PER LAST ACCOUNT	24,714		480	
ADD: RECEIVED DURING THE YEAR	1,010,000		877,500	
	<u>1,034,714</u>		<u>877,980</u>	
ADD : BANK INTEREST FOR THE YEAR	12,142		-	
	<u>1,046,856</u>		<u>877,980</u>	
LESS : UTILIZED DURING THE YEAR	963,007	83,849	853,266	24,714
<b>PROJECT(HEALTHY WORLD)</b>				
BALANCE BROUGHT FORWARD FROM CURRENT ASETS	(42,479)		27,275	
ADD : RECEIVED DURING THE YEAR	460,207		149,272	
	<u>417,728</u>		<u>176,547</u>	
ADD : BANK INTEREST FOR THE YEAR	3,900		-	
	<u>421,628</u>		<u>176,547</u>	
LESS: UTILISED DURING THE YEAR	269,031		219,026	
	<u>152,597</u>		<u>(42,479)</u>	
LESS: TRANSFERRED TO LOANS & ADVANCE	-	152,597	42,479	-
<b>SNAC SCHEME- NATIONAL TRUST</b>				
BALANCE AS PER LAST ACCOUNT	23,735		219,587	
ADD : RECEIVED DURING THE YEAR	108,499		224,000	
	<u>132,234</u>		<u>443,587</u>	
ADD: TRANSFERRED FROM NATIONAL TRUST	-		85,480	
	<u>132,234</u>		<u>529,067</u>	
LESS : REFUND	-		40,786	
	<u>132,234</u>		<u>488,281</u>	
LESS: UTILISED DURING THE YEAR	206,197		464,546	
	<u>(73,963)</u>		<u>23,735</u>	
LESS : TRANSFERRED TO LOANS & ADVANCE	73,963	-	-	23,735



<b>PROJECT (PHE-PRCDMRA)</b>			
BALANCE AS PER LAST ACCOUNT	443,551	-	
ADD : RECEIVED DURING THE YEAR	2,161,886	1,922,600	
	2,605,437	1,922,600	
ADD: BANK INTEREST FOR THE YEAR	27,533	24,186	
	2,632,970	1,946,786	
LESS: UTILISED DURING THE YEAR	2,116,465	1,503,235	443,551
<b>PROJECT (TATA EDUCATION TRUST)</b>			
BALANCE AS PER LAST ACCOUNT	2,713,678	-	
ADD : ADVANCE OF PREVIOUS YEAR ADJUSTED	58,454	-	
	2,772,132	-	
ADD: RECEIVED DURING THE YEAR	4,205,000	5,571,000	
	6,977,132	5,571,000	
ADD: BANK INTEREST FOR THE YEAR	147,480	167,383	
	7,124,612	5,738,383	
LESS: UTILISED DURING THE YEAR	4,631,020	3,024,705	2,713,678
<b>PROJECT (I.F.B.)</b>			
BALANCE AS PER LAST ACCOUNT	60,700	66,766	
ADD : RECEIVED DURING THE YEAR	322,046	330,000	
	382,746	396,766	
LESS : EXPENSES DURING THE YEAR	346,968	336,066	60,700
<b>PROJECT (JAMSETJI TATA TRUST)</b>			
BALANCE AS PER LAST ACCOUNT	1,487,645	2,827,669	
ADD : FUND RECEIVED DURING THE YEAR	-	2,383,000	
	1,487,645	5,210,669	
ADD : FUND WRONGLY CHARGED TO PROJECT ON 2012-13 NOW ADJUSTED	47,410	-	
	1,535,055	5,210,669	
ADD : INT. RECEIVED DURING THE YEAR	313,125	100,286	
	1,848,180	5,310,955	
LESS : EXPENSES DURING THE YEAR	1,846,703	3,823,310	1,487,645
<b>DONATION (UGNI)</b>			
BALANCE TRANSFERRED FROM GENERAL FUND	214,404	401,597	
ADD: RECEIVED DURING THE YEAR	244,103	31,500	
	458,507	433,097	
LESS: EXPENSES DURING THE YEAR	372,271	218,693	214,404
<b>DONATION(WHEELCHAIR)</b>			
BALANCE AS PER LAST ACCOUNT	312,056	288,856	
ADD : RECEIVED DURING THE YEAR	46,616	184,000	
	358,672	472,856	
LESS : UTILIZED DURING THE YEAR	49,300	160,800	312,056
<b>PROJECT (APP)</b>			
RECEIVED DURING THE YEAR	55,006	154	
ADD: RECEIVED DURING THE YEAR	156,254	144,595	
	211,260	144,749	
LESS : UTILIZED DURING THE YEAR	206,409	89,743	55,006
<b>PROJECT - YOORALLA</b>			
BALANCE AS PER LAST ACCOUNT	1,339,353	774,250	
ADD : INTEREST RECEIVED DURING THE YEAR	49,876	-	
	1,389,229	774,250	
ADD: RECEIVED DURING THE YEAR	-	745,389	
	1,389,229	1,519,639	
LESS : UTILIZED DURING THE YEAR	243,493	180,286	1,339,353
<b>ROSHNI</b>			
BALANCE AS PER LAST ACCOUNT	394,830	31,964	
ADD: RECEIVED DURING THE YEAR	-	703,862	
	394,830	735,826	
LESS : TRD. TO OTHER FUND(FIXED ASSETS)	423,016	291,332	
	(28,186)	444,494	
LESS : EXPENSES FOR THE YEAR	18,916	49,664	
	(47,102)	394,830	
LESS : TRANSFERRED TO GENERAL RESERVE	47,102	-	394,830



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**MIBLOU (SANGAM)**

BALANCE AS PER LAST ACCOUNT  
ADD: INTEREST RECEIVED DURING THE YEAR  
  
ADD: RECEIVED DURING THE YEAR  
  
LESS: UTILISED DURING THE YEAR  
  
LESS: TRANSFERRED TO LOANS & ADVANCE

32,154	(51,034)	
3,056	-	
35,210	(51,034)	
210,682	334,079	
245,892	283,045	
324,004	250,891	
(78,112)	32,154	
78,112	-	32,154

**PBSSM**

BALANCE AS PER LAST ACCOUNT  
ADD: RECEIVED DURING THE YEAR  
  
LESS: EXPENSES FOR THE YEAR  
  
LESS: TRANSFERRED TO LOANS & ADVANCE

-	(45,654)	
110,353	130,000	
110,353	84,346	
83,298	134,044	
27,055	(49,698)	
-	49,698	27,055

**MIUSA**

BALANCE AS PER LAST ACCOUNT  
ADD: INTEREST RECEIVED DURING THE YEAR  
  
ADD: RECEIVED DURING THE YEAR  
  
LESS: UTILISED DURING THE YEAR

-	-	
2,340	-	
2,340	-	
424,188	-	
426,528	-	
131,084	-	295,444

**TOTAL:**

8,994,883 10,227,147

**SCHEDULE 3**

ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2013

**OTHER FUND (FIXED ASSETS):****NORAD GRANT:**

BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

AS AT 31.3.2014 ₹	AS AT 31.3.2014 ₹	AS AT 31.3.2013 ₹	AS AT 31.3.2013 ₹
1,309,217		1,379,126	
66,270	1,242,947	69,909	1,309,217

**MIBLOU FUND**

BALANCE AS PER LAST ACCOUNT  
ADD: RECEIVED DURING THE YEAR  
LESS: DEPRECIATION

4,125,564		4,354,130	
7,641			
217,750	3,915,455	228,566	4,125,564

**MIBLOU (R.C.U.)**

BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

2,954,709		3,110,220	
147,735	2,806,974	155,511	2,954,709

**NATIONAL TRUST: (Respite Services)**

BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

86,976		106,208	
15,740	71,236	19,232	86,976

**MAN POWER TRAINING (Non-Recurring)**

BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

9,534		14,588	
4,160	5,374	5,054	9,534

**ATC (ICICI)**

BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

113,086		121,499	
6,526	106,560	8,413	113,086

**OTHER DONATIONS:**

BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

5,830		7,335	
1,193	4,637	1,505	5,830

**V.T.C. (Non-Recurring)**

BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

2,995		3,994	
750	2,245	999	2,995

**PRE-SCHOOL & EARLY INTERVENTION (Non-Recurring)**

BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

58,504		68,140	
7,668	50,836	9,636	58,504

**C.P. CHILDREN (Non-Recurring)**

BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

6,863		8,731	
1,588	5,275	1,868	6,863



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ELECTRICAL FITTINGS(M.P.LAD)  
RECEIVED DURING THE YEAR  
LESS: DEPRECIATION

74,222		92,778	
14,844	59,378	18,556	74,222

DONATION(JEEP)  
BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

291,118		324,231	
28,146	262,972	33,113	291,118

DONATION(COMPUTER)  
BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

130,139		173,052	
32,185	97,954	42,913	130,139

YOORALLA-CAMERA  
RECEIVED DURING THE YEAR  
LESS: DEPRECIATION

29,071		38,762	
7,268	21,803	9,691	29,071

DONATION (LIFT)  
BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

725,145		966,860	
181,286	543,859	241,715	725,145

BUILDING(M.P.LAD)  
BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

1,186,483		1,248,929	
59,324	1,127,159	62,446	1,186,483

DONATION COMPUTERS(N)  
BALANCE AS PER LAST ACCOUNT  
ADD: RECEIVED DURING THE YEAR  
LESS: DEPRECIATION

104,984		87,020	
-		45,000	
25,559	79,425	27,036	104,984

DONATION (GENERATOR)  
BALANCE AS PER LAST ACCOUNT  
LESS: DEPRECIATION

518,658		691,544	
129,665	388,993	172,886	518,658

DONATION (SCHOOL BUS)  
BALANCE AS PER LAST ACCOUNT  
RECEIVED DURING THE YEAR  
LESS: DEPRECIATION

1,426,388		-	
-		1,549,409	
227,588	1,198,800	123,021	1,426,388

TATA EDUCATION TRUST FUND  
BALANCE AS PER LAST ACCOUNT  
RECEIVED FROM SPECIFIC FUND  
LESS: DEPRECIATION

898,256		-	
885,364		978,658	
298,537	1,485,083	80,402	898,256

COGNIZANT (ROSHNI)  
BALANCE AS PER LAST ACCOUNT  
RECEIVED FROM SPECIFIC FUND  
LESS: DEPRECIATION

254,915		-	
423,016		291,332	
165,843	512,088	36,417	254,915

TOTAL:

13,989,053	14,312,657
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**INDIAN INSTITUTE OF CEREAL PALSY**  
**SCHEDULE - 4 ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2014**  
**FIXED ASSETS (PURCHASED)**

Sl No	Name of Asset	Dep%	Op. Bal	GROSS BLOCK		Op. Bal of Depreciation	Dep on WDV as on 01-04-2013	Depreciation		Current Year Depreciation 2013-14	Total Depreciation	NET BLOCK	
				Addition upto 30.09.2013	Addition after 30.09.2013			Dep on addition 30.09.2013	Dep on addition 30.09.2013			As on 31.3.2013	As on 31.3.2014
1	Furniture & Fittings	15	384,846	-	74,600	269,259	17,338	-	5,595	22,933	292,192	115,587	167,254
2	Playground & School Equipment	15	843,229	-	-	643,150	30,012	-	-	30,012	673,162	200,079	170,067
3	Office Equipment	15	134,452	11,717	-	108,756	3,854	1,758	-	5,612	114,368	25,696	31,801
4	Video System	25	6,330	-	-	6,308	3	-	-	3	6,311	22	19
5	Building	5	6,700,954	-	-	4,877,478	91,174	-	-	91,174	4,968,652	1,823,476	1,732,202
6	Computer	25	1,084,034	-	13,887	380,910	175,781	-	1,736	177,517	558,427	703,124	539,494
7	Electrical Equipment	20	864,170	47,998	1,850	637,116	45,411	9,600	185	55,195	692,311	227,054	221,707
8	Electrical Fittings	20	87,200	-	-	83,995	641	-	-	641	84,636	3,205	2,564
9	Water Cooler	20	71,957	-	-	47,659	4,860	-	-	4,860	52,519	24,298	19,438
10	Car - TATA Marz	15	-	-	182,458	-	-	-	13,684	13,684	13,684	-	168,774
11	Software Pay pack	25	-	61,573	-	-	-	15,393	-	15,393	15,393	-	46,180
12	Photocopier	20	235,165	-	-	166,760	13,681	-	-	13,681	180,441	68,405	54,724
13	Gas Pipe Line	20	120,000	-	-	24,000	19,200	-	-	19,200	43,200	96,000	76,800
14	Treadmill (Motorised)	25	-	-	55,406	-	-	-	6,926	6,926	6,926	-	48,480
15	School Bus	15	123,435	-	-	76,881	6,983	26,750	-	6,983	83,864	46,554	39,571
	<b>TOTAL:</b>		<b>10,655,772</b>	<b>121,288</b>	<b>328,201</b>	<b>7,322,272</b>	<b>408,938</b>	<b>26,750</b>	<b>28,126</b>	<b>463,814</b>	<b>7,786,086</b>	<b>3,333,500</b>	<b>3,319,175</b>



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INDIAN INSTITUTE OF CEREAL PALSY  
P-397 TARATATA ROAD, KOLKATA - 700088  
SCHEDULE 5 ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2014  
FIXED ASSETS (DONATED):

FIXED ASSETS (DONATED)											
NAME OF ASSETS	DEPRN	GROSS BLOCK					DEPRECIATION			NET BLOCK	
		AS ON 1.4.2013	ADDITION UP TO 30.09.2013	ADDITION AFTER 30.09.2013	DELETION	AS ON 31.3.2014	Op. Bal of Depreciation	Current Year Depreciation 2013-14	Total Depreciation	AS ON 31.3.2013	AS ON 31.3.2014 (C) = (B) - (F)
		(A)	(B)	(C)	(D)	(E) = (A) + (B) + (C) - (D)		Rs.	Rs.	Rs.	Rs.
NORAD											
FURNITURE & FITT.	15	208,863	-	-	-	208,863	200,768	1,214	201,982	8,095	6,881
BUILDING	5	3,629,496	-	-	-	3,629,496	2,328,374	65,066	2,393,430	1,301,122	1,236,066
TOTAL:		3,838,359	-	-	-	3,838,359	2,529,142	66,280	2,595,412	1,309,217	1,242,947
MIBIOU											
HYDROTHERAPY POOL	5	4,610,863	-	-	-	4,610,863	2,352,762	112,905	2,465,667	2,258,101	2,145,196
BUILDING	5	4,663,263	-	-	-	4,663,263	2,712,178	97,554	2,809,732	1,951,085	1,853,531
OFFICE EQUIPMENT	15	239,856	-	-	-	239,856	226,276	2,037	228,313	13,580	11,543
COMPUTER	25	508,361	-	-	-	508,361	505,349	763	506,102	3,012	2,259
DIGITAL CAMERA	20	-	7,641	-	-	7,641	-	1,528	1,528	-	6,113
ELECTRICAL EQUIP.	20	350,520	-	-	-	350,520	342,603	1,583	344,186	7,917	6,334
FURNITURE & FIXTURE	15	144,755	-	-	-	144,755	136,496	1,239	137,735	8,259	7,020
WATER COOLER	20	24,361	-	-	-	24,361	23,922	88	24,010	439	351
T.V. & V.C.P.	25	36,200	-	-	-	36,200	35,953	62	36,015	247	185
BUILDING(R.C.U)	5	4,934,903	-	-	-	4,934,903	1,980,194	147,735	2,127,929	2,354,709	2,806,974
TOTAL:		15,513,082	7,641	-	-	15,520,723	8,315,733	365,485	8,681,218	7,197,349	6,839,505
NATIONAL TRUST											
FURNITURE & FITTINGS	15	299,473	-	-	-	299,473	247,591	7,782	255,373	51,882	44,100
PLAYGROUND & SCHOOL EQUIPMENT	15	90,260	-	-	-	90,260	72,255	2,701	74,956	18,005	15,304
UTENSILS	20	101,154	-	-	-	101,154	90,489	2,133	92,622	10,665	8,532
COMPUTER	25	223,220	-	-	-	223,220	211,129	3,073	214,152	12,091	9,068
LINEN	50	167,947	-	-	-	167,947	167,744	102	167,846	203	102
TOTAL:		882,054	-	-	-	882,054	789,208	15,740	804,948	92,846	77,106
MAN-POWER TRAINING(NON-RECURRING)											
FURNITURE & FITTINGS	15	124,545	-	-	-	124,545	110,632	2,087	112,719	13,913	11,826
ELECTRICAL EQUIPMENT	20	48,636	-	-	-	48,636	45,124	702	45,826	3,512	2,810
ELECTRICAL FITTINGS	20	5,050	-	-	-	5,050	4,850	40	4,890	200	160
UTENSILS	20	26,457	-	-	-	26,457	20,309	1,230	21,539	6,148	4,918
COMPUTER	25	19,850	-	-	-	19,850	19,450	100	19,550	400	300
LINEN	50	10,000	-	-	-	10,000	10,000	-	10,000	-	-
TOTAL:		224,538	-	-	-	224,538	210,365	4,159	214,524	24,173	20,014
A.T.C (ICCI)											
ELECTRICAL EQUIP.	20	138,106	-	-	-	138,106	132,908	1,040	133,948	5,198	4,158
FURNITURE & FIXT.	15	90,474	-	-	-	90,474	81,874	1,290	83,164	8,600	7,310
MACHINERIES	25	135,075	-	-	-	135,075	133,336	435	133,771	1,739	1,304
COMPUTERS	25	1,162,675	-	-	-	1,162,675	1,147,629	3,762	1,151,391	15,046	11,285
TOTAL:		1,526,330	-	-	-	1,526,330	1,495,747	6,526	1,502,273	30,583	24,057
OTHERS											
PLAYGROUND & SCHOOL EQUIPMENTS	15	3,757	-	-	-	3,757	3,731	4	3,735	26	22
OFFICE EQUIPMENT	15	13,178	-	-	-	13,178	13,068	17	13,085	110	94





VIBRO SYSTEM	25	33,587	-	-	-	-	33,587	33,587	33,587	6	33,570	23	17
COMPUTERS	25	524,000	-	-	-	-	524,000	523,347	523,347	161	523,510	653	490
ELECTRICAL EQUIPMENT	20	93,250	-	-	-	-	93,250	88,240	88,240	1,003	89,240	5,013	4,010
COMPUTER SOFTWARE	25	183,100	-	-	-	-	183,100	183,096	183,096	5	183,095	5	5
COMPUTERS (NEW)	15	620,001	-	-	-	-	620,001	491,263	309,882	32,185	523,448	128,738	96,554
TEF (NEW)	25	497,522	-	-	-	-	497,522	317,279	215,045	25,559	240,604	102,234	76,676
COMPUTERS (N)	25	317,279	-	-	-	-	317,279	123,021	123,021	1,027,588	350,609	1,517,254	1,289,666
SCHOOL BUS (NEW)	15	1,640,275	-	-	-	-	1,640,275	544,002	544,002	5,181,286	745,288	725,145	543,859
LIFT	25	1,289,147	-	-	-	-	1,289,147	94,470	94,470	59,374	153,794	1,186,483	1,127,159
BUILDING (M.P.LAD)	5	1,280,953	-	-	-	-	1,280,953	403,401	403,401	129,665	533,066	518,658	388,994
GENERATOR	25	922,059	-	-	-	-	922,059	28,865	28,865	14,844	43,709	74,222	59,378
ELECT. FITTING (M.P.LAD)	20	103,087	-	-	-	-	103,087	15,229	15,229	7,268	22,497	29,071	21,803
NOORALLA CAMERA	25	44,300	-	-	-	-	44,300	36,328	36,328	5,449	5,449	-	30,879
FURNITURE (ROSHNI)	15	-	-	-	-	-	-	678,020	36,417	160,401	196,818	254,915	481,202
COMPUTER (ROSHNI)	25	291,332	-	-	-	-	291,332	872,996	872,996	3,999,543	4,730,190	4,280,300	-
TOTAL:		7,856,827	-	-	-	-	8,279,843	3,126,637	-	-	-	-	-
V.T.C. (NON-RECURRING)	25	39,900	-	-	-	-	39,900	36,905	36,905	749	37,654	2,995	2,246
COMPUTER													

PRE-SCHOOL & EARLY INTERVENTION (NON-RECURRING)	15	33,215	-	-	-	-	33,215	15,311	15,311	2,686	17,997	17,904	15,218
FURNITURE	15	10,400	-	-	-	-	10,400	3,450	3,450	1,043	4,493	6,950	5,908
SPOKES EQUIPMENT	25	32,000	-	-	-	-	32,000	16,250	16,250	3,928	20,188	15,750	11,813
SPECIAL TEACHING TOYS		75,615	-	-	-	-	75,615	35,011	35,011	7,666	42,677	40,604	32,938
TOTAL:													
C.P. CHILDREN (NON-RECURRING)	15	39,723	-	-	-	-	39,723	29,137	29,137	1,588	30,725	10,586	8,998
FURNITURE													
TATA EDUCATION TRUST	25	84,500	-	-	-	-	84,500	10,563	10,563	18,484	29,047	73,937	55,453
TEF-COMPUTER	15	-	-	-	-	-	-	-	-	113	113	-	1,388
TEF-CORLESS TELEPHONE	25	-	-	-	-	-	19,500	-	-	4,875	4,875	-	14,625
TEF-DIGITAL CAMERA	20	-	-	-	-	-	2,650	-	-	530	530	-	2,120
TEF-ELECTRIC KETTLE	20	97,785	-	-	-	-	97,785	9,779	9,779	12,601	27,380	88,006	70,405
TEF-ELECTRICAL EQUIPMENTS	15	-	-	-	-	-	14,970	-	-	2,246	2,246	-	12,725
TEF-FIRE EXTINGUISHER	15	23,426	-	-	-	-	23,426	2,089	2,089	15,572	15,572	-	18,136
TEF-FURNITURE & FIXTURE	25	-	-	-	-	-	62,289	-	-	83,938	83,938	-	251,813
TEF-HOIST	25	-	-	-	-	-	335,750	-	-	870	870	-	3,480
TEF-HYDROTHERAPY HOIST	20	-	-	-	-	-	4,350	-	-	12,604	12,604	-	155,452
TEF-INDUCTION COOKER	15	-	-	-	-	-	168,056	-	-	1,500	1,500	-	8,500
TEF-INFRASTRUCTURE & RENOVATION	15	-	-	-	-	-	10,000	-	-	4,313	4,313	-	24,442
TEF-KITCHEN UTENSILS & CROCKERY	15	-	-	-	-	-	28,755	-	-	3,000	3,000	-	12,000
TEF-LOCKER	20	-	-	-	-	-	772,947	57,971	57,971	107,246	165,217	714,976	607,730
TEF-MICROWAVE OVEN & GRILL	15	772,947	-	-	-	-	14,200	-	-	2,130	2,130	-	12,070
TEF-MOTOR CAR	15	-	-	-	-	-	3,546	-	-	709	709	-	2,837
TEF-MUSIC SYNTHESIZER	20	-	-	-	-	-	6,143	-	-	921	921	-	5,222
TEF-SLICE TOASTER	15	-	-	-	-	-	30,915	-	-	4,637	4,637	-	26,278
TEF-SOFT FURNISHING	15	-	-	-	-	-	13,940	-	-	2,091	2,091	-	11,849
TEF-STEEL ALMIRAH	15	-	-	-	-	-	16,800	-	-	1,680	1,680	-	15,120
TEF-STEEL ALMIRAH WITH MIRROR	20	-	-	-	-	-	125,000	-	-	9,375	9,375	-	115,625
TEF-WATER COOLER	15	-	-	-	-	-	12,000	-	-	903	900	-	11,100
TEF-WHEELCHAIRS	15	-	-	-	-	-	323,356	-	-	366,984	898,256	-	1,485,084
TEF-WORK TABLE		978,658	-	-	-	-	32,301,107	16,648,287	16,648,287	1,639,625	18,275,957	14,336,799	14,013,195
TOTAL:		30,985,086	-	-	-	-	32,301,107	16,648,287	16,648,287	1,639,625	18,275,957	14,336,799	14,013,195
GRAND TOTAL:													



SCHEDULE 6  
ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2014.

INVESTMENTS:	No. of Units	NAV on 31.3.2014	AS AT 31.3.2014 ₹	AS AT 31.3.2013 ₹
RELIANCE DIVERSIFIED POWER SECTOR MUTUAL FUND				700,000
ICICI DYNAMIC MUTUAL FUND	97,087	19	2,000,000	2,000,000
HDRC TOP 200 FUND	19,593	41	1,000,000	1,000,000
HDRC MIP MUTUAL FUND				1,500,000
TOTAL:			3,000,000	5,200,000





SCHEDULE 7  
ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2014.

	AS AT 31.3.2014	AS AT 31.3.2013
<b><u>CURRENT ASSETS, LOANS &amp; ADVANCES:</u></b>		
<b><u>CURRENT ASSETS:</u></b>		
CLOSING STOCK (Greeting cards)	70,383	41,875
SUNDRY DEBTORS (Greeting Cards)	46,000	
Pre-Paid Insurance	22,790	13,868
Pre-Paid Printing Charges	20,175	
TDS RECOVERABLE	631,554	556,674
Travelling (Recivable)	-	1,725
<b><u>CASH &amp; BANK BALANCES:</u></b>		
CASH IN HAND	12,578	12,510
<b><u>CASH AT BANK:</u></b>		
<b><u>Savings Bank:</u></b>		
AXIS BANK, NEW ALIPORE BRANCH	399,631	1,786,418
ALLAHABAD BANK, NEW ALIPORE BRANCH	15,372	174,859
IOB (A/C 3233)	-	13,500
IOB (A/C 11470)	-	36,489
STANDARD CHARTERED (A/C 33010018257)	49,187	65,694
STANDARD CHARTERED (EMPLOYEES G.F.)	21,995	21,664
ICICI BANK (FCRA)	3,513,617	2,250,001
ICICI BANK (SB A/C ...1000055)	2,686,656	2,702
IDBI, PARK STREET BRANCH	189,469	326,341
S.B.I (250974) ADIP SCHEME	-	1,351
S.B.I (250941) C.P.CHILDREN	290,013	946,994
S.B.I (250963) H.R.D	-	1,700
S.B.I (250952) PRE-SCHOOL	44,445	395,359
S.B.I (250985) V.T.C.	-	30,314
S.B.I - JTI Project	1,477	533,403
S.B.I - TET Project	2,721,854	145,784
CHEQUES-IN-HAND	-	2,400,000
<b><u>FIXED DEPOSIT:</u></b>		
AXIS BANK, NEW ALIPORE BRANCH	10,000,000	10,000,000
ALLAHABAD BANK, NEW ALIPORE BRANCH	1,000,000	3,000,000
IDBI, PARK STREET BRANCH	22,500,000	19,000,000
Standard Chartered Bank	300,000	300,000
S.B.I (JTI), TARATALA BRANCH	-	1,000,000
S.B.I (TET), TARATALA BRANCH	-	2,500,000
<b><u>LOANS &amp; ADVANCES:</u></b>		
ADVANCES GENERAL	-	57,860
<b><u>ADVANCE TO PROJECT:</u></b>		
PROJECT (AAC & AT)	-	266,405
PRSSM	-	49,698
SNAC - NATIONAL TRUST	73,963	-
MIBLOU (SANGAM)	78,112	-
PROJECT (HEALTHY WORLD)	-	42,479
<b><u>RECEIVABLE</u></b>		
- LEXUS MOTORS	-	175,560
- BHANDARI AUTOMOBILES	-	29,134
ACCRUED INTEREST ON F. D.	3,424	165,835
<b><u>SECURITY DEPOSIT:</u></b>		
ELECTRICITY	-	2,000
KOLKATA PORT TRUST	9,540	9,540
<b>TOTAL :</b>	<b>44,702,235</b>	<b>46,357,736</b>



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SCHEDULE 8  
ANNEXED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31.3.2014.

<u>CURRENT LIABILITIES &amp; PROVISIONS:</u>	AS AT 31.3.2014 ₹	AS AT 31.3.2013 ₹
RETENTION MONEY	163,016	79,334
LIABILITIES FOR EXPENSES	3,100,006	1,185,288
EARNEST MONEY DEPOSIT	-	25,000
CAUTION DEPOSIT (HOSTEL)	10,500	18,500
CAUTION DEPOSIT (CARE GIVER)	4,500	4,500
CAUTION DEPOSIT (LIBRARY BOOKS)	12,300	8,800
CAUTION DEPOSIT ( FURNITURE )	47,000	40,000
CAUTION DEPOSIT (ID. CARD)	4,600	3,635
CAUTION DEPOSIT (GUP-SHUP)	6,500	4,900
CAUTION DEPOSIT ( RCU )	15,963	18,400
NON-RECURRING (SPENCERS)	-	5,391
E. S. I	-	8,626
LIABILITY FOR STALE CHEQUE	5,834	47,816
MIUSA - Cash	4,046	-
<b>TOTAL:</b>	<b>3,374,265</b>	<b>1,450,190</b>





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

SCHEDULE 9 ANNEXED TO AND FORMING PART OF THE  
BALANCE SHEET AS AT 31.3.2014.

**SIGNIFICANT ACCOUNTING POLICY & NOTES ON ACCOUNTS**

**A. SIGNIFICANT ACCOUNTING POLICIES**

1. The fixed assets are valued at historical costs.

2. The Depreciation on fixed assets are provided on the written down value method at the following rates :

School Bus & Jeep	15%
Furniture & Fittings	15%
Playground & School Equipment	15%
Office Equipment	25%
Video System	5%
Building	25%
Computers	20%
Electrical Equipments	20%
Electrical Fittings	20%
Water Coolers	25%
T.V. & V.C.P	25%
Machinery	20%
Photocopier	5%
Hydrotherapy Pool	50%
Linen	20%
Utensils	25%
Generator	25%
Lift	25%
Camera	25%

\*\*\* (These rates are neither as per Income Tax Act nor as per Company Act)

3. Investment : Investments are valued at cost.

4. Stock of Greeting Cards : Greeting Cards are valued at cost.

**5. Income Recognition :**

- (i) Income from fees, affiliation fees and seat rent for hostel , interest on savings bank account and dividend on mutual funds are treated on cash basis.
- (ii) Donations received for Class Sponsorship are treated on accrual basis .
- (iii) Interest on fixed deposits are booked as per interest certificate provided by individual banks & 26AS as per Income Tax Deptt.

**6. Employees' Benefit :**

- (i) Employees Gratuity Fund maintained with Life Insurance Corporation of India.
- (ii) Employees Provident Fund maintained with the Commissioner of Provident Fund.
- (iii) Employees E.S.I.C. benefit is maintained with the Directorate of E.S.I.C.



**7. Grant-in-aid :**

- (i) Grant-in-aid received from Central Government or other Authorities towards Capital Expenditure are shown in the respective Fund created there for. On capitalisation of respective Assets, grants received for specific depreciable assets are reduced from the fund in proportion to the depreciation provided on the Assets.
- (ii) The revenue grants are recognised in the Income & Expenditure Account on the basis receipt of approval from Ministry of Social Justice & Empowerment, Govt of India.

**8. Investment :**

Investment including Mutual Funds are valued at cost.

The provision for short fall in the value of Investment will be made if it is of permanent nature.

The cost of Investment in Mutual Funds as at 31st. March. 2014 was Rs. 30,00,000/- where as the N.A.V. of the investment in Mutual Funds was Rs. 26,70,558/- as on that date.

**9. Fund Raising Project :**

Net Receipt from Hope Cup Golf Tournament, organised for fund raising has been considered as part of General Fund.

**B. NOTES ON ACCOUNTS :**

1. Previous years figures have been re-arranged and re-grouped wherever deemed necessary to make it comparable with the current years figures and to give a better presentation of accounts.
2. Paise are rounded off to nearest rupee.
3. The W.D.V. 'Fixed Assets Donated' as on 31st March, 2014 was Rs. 1,40,13,202/- where as the balance of 'Donations for Fixed Assets' account as on that date was Rs. 1,39,89,053/- i.e an excess amount was spent by Indian Institute of Cerebral Palsy on purchase of assets , than the fund donated.
4. Savings Bank Account No 18257 with Standard Chartered bank , closing balance Rs 92,580 as at 31st march, 2014 is subject to reconciliation with that of the Books of Account on that date.

**5. Auditor's Remuneration :**

The auditor's remuneration for the year ended 31.03.2014 are as follows :

	Amount (Rs.)
a) Statutory Audit Fees	33,708
b) Internal Audit Fees	31,517
c) In other capacities	6,741
<b>Total :</b>	<b>71,966</b>

**6. Details of FCRA Account :**

	Amount (Rs.)
* a. Expenditure from FCRA Account (in Indian Currency)	4,089,062
b. Foreign Exchange Income (Donation)	5,352,678

**7. Foreign Currency Expenses :**

	Amount (Rs.)
a. Purchase of foreign currency on seminar of Mobility International USA - 750 USD	47,308
b. Expenses incurred in seminar - 150 USD	9,854
c. Excess currency refunded to the Travel Agent - 600 USD	37,454

**8. Professional Charges Fees Details :**

	Amount (Rs.)
a. Paid to Tripos Manpower Consultants	57,000
b. Paid to B M Chatrath & Co for I T Return Filing & FCRA Certificate	14,607
c. Other Payments	3,596
<b>Total :</b>	<b>75,203</b>

\* Note : Donation received in Foreign Exchange is deposited in ICICI Bank FCRA A/c, Bhowanipore Branch, Kolkata - 700 020 and expenditure is incurred out of that in Rupee terms (INR)



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**SCHEDULE a**  
**ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31.3.2013.**

FEES:	CURRENT YEAR ₹	PREVIOUS YEAR ₹
<b>STUDENT FEES:</b>		
GENERAL	1,431,931	1,328,560
A.T.C/VTC	-	43,088
RESPIRE CARE	596,755	534,770
B.ED. COURSE	750,000	375,000
ANNUAL FEES	85,050	96,300
ACE CLINIC	5,000	5,000
DIAGNOSTIC/SPEECH/NEURO CLINIC	63,175	75,760
MANAGEMENT COURSE FEES	10,607	-
NIOS/RMV/OBE FEES	44,745	28,807
AFFILIATION FEES	-	42,500
HOSTEL FEES	89,727	187,152
COURSE FEES FOR TRAINING (TATA)	55,424	84,335
<b>TOTAL:</b>	<b>3,132,414</b>	<b>2,801,272</b>

**SCHEDULE b**  
**ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31.3.2014.**

GOVERNMENT/OTHER GRANTS:	CURRENT YEAR ₹	PREVIOUS YEAR ₹
PROJECT FOR C.P. CHILDREN (for 2011-12)	-	428,128
PROJECT FOR C.P. CHILDREN (for 2012-13)	1,176,578	915,799
PRE-SCHOOL & EARLY INTERVENTION (for 2011-12)	-	193,693
PRE-SCHOOL & EARLY INTERVENTION (for 2012-13)	-	195,906
NATIONAL INSTITUTE OF OPEN SCHOOLING	14,837	34,600
<b>TOTAL:</b>	<b>1,191,415</b>	<b>1,768,126</b>

**SCHEDULE c**  
**ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31.3.2014.**

INTEREST/DIVIDEND INCOME :	CURRENT YEAR ₹	PREVIOUS YEAR ₹
DIVIDEND ON MUTUAL FUNDS	284,829	374,486
SAVINGS BANK ACCOUNTS/FIXED DEPOSIT	3,345,989	3,425,453
<b>TOTAL :</b>	<b>3,630,818</b>	<b>3,799,939</b>

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SCHEDULE d  
ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2014.

OTHER INCOME :	CURRENT YEAR ₹	PREVIOUS YEAR ₹	PREVIOUS YEAR ₹
MISCELLANEOUS INCOME	726,903		758,120
INCOME FROM SALE OF GREETING CARDS	157,897	381,496	
ADD: CLOSING STOCK		<u>41,875</u>	
		423,371	
LESS: OPENING STOCK		<u>8,564</u>	
		414,807	
LESS: EXPENSES		<u>176,305</u>	
		238,502	
LESS : BAD DEBTS WRITTEN OFF		<u>6,990</u>	231,512
PLACEMENT FEES	52,050		19,000
PROFIT ON SALE OF OLD GENERATOR	-		77,410
INCOME FROM CONSULTANCY	-		2,750
NET REVENUE FROM PUBLICATION	67,556		81,558
NET REVENUE FROM CATERING & PRINTING	76,094		57,170
NET REVENUE FROM TEA PACKAGING	130,507		93,945
<b>TOTAL:</b>	<u><b>1,211,007</b></u>		<u><b>1,321,465</b></u>

SCHEDULE e  
ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2014.

STUDENTS & OTHER DIRECT EXPENSES	CURRENT YEAR ₹	CURRENT YEAR ₹	PREVIOUS YEAR ₹	PREVIOUS YEAR ₹
STUDENT CONVEYANCE :				
BUS HIRE CHARGES	1,473,368		1,639,661	
LESS: RECOVERED FROM STUDENTS	<u>(1,160,389)</u>	312,979	<u>1,017,224</u>	622,437
PRINTING & STATIONERY		333,522		312,641
BOOKS & PERIODICALS		31,497		37,082
ADVOCACY EXPENSES		32,578		30,654
VOCATIONAL TRAINING		15,220		20,129
NATURE CAMP EXPENSES		45,513		83,770
FOOD & OTHER EXPENSES		147,920		256,624
AIDS & APPLIANCES		30,840		19,921
TEACHING MATERIALS		15,733		18,400
PHOTOCOPYING CHARGES		20,782		34,691
<b>TOTAL :</b>		<u><b>986,583</b></u>		<u><b>1,436,349</b></u>

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SCHEDULE f  
ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2014.

PAYMENT TO PERSONNEL:	CURRENT YEAR ₹	PREVIOUS YEAR ₹
<b>SALARIES/HONORARIUM:</b>		
C.P. CHILDREN	6,589,039	6,309,480
PRE-SCHOOL & EARLY INTERVEN.	977,082	1,203,064
HUMAN RESOURCE DEVELOPMENT	421,806	496,205
NIOS	159,720	-
VOCATIONAL TRAINING	1,901,413	1,216,246
COMMUNITY BASED REHABILITATION	476,871	442,588
HOME & RESIDENTIAL UNIT	1,094,986	977,037
ADMINISTRATIVE, ACCOUNTS & IT STAFF	4,332,370	3,611,232
 HONORARIUM	 641,915	 225,262
 ESI-EMPLOYERS' CONTRIBUTION	 507,823	 452,828
 ESI Payment (Demand)	 652,656	 -
 EMPLOYEES GRATUITY	 639,774	 127,215
 P.F. - EMPLOYERS' CONTRIBUTION	 585,600	 542,427
 <b>TOTAL:</b>	 <b>18,981,055</b>	 <b>15,603,584</b>

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INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

SCHEDULE g  
ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2014.

OPERATING & RUNNING EXPENSES:	CURRENT YEAR ₹	CURRENT YEAR ₹	PREVIOUS YEAR ₹	PREVIOUS YEAR ₹
REPAIRS & MAINTENANCE :				
A.M.C	338,369		177,645	
GENERAL	1,496,284		1,184,889	
VEHICLE	86,014	1,920,667	24,322	1,386,856
RENT (K.P.T.) & LICENCE RENEWAL CHARGES		10,405		10,592
INSURANCE PREMIUM		75,914		21,904
WATER CHARGES		223,453		36,506
ELECTRICITY CHARGES		421,585		389,939
SECURITY CHARGES		289,200		289,200
CLEANING EXPENSES		406,037		333,400
STAFF WELFARE EXPENSES		73,610		71,741
TOTAL:		3,420,871		2,540,138

INDIAN INSTITUTE OF CEREBRAL PALSY  
SCHEDULE h  
ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2014.

VOCATIONAL TRAINING EXPENSES:	CURRENT YEAR ₹	PREVIOUS YEAR ₹
<u>MANAGEMENT TRAINING COURSE:</u> EXPENSES INCURRED DURING THE YEAR		11,768
<u>B.ED. TRAINING COURSE:</u> EXPENSES INCURRED DURING THE YEAR	119,220	132,472
TOTAL:	119,220	144,240





INDIAN INSTITUTE OF CEREBRAL PALSY  
P-35/1 TARATALA ROAD, KOLKATA - 700088

SCHEDULE i  
ANNEXED TO AND FORMING PART OF INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31.3.2014.

GENERAL & INCIDENTAL EXPENSES:	CURRENT YEAR ₹	PREVIOUS YEAR ₹
POSTAGE ,COURIER & TELEPHONE (NET) & WEB SITE	318,397	219,788
ADVERTISEMENT & PUBLICITY	40,846	67,856
SUNDRIES	4,871	27,446
BANK CHARGES	7,022	3,687
VEHICLE RUNNING EXPENSES	768,677	145,990
REFRESHMENT & HOSPITALITY	20,288	-
AFFILIATE MEETING EXPENSES	29,111	-
TRAVELLING & CONVEYANCE EXPENSES	91,136	64,785
AUDIT EXPENSES	71,966	70,190
PROFESSIONAL CHARGES	75,203	20,872
GARDENING EXPENSES	41,329	8,652
CONSULTANCY FEES	373,677	129,591
<b>TOTAL:</b>	<b>1,842,523</b>	<b>758,857</b>

SCHEDULE j  
ANNEXED TO AND FORMING PART OF  
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.3.2014

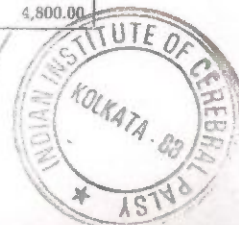
INCOME FROM VARIOUS EVENTS AND THEIR EXPENSES :

<u>PARTICULARS</u>	EXPENSES(RS) ₹	INCOME(RS) ₹
MEMBERSHIP FEES	39,415	30,070
CONFERENCE/SEMINAR/WORKSHOP	111,346	93,784
FOUNDERS DAY	133,487	75,000
OTHER EVENTS	129,041	21,515
<b>TOTAL :</b>	<b>413,289</b>	<b>220,369</b>



**INDIAN INST. OF CEREBRAL PALSY**  
P-35/1, TARATALA ROAD, KOLKATA - 700 088  
**Receipts & Payments Account for the year ended 31.03.2014**

Receipts	₹	₹	Payments	₹	₹
Opening Balance		6,745,082.57	Abylimpic 2013		21,811.00
Allahabad Bank	174,859.00		Accommodation & Food(Dist.)		4,404.00
Axis Bank Ltd., New Alipore	1,786,418.00		Advance(Amit Basak)		900.00
CASH - FCRA	3,046.00		Advance (Ananda Niketan)		20,000.00
Cash (IICP)	8,745.00		Advance(Arijit Ghosh)		6,500.00
Cash (JIT)	635.00		Advance(Arundhati Majumdar)		750.00
Cash (TET)	84.00		Advance(Avijit Boral)		8,000.00
ICICI BANK-FCRA, Bhowanipore	2,250,001.03		Advance(Ayetri Dutta)		2,000.00
ICICI BANK - Taratala Branch	2,702.00		Advance( Behala Guest House )		5,000.00
IDBI Bank Ltd.	326,341.00		ADVANCE(BENGAL MUSIC)		14,200.00
I.O.B. - Ballygunge Park Road	13,500.08		Advance(Biswajit Majhi)		31,600.00
I.O.B. - D.H. Road Branch	36,489.00		Advance(Bodyline)		1,000.00
S.B.I. - Adip Scheme	1,351.42		Advance (Debasish Pramanik)		37,300.00
S.B.I. - C.P. Children	946,994.46		Advance(Dipak Ghosh)		8,000.00
S.B.I. - H.R.D.	1,699.91		Advance(Dipak Mitra)		8,120.00
S.B.I. - Pre School & Early Intervention	395,358.68		Advance (Employees G. Fund)		1,000.00
S.B.I. - V.T.C.	30,313.62		Advance - Fairdeal International		21,196.00
S.C.B. - Gratuity Fund	21,663.51		Advance (Groundwork)		30,100.00
STANDARD CHARTERED - 18257	65,693.98		ADVANCE - IFB		8,000.00
STATE BANK OF INDIA - TATA 1	533,403.38		Advance (Indranil Ghosh)		500.00
STATE BANK OF INDIA - TATA 2	145,783.50		Advance(Indrani Roy)		5,000.00
Abylimpic 2013		7,150.00	Advance (Jeeja Ghosh)		10,500.00
Ace Clinic Charges		5,000.00	Advance(Jiban Kr. Halder)		8,000.00
ADC - Shop		2,176.00	Advance ( Kathika Giri )		650.00
Admission Fees		11,300.00	Advance (K.K.Pal)		2,150.00
Advance(Amit Basak)		900.00	Advance (Krishnarupa Chowdhury)		6,100.00
Advance (Ananda Niketan)		20,000.00	Advance (Lia Debnath)		15,000.00
Advance(Arijit Ghosh)		6,500.00	Advance ( Lt.Col. P.G. Goswami)		3,800.00
Advance(Arundhati Majumdar)		750.00	Advance (Madhai Pramanik)		1,800.00
Advance(Avijit Boral)		8,000.00	Advance (Mantu Gupta)		500.00
Advance(Ayetri Dutta)		2,000.00	Advance(M.B.Chhetri)		13,500.00
Advance( Behala Guest House )		5,000.00	Advance (Md.Hasim)		1,000.00
Advance(Biswajit Majhi)		31,600.00	ADVANCE(MINOTI DUTTA)		500.00
Advance(Bodyline)		1,000.00	Advance (M.K. Dutta)		1,500.00
Advance (Debasish Pramanik)		37,300.00	Advance (M. Kundu)		11,500.00
Advance(Digital Infosys)		5,675.00	Advance ( Moumita Mitra )		400.00
Advance(Dipak Ghosh)		8,000.00	Advance (Mousumi Halder)		18,250.00
Advance(Dipak Mitra)		8,120.00	Advance (Nandini Kanoi)		18,750.00
Advance (Groundwork)		25,000.00	ADVANCE(N.BANERJEE)		1,000.00
ADVANCE - IFB		8,000.00	Advance(N.Chakraborty)		5,500.00
Advance (Indranil Ghosh)		500.00	Advance (Nirmal Adhikary)		8,300.00
Advance(Indrani Roy)		5,000.00	Advance ( Nisi Kanta Adhikari)		3,000.00
Advance (Jeeja Ghosh)		10,500.00	Advance ( N.K. Mahapatra)		5,600.00
Advance(Jiban Kr. Halder)		8,000.00	Advance - Parboti Chakraborty		760.00
Advance ( Kathika Giri )		650.00	Advance (Parthasarati Basu)		20,000.00
Advance (K.K.Pal)		2,150.00	Advance(Pradip Bhattacharjee)		10,700.00
Advance (Krishnarupa Chowdhury)		9,100.00	Advance(Priyanka Roy Banerjee)		1,000.00
Advance (Lia Debnath)		15,000.00	ADVANCE(Punjab Safe & Electr)		59,670.00
Advance ( Lt.Col. P.G. Goswami)		3,800.00	ADVANCE ( PURBA BOSE )		2,500.00
Advance (Madhai Pramanik)		2,200.00	Advance ( Rabi Ghosh )		24,000.00
Advance (Mantu Gupta)		500.00	Advance-Rabin Dorjee		23,850.00
Advance(M.B.Chhetri)		13,500.00	Advance (Ramit Chaudhury) - Nature Camp		15,000.00
Advance (Md.Hasim)		1,000.00	Advance(Ramit Choudhury)		179,100.00
ADVANCE(MINOTI DUTTA)		500.00	Advance ( Ranjana Khanna)		15,500.00
Advance (M.K. Dutta)		1,500.00	Advance ( Reena Sen )		8,000.00
Advance (M. Kundu)		11,500.00	Advance(Reshmi Paul)		2,000.00
Advance ( Moumita Mitra )		400.00	Advance (Sabuj Sangha)		10,000.00
Advance (Mousumi Halder)		18,250.00	Advance(Sandip Halder)		3,000.00
Advance (Nandini Kanoi)		18,750.00	Advance (Sangam)		20,000.00
ADVANCE(N.BANERJEE)		1,000.00	Advance (Sankar Sinha)		1,050.00
Advance(N.Chakraborty)		5,500.00	Advance (Saswati Mohanti)		1,000.00
Advance (Nirmal Adhikary)		8,300.00	Advance (Sayani Guha Thakurta)		4,000.00
Advance ( Nisi Kanta Adhikari)		3,000.00	Advance ( S. Chatterjee )		2,000.00
Advance ( N.K. Mahapatra)		5,600.00	Advance (Sibsankar Chakraborty)		380.00
Advance - Parboti Chakraborty		760.00	Advance (S Jadav)		300.00
Advance (Parthasarati Basu)		20,000.00	Advance (Sk Mujibar Rahaman) - Tata Magic		5,000.00
Advance(Pradip Bhattacharjee)		10,700.00	ADVANCE( Sonali Nandi )		55,850.00
Advance(Priyanka Roy Banerjee)		1,000.00	Advance(Sourmen Mondal)		3,300.00
ADVANCE ( PURBA BOSE )		3,000.00	Advance(Sourabh Bhattacharjee)		4,800.00





**INDIAN INST. OF CEREBRAL PALSY**  
P-35/1, TARATALA ROAD, KOLKATA -700 088  
**Receipts & Payments Account for the year ended 31.03.2014**

Receipts	₹	₹	Payments	₹	₹
Advance ( Rabi Ghosh )		24,000.00	Advance(SOURAV KR. MONDAL)		17,950.00
Advance-Rabin Dorjee		23,850.00	Advance ( Sreeparna Bag)		2,000.00
Advance (Ramit Choudhury) - Nature Camp		15,000.00	Advance(St. S. Gomes)		55,600.00
Advance(Ramit Choudhury)		193,600.00	Advance(Subhram Chakraborty)		3,000.00
Advance ( Ranjana Khanna)		15,500.00	Advance (Suparna Sarkar)		18,650.00
Advance ( Reena Sen )		8,000.00	Advance ( Susmita Guha Roy)		3,000.00
Advance ( Relyon Softech)		30,785.00	Advance ( Susrita Prodhan)		21,500.00
Advance(Reshmi Paul)		2,000.00	Advance(Tanusree Das)		8,000.00
Advance (Sabuj Sangha)		10,000.00	Advance (Tapan Ch. Muhuri)		46,100.00
Advance(Sandip Halder)		3,000.00	Advance - Vijaylakshmi		90,000.00
Advance (Sangam)		20,000.00	Advance (Vijaylakshmi Nair)		188,000.00
Advance (Sankar Sinha)		1,050.00	Advertisement & Publicity		74,521.00
Advance (Saswati Mohanti)		1,000.00	Advocacy Expenses		17,564.00
Advance (Sayani Guha Thakurta)		7,000.00	Affiliate Meeting Expenses		3,111.00
Advance ( S. Chatterjee )		2,000.00	Aid & Appliances		79,625.00
Advance (Sibsankar Chakraborty)		380.00	Audit Fees		31,516.00
Advance (S Jadav)		300.00	Bank Charges		19,385.81
Advance (Sk Mujibar Rahman) - Tata Magic		5,000.00	Barte Kadam 2012		12,220.00
ADVANCE( Sonali Nandi )		55,850.00	Barte Kadam - 2013		103,915.00
Advance(Soumen Mondal)		3,300.00	B.M.C.P. Course		15,641.00
Advance(Sourabh Bhattacharjee)		4,800.00	Books & Periodicals		25,580.00
Advance(SOURAV KR. MONDAL)		17,950.00	Bus Hire Charges		1,473,368.00
Advance ( Sreeparna Bag)		2,000.00	Care Giver Course Fees		17,430.00
Advance(St. S. Gomes)		55,600.00	Catering		667,721.00
Advance(Subhram Chakraborty)		3,000.00	Caution Deposit - Furniture		5,000.00
Advance (Suparna Sarkar)		18,650.00	Caution Deposit (Hostel)		8,000.00
Advance ( Susmita Guha Roy)		3,000.00	Caution Deposit(ID Card)		350.00
Advance ( Susrita Prodhan)		21,500.00	Caution Deposit (Library Books)		2,250.00
Advance(Tanusree Das)		8,000.00	Caution Deposit (Library Card)		1,000.00
Advance (Tapan Ch. Muhuri)		46,100.00	Caution Deposit (R.C.U.)		86,437.00
Advance - Vijaylakshmi		90,000.00	Caution Deposit (Wheelchairs)		16,000.00
Advance (Vijaylakshmi Nair)		188,000.00	Cleaning Charges		418,971.00
Advertisement & Publicity		33,675.00	ComunCare - SIM Card & Recharge		12,505.00
Aid & Appliances		51,485.00	Computer		13,887.00
Annual Charges		85,050.00	Computer Course Fees		5,280.00
Assessment Fees		9,700.00	Computer Peripherals		15,489.00
Audit Fees		2,247.00	Consultancy Charges		351,169.00
Barte Kadam - 2013		100,000.00	CRE Course		1,090.00
B.Ed. Course		750,000.00	Documentation		1,620.00
B.M.C.P. Course		20,000.00	Donation (Box)		12,700.00
Books & Periodicals		2,933.00	Donation (Domestic)		75,553.00
Care Giver Course Fees		50,000.00	Donation for Assets		96,680.00
Catering		326,280.00	Donation (Fund Raising)		346,816.61
Caution Deposit - Furniture		12,000.00	Donation (Wheelchair)		49,300.00
Caution Deposit(Gup-Shup)		1,600.00	Electrical Equipment		49,848.00
Caution Deposit(ID Card)		1,315.00	Electrical Equipment - Yooralla		10,200.00
Caution Deposit (Library Books)		6,750.00	Electricity Charges		536,110.00
Caution Deposit (R.C.U.)		80,000.00	Employees Gratuity Fund		422,106.00
Caution Deposit (Wheelchairs)		16,000.00	E.S.I. - Employees' Contribution		176,646.00
Cheques-in-Hand		2,400,000.00	E.S.I. Employers' Contribution		478,098.00
Computer Course Fees		60,704.00	E.S.I. (Payable) - Employers' Cont.		473,922.00
Consultancy Charges		11,200.00	ESI Payment(Demand)		652,656.00
CRE Course		56,000.00	Events-Founder's Day		131,519.00
Diagonestic Clinic Charges		55,460.00	Events - Other Function		45,098.00
Dividend on M.F. - HDFC MIP		49,399.28	Events - Prize Day		27,395.00
Div. on ICICI Dynamic M.F.		155,859.54	Exhibition & Job Fair		9,180.00
Div. on Mutual Fund - HDFC 200		79,570.32	Expenses for IICP BUS 1		242,167.00
Donation (Box)		38,824.00	Expenses for IICP Bus - 2		394,121.00
Donation (Domestic)		1,567,499.00	Expenses for Tata Magic		21,569.00
Donation for Assets		97,740.00	Expenses for TATA SUMO		90,428.00
Donation (Fund Raising)		4,810,421.15	Extra Duty Allowance		242,733.00
Donation (Jugnu)		235,500.00	Fixed Deposit - I.D.B.I Bank		4,500,000.00
Donation (Overseas)		558,921.19	Furniture & Fittings		74,600.00
Donation (Wheelchair)		38,976.00	Gardening		36,229.00
Dr.Ram's Clinic		1,200.00	Gross Salary		8,824,173.00
Electricity Charges		37,696.00	Hall Hire Charges		4,000.00
Employees Gratuity Fund		422,106.00	Handouts & Print. Materials		5,099.00

Sum

INDIAN INSTITUTE OF CEREBRAL PALSY  
KOLKATA

**INDIAN INST. OF CEREBRAL PALSY**  
P-35/1, TARATALA ROAD, KOLKATA -700 088  
Receipts & Payments Account for the year ended 31.03.2014

Receipts	₹	₹	Payments	₹	₹
E.S.I. - Employees' Contribution		176,353.00	Honorarium		745,485.00
E.S.I. Employers' Contribution		716.00	Honorarium for Guest Faculty		119,220.00
E.S.I. (Payable) - Employers' Cont.		478,098.00	Honorarium to Faculty(Project)		80,412.50
Events-Founder's Day		75,000.00	Hooghly Book Project		2,800.00
Fixed Deposit - Allahabad Bank		2,000,000.00	Hostel Charges		17,523.00
Fixed Deposit - I.D.B.I Bank		1,600,000.00	IFB - Aids & Appliances		30,565.00
Fixed Deposit - S.B.I.(JTT)		1,000,000.00	Institutional Charges		9,900.00
Fixed Deposit -SBI( T.E.T.)		2,500,000.00	Insurance Premium		71,883.00
Grant-in-Aid ( C.P.Children)		1,176,578.00	Interest on Fixed Deposit		21,866.00
Gross Salary		81,157.00	Interest on Fixed Deposit(Tata 1)		120.00
Home Support Charges		500.00	Interest on SBI(Tata-1)		2,048.00
Honorarium		1,000.00	JTT-Advance		39,900.00
Hooghly Book Project		247,750.00	JTT - Asst. Accountant		1,953.00
Hostel Charges		112,170.00	JTT-Audit Fees		2,247.00
Independent Stay		52,300.00	JTT - Bank Charges		600.00
Insurance Premium		472.00	JTT - Bus Hire Cost		102,120.00
Interest on Fixed Deposit		3,095,805.00	JTT - Care Givers		15,246.00
Interest on Fixed Deposit(Tata 1)		19,562.00	JTT - Catering Consultant		34,000.00
Interest on Fixed Deposit(T.E.T)		44,139.00	JTT - Catering Trainers		10,164.00
Interest on Savings Bank A/c.		251,784.47	JTT-Centre Coordinator		12,578.00
Interest on Savings Bank A/c (Tata 1)		27,968.00	JTT-Communication for Disability		43,380.00
Interest on Savings Bank A/c.(T.E.T)		84,108.00	JTT - Computer Trainers		30,834.00
Interest on Un-Fixed Deposit		19,233.00	Jtt - Co-ordinator - Arts & Crafts		500.00
JTT-Advance		39,900.00	Jtt - Co-ordinator - Comm. for Disability		500.00
JTT-Teacher		960.00	Jtt - Co-ordinator - Creative Writing		500.00
JTT - Training Related Travel		5,000.00	J.T.T. - Guest Faculty - Arts & Craft		4,200.00
Late Fees		9,960.00	J.T.T. - Guest Faculty Creative Writing		10,000.00
Liability for Stale Cheque		15,640.00	JTT - Office Assistance		7,953.00
Management Course		11,848.00	JTT - Post Training Internship		11,350.00
Membership Fees		12,440.00	JTT - Reference Book		21,258.00
M.F. - HDFC MIP		1,500,000.00	JTT-Special Educator		20,591.00
M.F. - Reliance Diversified Power		700,000.00	JTT - Sr. Accountant		1,500.00
Miblou Sangam		210,681.71	JTT-Stationary		12,042.00
Miblou - Travel Cost		42.00	JTT - Sub. Teacher		463,814.00
Miscellaneous Income		334,347.00	JTT-Supervisor		92,477.00
Miscellaneous		10,240.00	JTT-Teacher		178,663.00
MIUSA		424,187.85	JTT -Teaching & Learning		69,732.25
MIUSA - CASH		32,600.00	JTT-Telecom. & Postage		140.00
Monthly Fees		1,246,415.00	JTT-Text Book		1,500.00
Nature Camp		12,300.00	JTT - Training Related Travel		27,714.00
Neuro Clinic Charges		3,365.00	Jugnu- Ayah Cost		21,490.00
N.I.O.S. Grant		14,837.00	Jugnu-Child Related Cost		25,400.00
OBE Collection		1,915.00	Jugnu- Stationary		10,261.00
O.B.E. Examination Fees		12,050.00	Jugnu - Teacher		142,280.00
OBE Fees		13,900.00	Liabilities for Expenses		608,962.00
OBE Registration Fees		14,500.00	Liability for Stale Cheque		13,556.00
PBSSM		74,980.00	License Renewal Charge		475.00
P.F. - Employee's Contribution		778,185.00	Management Course		5,000.00
P. F.(Payable)- Employers' Cont.		476,120.00	Medicine		132,059.00
PHF - Advance		47,000.00	Meeting with LLC		9,031.00
Photo Copying Charges		2,256.25	Membership Fees		39,415.00
Placement Fees		52,050.00	Mibbou - Training & Planning Cost		60,100.00
Pre-Paid Insurance		9,365.00	Miblou-Appliances		11,000.00
Pre-Vocational Training		1,490.00	Miblou - Digital Camera		7,641.00
Printing		69,042.00	Miblou - Joint Strategic Meeting		2,862.00
Professional Tax		142,005.00	Miblou-Medical Cost		9,452.00
Project-ABP		156,254.00	Miblou-Planning & Training		74,655.00
Project Fund (TET)		4,205,000.00	Miblou - Refreshment		19,321.00
Project-Healthy World		460,207.11	Miblou - Travel Cost		43,014.00
Project (IFB)		321,496.00	Micro Enterprise Skill Devl.		17,238.00
Project - Jan Vikas Samiti		1,010,000.00	Miscellaneous Income		4,095.00
Project - PHF		2,161,886.00	Miscellaneous (SNAC)		7,949.00
Prospectus - R.M.V.		750.00	Miscellaneous		10,942.00
Publication - IICP		55,925.00	MIUSA - CASH		28,554.00
Receivable(Bhandari Automobiles)		29,134.00	MIUSA-Electricity & Water		8,000.00
Receivable(Lexus Motors)		175,560.00	MIUSA - Food/Refreshment		31,050.00
Refreshment & Hospitality		7,838.00	MIUSA - Ground Travel		3,284.00
Registration Fees		11,500.00	MIUSA - Honararium		4,000.00
Repairs & Maintenance		94,210.00	MIUSA - Local Transportation		580.00

*Recd*





**INDIAN INST. OF CEREBRAL PALSY**  
P-35/1, TARATALA ROAD, KOLKATA - 700 088  
Receipts & Payments Account for the year ended 31.03.2014

Receipts	₹	₹	Payments	₹	₹
Residential Service Charges		535,355.00	MIUSA-Office Rent		6,000.00
Resource Room Evaluation		35,373.00	MIUSA - Printing & Copying		1,220.00
Retention Money		120,227.00	MIUSA-Salaries		60,000.00
R.M.V. Examination Fees		20,150.00	MIUSA-Supplies		6,950.00
R.M.V. Fees		8,325.00	MIUSA-Telephone & Internet		5,000.00
R.M.V./N.I.O.S. Prospectus		1,300.00	MIUSA-Venue Costs		5,000.00
R.M.V. Registration Fees		58,250.00	Motor Car - Tata Magic		182,458.00
Sale of Greeting Cards		202,040.00	NATIONAL TRUST-SLCC		469.00
Scholarship Fund		31,900.00	Nature Camp		64,871.00
School Uniform		6,660.00	NGO Meeting		12,218.00
SNAC-National Trust		108,499.00	NIOS Examination		20,200.00
Speech Clinic Charges		3,150.00	NT - Travelling & Conveyance		5,246.00
Sponsorship (Class)		6,421,114.00	OBE Registration Fees		2,500.00
Stationery		150.00	Office Equipment		11,717.00
Student Welfare Fund		1,029,784.14	OTH-Computer(Roshni)		386,688.00
Summer Camp		3,350.00	Other - Furniture (Roshni)		36,328.00
Sundry Debtors(Greeting Cards)		12,700.00	P.F. - Admn. & Other Charges		66,799.00
T.D.S. (192B)		19,000.00	P.F. - Employee's Contribution		778,246.00
T.D.S. - 194(C)		63,269.00	P.F. - Employer's Contribution		476,120.00
T.D.S. (194J)		87,611.00	P. F.(Payable)- Employers' Cont.		476,120.00
TDS (Recoverable)		7,966.67	PHF-Accomm. & Food(Dist)		16,230.00
Teaching Aid		1,260.00	PHF-Accommodation & Food(State)		22,135.00
Tea Packaging Project		724,156.00	PHF-Accountant		20,000.00
Telephone Charges		13,940.00	PHF - Advance		47,000.00
TET-Advance		136,265.00	PHF - Capacity Building for IICP		69,217.00
TET-J.U.Caregivers Training Course		1,000.00	PHF-Capacity Building for Partner		94,997.00
Transport Allowance		2,000.00	PHF-Coordinator		181,500.00
Transport Fees		936,749.00	PHF-Evaluation		49,654.00
Travelling & Conveyance		610.00	PHF-Handouts & Translation Cost		4,100.00
Travelling ( Recoverable)		172,268.00	PHF-Institutional Cost		12,000.00
Unfixed Deposit (SBI-CP)		2,500,000.00	PHF-Mentoring Visits(Dist)		49,574.00
Winter Camp		4,150.00	PHF-Mentoring Visits(State)		134,803.00
Workshop / Seminar		73,784.00	PHF-On Site Trg. Costs(Dist)		64,660.00
Workshop - Shelter		20,000.00	PHF-Onsite Trg. Costs(State)		50,836.00
World Autism Day		16,608.00	PHF-Overhead Costs		2,247.00
			PHF-Partner for Survey		156,159.00
			PHF-Partners Proj. Coord. Field Visit		55,500.00
			PHF-Physiotherapist		121,000.00
			PHF - Prod. of Trg. Materials		161,800.00
			PHF-Project Trainer Stipend		390,000.00
			PHF-Social Worker		121,000.00
			PHF-Special Educator		121,000.00
			PHF-Strategic Planning Meeting(Dist)		6,357.00
			PHF-Strategy Planning Meeting(State)		41,415.00
			PHF - Travel Cost (Dist.)		12,021.00
			PHF - Travel Cost (State)		41,087.00
			PHF-Trg. Design & Dev. Cost		19,940.00
			Photo Copying Charges		26,927.00
			Postage & Courier Charges		38,530.00
			Pre-Paid Insurance		22,790.00
			Pre-Paid Printing Charges		15,855.00
			Pre-Vocational Training		16,710.00
			Printing		37,699.00
			Professional Charge		75,203.00
			Professional Tax		141,895.00
			Profit/Loss on Mutual Fund		357,064.99
			Project-ABP		206,408.70
			Project-Healthy World		34,032.00
			Project (IFB)		550.00
			Project - Jan Vikas Samiti		654,967.00
			Project Staff Salary		226,200.00
			Project-Tata Trust		581,000.00
			Prospectus - R.M.V.		1,200.00
			Publication - IICP		6,198.56
			Refreshment Allowance		169,063.00
			Refreshment & Hospitality		6,027.00
			Rent		5,955.00
			Rent (K.P.T.) - PDC		3,975.00
			Repairs & Maintenance		1,853,032.77



**INDIAN INST. OF CEREBRAL PALSY**  
P-35/1, TARATALA ROAD, KOLKATA - 700 088  
**Receipts & Payments Account for the year ended 31.03.2014**

Receipts	₹	₹	Payments	₹	₹
			Repairs & Maintenance ( AMC )		306,206.00
			Rep. & Maint. - Vehicles		86,014.00
			Research & Survey		14,117.00
			Resource Room Evaluation		13,950.00
			Responsibility Allowance		2,647,380.00
			Retention Money		36,545.00
			R.M.V. Examination Fees		20,838.00
			R.M.V./N.I.O.S. Prospectus		1,200.00
			R.M.V. Registration Fees		40,457.00
			ROSHINI		18,916.00
			Sale of Greeting Cards		124,343.00
			Scholarship Fund		31,900.00
			School Uniform		6,660.00
			Security Charges		265,100.00
			Software-Pay Pack		61,573.00
			Special Tools		12,900.00
			Sponsorship (Class)		173,388.00
			STAFF WELFARE		73,610.00
			Stationery		338,959.00
			Student Welfare Fund		142,474.00
			Summer Camp		442.00
			Sundries		3,868.00
			T.D.S (192B)		19,000.00
			T.D.S. - 194(C)		60,716.00
			T.D.S. (194)		86,411.00
			TDS (Recoverable)		81,608.00
			Teaching Aid		16,993.00
			Tea & Lunch Cost		5,400.00
			Tea Packaging Project		583,718.00
			Telecommunication Expenses		6,600.00
			Telephone Charges		296,707.00
			TET-Accountant		126,277.00
			TET-ADC Professional Staff		333,658.00
			TET-Advance		220,451.00
			TET-Advisory Group Meetings		2,100.00
			TET-Audit Fees		4,494.00
			TET - Bank Charges		2,929.50
			TET-Biannual Holiday Camp		16,701.00
			TET - Cable Charges		7,200.00
			TET - Cleaner		132,448.00
			TET-Cleaning, Electricity, Water		22,496.00
			TET-Coordinator (Respite)		174,590.00
			TET - Cordless Telephone		1,500.00
			TET - Digital Camera		19,500.00
			TET-Driver		79,440.00
			TET - Fire Extinguisher		14,970.00
			TET-Head(ADC & Respite)		192,478.00
			TET-Hoist		7,800.00
			TET-Hydrotherapy Hoist		335,750.00
			TET - INDUCTION COOKER		4,350.00
			TET - Infrastructure & Renovation		96,940.00
			TET-J.U.Caregivers Training Course		17,950.00
			TET - Leisure & Learning Materials		65,837.00
			TET Local Travel - Parent Group		17,625.00
			TET-Meals & Accommodation		112,141.00
			TET-Outing		1,841.00
			TET-Part-Time Cook		34,800.00
			TET-Physiotherapist		118,000.00
			TET-Project Head		125,080.00
			TET-Project Manager		125,080.00
			TET-Repairs, Maintenance		68,760.00
			TET - Reserch Associate		66,000.00
			TET-Respite Help Staff		204,459.00
			TET-Respite Prof. Staff		500,757.00
			TET-Respite Trnd. Care Staff		490,815.00
			TET-Social Worker		118,000.00
			TET-SOFT FURNISHING		6,143.00
			TET-Special Educator		104,251.00
			TET - Sr. Accountant		15,840.00

*See*



*Handwritten signature/initials*



**INDIAN INST. OF CEREBRAL PALSY**  
P-35/1, TARATALA ROAD, KOLKATA -700 088  
**Receipts & Payments Account for the year ended 31.03.2014**

Receipts	₹	₹	Payments	₹	₹
			TET-Stakeholders Trg. & Meeting		760.00
			TET-Stationery, Telecom, Postage		2,030.00
			TET-Steel Almirah with Mirror		13,940.00
			TET-Vehicle Running Costs		42,298.00
			TET - Water Cooler		16,800.00
			T.E.T. - Wheelchairs		125,000.00
			TET - Work Table		12,000.00
			TRADE FAIR-DELHI		26,937.00
			Training & Planning Cost		6,930.00
			Training Programme		100,127.00
			Transport Allowance		2,492,858.00
			Transport Fees		400.00
			Travel Cost		5,234.00
			Travelling & Conveyance		90,838.00
			Travelling (Recoverable)		171,276.00
			Treadmill(Motorised)		55,406.00
			Unfixed Deposit (SBI-CP)		2,500,000.00
			Water Charges		46,015.00
			Workshop / Seminar		88,937.00
			Workshop - Shelter		7,029.00
			World Autism Day		15,808.00
			Yooralla - Stationary		1,461.00
			Yooralla - Travelling & Conveyance		8,855.00
			Yooralla - Workshop		50,320.00
			<b>Closing Balance</b>		<b>9,939,432.56</b>
			Allahabad Bank	15,372.00	
			Axis Bank Ltd., New Alipore	399,630.83	
			CASH - FCRA	161.00	
			Cash (IICP)	12,116.00	
			Cash (TET)	301.00	
			ICICI BANK-FCRA, Bhowanipore	3,513,617.38	
			ICICI BANK - Taratala Branch	2,686,655.71	
			IDBI Bank Ltd.	189,469.00	
			S.B.I. - C.P. Children	290,013.46	
			S.B.I. - Pre School & Early Intervention	44,444.68	
			S.C.B. - Gratuity Fund	21,994.51	
			STANDARD CHARTERED - 18257	42,326.11	
			STATE BANK OF INDIA - TATA 1	1,477.13	
			STATE BANK OF INDIA - TATA 2	2,721,853.75	
<b>Total</b>		<b>61,019,579.25</b>	<b>Total</b>		<b>61,019,579.25</b>

Chairperson

Hony. Treasurer

**Indian Institute of Cerebral Palsy**

Place : Kolkata

Dated : 6 AUG 2014

As per our report of even date

For and on behalf of

B.M.CHATRATH & Co.

CHARTERED ACCOUNTANTS

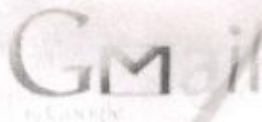
Firm Registration No - 301011E

B.M. CHATRATH & CO.  
CHARTERED ACCOUNTANTS

*Prishman*  
(SACHIDANANDA KRISHNAN)

Partner

Membership No. : 51626



Manindra Nath Pradhan &lt;wbsudadir@gmail.com&gt;

**Revision of Proposal as per I&SP prescribed format**

Ruchi Khurana &lt;ruchi.snpupr@gmail.com&gt;

Wed, Apr 22, 2015 at 12:40 PM

To: Manindra Nath Pradhan &lt;wbsudadir@gmail.com&gt;

Cc: Brijkumar Joint Secy HUPA &lt;brijkumar.mhupa@nic.in&gt;, dupa-mhupa@gov.in

Kind Attn: Mr. M.N. Pradhan, Director (SUDA), Government of West Bengal

Dear Mr. Pradhan,

This is regarding the proposal ' Skill Development for Sustainable Income Generation' under the I&SP component of NULM and our DO letter no. K-14015/2/2015-UPA dated 27.02.2015

To help recall, we advised the IICP (Proposing Agency) to reorganise and submit the proposal in the prescribed submission format as per I&SP Operational Guidelines. As per our records, IICP sent a revised proposal to SUDA on 10 March, a soft copy of which is attached with this email for your ready reference.

You are advised to send this revised proposal submitted by the IICP to us at the earliest, thereby recommending the proposal for its consideration under I&SP. The earlier submitted proposal by your office through DO letter no. SUDA-85/2014/1784 dated 22.10.2014 stands redundant since the proposal has now been revised in the prescribed submission format. Additionally, SUDA is not required to make or fill any separate format for submission for this proposal like the one we received recently.

Kindly be informed that we will be able to take this proposal to the PAC review meeting only once it is formally submitted to us by the State.

Kind regards  
Ruchi Khurana

Knowledge &amp; Learning Specialist

Gol-DFID Project, Support for National

Policies for Urban Poverty Reduction


Ph No: 9891648811


[Quoted text hidden]

**7 attachments**

*Subkarn P.D. & HUPA*


IICP registration.JPG  
217K


 Annexure 3.docx  
14K


 2011-12.pdf  
1578K




4/27/2015

 2012-13.pdf  
1740K

 Audited Acs 13-14.pdf  
3798K

 AR 2013 - 2014.pdf  
3357K

 IICP Innovative & special project.docx  
52K



सूक्ष्म, लघु एवं मध्यम उद्यम  
MICRO, SMALL & MEDIUM ENTERPRISES

MSME - TOOL ROOM KOLKATA

सेन्ट्रल टूल रूम एन्ड ट्रेनिंग सेन्टर, कोलकाता  
CENTRAL TOOL ROOM & TRAINING CENTRE, KOLKATA

भारत सरकार की सोसायटी  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
Government of India Society

Ministry of Micro, Small & Medium Enterprises



Ref. No. CTTC/TR/SDT/NULM/2015-16.

Dated: 17.04.2015

To  
The Director,  
SUDA &  
Mission Director, WBSULM,  
State Urban Development Agency,  
ILGUS Bhavan,  
H-C Block, Sector-III,  
Bidhannagar,  
Kolkata - 700 106.

SD (SG)  
17/4/15

Adviser  
17/4/15

Sub: Proposal for Skill Development Training for  
Disabled/Women/Minorities under Innovative &  
Special Project component of NULM.

Dear Sir,

This has reference to your letter No. SUDA-85/2014/234 dated 09.04.2015.

As desired, this is to confirm you that we shall be visiting your office on 17<sup>th</sup> April, 2015 at 02.00 p.m. with a power point presentation on the subject.

Thanking you,

Yours faithfully,

(Kanakendu Das)  
Sr. Manager-Training.  
I/C General Manager.





## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA- 85/2014/1784

28.10.2014

ক্রমিক নং .....

তারিখ .....

From : **Director, SUDA &  
Mission Director, WBSULM**

To : **Joint Secretary,  
Incharge of NULM,  
Ministry of Housing & Urban Poverty Alleviation (UPA Division),  
Nirman Bhavan,  
New Delhi – 110 011.**

**Sub: Approval of project proposal under I&SP component of NULM**

Sir,

I am directed to forward herewith a project proposal submitted by Indian Institute of Cerebral Palsy (IICP) under I&SP component of NULM after being duly recommended by us and Kolkata Municipal Corporation for necessary approval by the Project Approval Committee of National Mission Directorate, NULM alongwith all necessary documents.

Yours faithfully,

- Encl : 1. Project summary in the prescribed format  
2. Recommendation of Kolkata Municipal Corporation  
3. Auditors report for 2013-14 submitted by IICP  
4. Project proposal submitted by IICP

Director, SUDA  
&  
Mission Director, WBSULM

SUDA- 85/2014/1784 (2)

28 .10.2014

Copy for information to :-

1. The P.S. to the Principal Secretary, Municipal Affairs Department, Govt. of West Bengal.
2. Dr. Reena Sen, Executive Director, IICP, P-35/1, Taratala Road, Kolkata-700088.

Director, SUDA  
&  
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

## FORMAT FOR THE SUBMISSION OF PROPOSALS

### PART I: PROJECT SUMMARY

1. Name of the Project: **Skill development for sustainable income generation to persons with disability**
2. Name of the city and state in which this project will be implemented: **Kolkata Municipal Corporation, West Bengal**
3. Project Objectives: Sustainable income generation through Skill Development
4. Project period: 2 years
5. Background of the project & features which make it special / innovative:

Being one of the most vulnerable section of the society, the differently-abled poor persons require substantial livelihood support for sustenance. The project in a sense is innovative because it aims at sustainable livelihood generation of such persons by skilling them appropriately – an initiative which is not noticed frequently. The project is also in a way special because it attempts to promote inclusive growth by targeting persons both with and without disability.

6. Details of the target beneficiaries to be covered by this project:
  - a. Total number of beneficiaries to be covered: 30 adults from low income households
  - b. Profile of the beneficiaries: 21 persons with disability and 9 without disability- all belonging to poor, low income households

### PART II: IMPLEMENTING AGENCY DETAILS\*

7. Name of the Implementing Agency: Indian Institute of Cerebral Palsy (IICP)



8. Name & Contact details of the Representative, Implementing Agency: Dr. Reena Sen, Executive Director, IICP  
(Mob no. 9830058655)

9. Legal status of the Implementing Agency:

Registered NGO ; FCRA Regn. No. : 147120171

Regd. address: 35/1, Taratala Road, Kolkata-7000 088

10. Last 3 years audited financial statements (in annexure):

Audited financial statement for 2013-14 submitted by IICP is enclosed

11. Bank details of the Implementing Agency to which funds are to be released: Savings bank a/c no.128401000055 with ICICI Bank, Taratala Road Branch; Branch code:1286; IFSC :ICIC0001286

12. Experience of the agency in implementation of similar projects:

In 2009, IICP started training in tea packing for persons with different degrees of disability with support from a tea company. The number of trainees in the first year consisted of 8 persons with varying degree of disability and mothers of 3 children suffering from cerebral palsy. A detailed profile of the implementing agency is enclosed

### **PART III: PROJECT IMPLEMENTATION & MONITORING DETAILS**

13. Project Strategy:

Objective: The objective of the project is to provide training to urban poor with major focus on persons with disability. The training will be held at the vocational training centre of IICP. Training will be imparted on "Making of paper bags and other packages of eco-friendly material such as recycled fibre, paper, jute etc." Training will also be provided on "Packing tea"

#### Proposed Strategy:

- i) Holding of Informal meetings with prospective households with the help of partner NGOs

- ii) Selection of trainees after assessing need assessment ; pre-course interviews; provision of aids and appliances required etc
- iii) Conducting survey to identify markets and shops for procuring orders for paper bags and other types of packaging
- iv) Tea companies would be approached to ensure uninterrupted supply of tea leaves and packaging orders for on the job training
- v) Training to be imparted for 2 hrs a day , five days a week over 10 working months
- vi) Training on formation of self-help groups, entrepreneurship and micro-finance Proper linkage of trained persons with clients
- vii) Proper monitoring of quality of materials supplied by the trainees and timely delivery of orders
- viii) Dissemination of information regarding rights, entitlements and facilities available to the differently-abled persons

Project period: 2 years

#### 14. Key outcomes of the project:

- i) Sustainable income generation for the trained persons
- ii) Corresponding enhancement of social status and self-confidence to be measured by change in income profile of the candidates trained by comparing the income levels in the pre-training stage and post training stage
- iii) Facilitation for procurement of disability cards
- iv) Alleviate stress and worries of the concerned - to be measured by interview with the family members in the pre and post training stage
- v) Increased visibility of the trained person in the community- to be measured by number of self-help groups formed by the trained persons, orders received from the community members etc
- vi) Assist the policy makers to formulate policy for income generation for the differently-abled poor who are one of the most vulnerable sections of the society.

#### 15. Role of partner agencies (if any):

Identification of the project beneficiaries would be made through a survey conducted by IICP, Kolkata in collaboration with NGO partner 'ASHA and ICDS workers



16. Modalities for implementation of the project:

- i) Conduct of Survey for identification of beneficiaries
- ii) Conduct of Survey for identification of markets/shops for sale of products
- iii) Training is to be conducted at its own training centre by IICP
- iv) Training is to be imparted for 2 hours a day , 5 days a week over a span of 10 months
- v) Training inputs will include training on employable skills, financial literacy and marketing,
- vi) Training will also be imparted on formation of self-help groups, microfinance and entrepreneurship
- vii) On completion of training, IICP will issue necessary completion certificates
- viii) IICP will facilitate setting up of family run or individual enterprises by the trainees
- ix) Providing information on rights, entitlements and facilities available to the poor specially to the differently-abled persons

17. Benchmark survey for indicators on the basis of which the project would be implemented, monitored and evaluated

- i) Sustainable income generation for the trained persons
- ii) Corresponding enhancement of social status and self-confidence to be measured by change in income profile of the candidates trained by comparing the income levels in the pre-training stage and post training stage
- iii) Facilitation for procurement of disability cards
- iv) Alleviate stress and worries of the concerned - to be measured by interview with the family members in the pre and post training stage
- v) Increased visibility of the trained person in the community- to be measured by number of self-help groups formed by the trained persons, orders received from the community members etc
- vi) Assist the policy makers to formulate policy for income generation for the differently-abled poor who are one of the most vulnerable sections of the society.

18. Quarter-wise Action Plan / Milestones for implementation:

**1<sup>st</sup> Quarter :**

- i) Survey for identification of beneficiaries
- ii) Need assessment study at the household level
- iii) Holding of pre-training interviews
- iv) Survey for identification of markets/shops for sale of products

**2<sup>nd</sup> – 5<sup>th</sup> Quarter:**

- i) Training on employable skills, financial literacy and marketing,
- ii) Training on formation of self-help groups, microfinance and entrepreneurship
- iii) Issuance of necessary completion certificates

**6<sup>th</sup> – 8<sup>th</sup> Quarter:**

- i) On the job training
- ii) Entrepreneurship development
- iii) Facilitate setting up of family run or individual enterprises by the trainees
- iv) SHGs to become functional

19. Consent of the State Government / ULB / Other relevant agency who will be required to maintain assets / sustain the project after completion of the project: Jt. Municipal Commissioner, Kolkata Municipal Corporation

**PART IV: FUNDING DETAILS**

20. Estimated total project cost: Rs.8, 72,500.00 (budget enclosed)

21. Per capita cost for beneficiaries being covered: Rs.29083.00

22. Economic viability of the project (where applicable): recommendation of ULB is enclosed



23. Whether partial funding for this proposal is being sought from other sources? If yes, kindly provide details: No

24. Whether the project, or part thereof, has been submitted to any other agency? No such information has been received from the implementing agency

25. Funding milestones proposed:

Installment No.	Installment%	Installment Amount	Milestones against which installment is to be released	Expected date of completion of milestone
Three	30:40:30	i) 260000/-	As project advance	
		ii) 350000/-	i)Completion of selection process &trg.commences	2-5 <sup>th</sup> Qtr
		iii) 262500/-	i)Successful completion of trg ii)reasonable income generation ii) Setting up of enterprises iv)formationof SHGs	6 <sup>th</sup> -8 <sup>th</sup> Qtr

बी. के. अग्रवाल, आई.ए.एस.

**K. AGARWAL, I.A.S.**

Tel. : 011-2306 1630

Telefax : 011-2306 3549

E-mail : brijkumar.mhupa@nic.in



संयुक्त सचिव

भारत सरकार

आवास और शहरी गरीबी उपशमन मंत्रालय

निर्माण भवन, नई दिल्ली-110011

JOINT SECRETARY  
GOVERNMENT OF INDIA  
MINISTRY OF HOUSING  
& URBAN POVERTY ALLEVIATION  
NIRMAN BHAWAN, NEW DELHI-110011

D.O. No. K-14015/2/2015-UPA

Dated: 27th February 2015

Dear M.N. Pradhan.

This is further to your letter (DO No. SUDA-85/2014/1784; dated 28.10.2014) regarding the proposal 'Skill Development for Sustainable Income Generation' for its consideration under the Innovative & Special Projects (I&SP) Component of the NULM in the city of Kolkata, West Bengal. As per the letter, the SULM has fully endorsed this project.

2. Please be informed that we have instructed the Indian Institute of Cerebral Palsy to reorganize the proposal as per the prescribed format for submission outlined in the I&SP operational guidelines and thereafter submit the revised proposal directly to the State. If the SULM is satisfied with the final proposal submitted by the Proposing Agency, it is suggested that the State may recommend and forward the proposal to the Ministry at the earliest so that it can be placed for review by the Project Approval Committee (PAC) that is constituted for approval of projects. The PAC meeting is conducted under the chairpersonship of Secretary-HUPA and expects active participation of Mission Director- SULM of the concerned State which has submitted the proposal under I&SP Component.

3. Kindly also note, as per I&SP Operational Guidelines, State endorsed proposals will receive 100 % Central Funds and no State share will be required for projects under this component. On approval of project by the PAC, the National Mission Directorate-NULM will release funds to State Government/SULM for onward release to the implementing agency. Funds will be released to State/SULM in appropriate number of installments as approved by the PAC. Second & subsequent installments will be released only after submission of Utilization Certificate for atleast 75 % of funds already released.

With regards

Yours Sincerely

  
(B. K. Agarwal)

✓ **Shri M.N. Pradhan**

Director (SUDA),

Government of West Bengal

H Block, Sec -13, Salt Lake, ILGUS Bhavan,

Bidhan Nagar, KOLKATA- 700106

Tel: 22593119, M.No: 09830645524

Email: wbsudadir@gmail.com

Copy to:

**Shri BP Gopalika**, Principal Secretary (MA), Govt. Of West Bengal, 1st Floor Writers Building, KOLKATA - 700001. Tel: 033-22143678; Fax: 033-22143632; E-mail: secwbdma@gmail.com



**B. K. AGARWAL, I.A.S.**

Tel : 011-2306 1630  
Telefax : 011-2306 3549  
E-mail : brijkumar.mhupa@nic.in



भारत सरकार  
आवास और शहरी गरीबी उपशमन मंत्रालय  
निर्माण भवन, नई दिल्ली-110011

JOINT SECRETARY  
GOVERNMENT OF INDIA  
MINISTRY OF HOUSING  
& URBAN POVERTY ALLEVIATION  
NIRMAN BHAWAN, NEW DELHI-110011

**D.O. No. K-14015/2/2015-UPA**

Dated: 27th February 2015

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2. Please be informed that we have instructed the Indian Institute of Cerebral Palsy to reorganize the proposal as per the prescribed format for submission outlined in the I&SP operational guidelines and thereafter submit the revised proposal directly to the State. If the SULM is satisfied with the final proposal submitted by the Proposing Agency, it is suggested that the State may recommend and forward the proposal to the Ministry at the earliest so that it can be placed for review by the Project Approval Committee (PAC) that is constituted for approval of projects. The PAC meeting is conducted under the chairpersonship of Secretary-HUPA and expects active participation of Mission Director- SULM of the concerned State which has submitted the proposal under I&SP Component.

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With regards

Yours Sincerely

  
(B. K. Agarwal)

**Shri M.N. Pradhan**

Director (SUDA),  
Government of West Bengal  
H Block, Sec -13, Salt Lake, ILGUS Bhavan,  
Bidhan Nagar, KOLKATA- 700106  
Tel: 22593119, M.No: 09830645524  
Email: wbsudadir@gmail.com

Copy to:

✓ **Shri BP Gopalika**, Principal Secretary (MA), Govt. Of West Bengal, 1st Floor Writers Building, KOLKATA - 700001. Tel: 033-22143678; Fax: 033-22143632; E-mail: secwbDMA@gmail.com

D.O. No. K-14015/2/2015-UPA

Dated: 27th February 2015

Dear M.N. Pradhan.

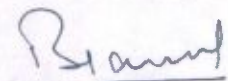
This is further to your letter (DO No. SUDA-85/2014/1784; dated 28.10.2014) regarding the proposal 'Skill Development for Sustainable Income Generation' for its consideration under the Innovative & Special Projects (I&SP) Component of the NULM in the city of Kolkata, West Bengal. As per the letter, the SULM has fully endorsed this project.

2. Please be informed that we have instructed the Indian Institute of Cerebral Palsy to reorganize the proposal as per the prescribed format for submission outlined in the I&SP operational guidelines and thereafter submit the revised proposal directly to the State. If the SULM is satisfied with the final proposal submitted by the Proposing Agency, it is suggested that the State may recommend and forward the proposal to the Ministry at the earliest so that it can be placed for review by the Project Approval Committee (PAC) that is constituted for approval of projects. The PAC meeting is conducted under the chairpersonship of Secretary-HUPA and expects active participation of Mission Director- SULM of the concerned State which has submitted the proposal under I&SP Component.

3. Kindly also note, as per I&SP Operational Guidelines, State endorsed proposals will receive 100 % Central Funds and no State share will be required for projects under this component. On approval of project by the PAC, the National Mission Directorate-NULM will release funds to State Government/SULM for onward release to the implementing agency. Funds will be released to State/SULM in appropriate number of installments as approved by the PAC. Second & subsequent installments will be released only after submission of Utilization Certificate for atleast 75 % of funds already released.

With regards

Yours Sincerely

  
(B. K. Agarwal)

**Shri M.N. Pradhan**  
Director (SUDA),  
Government of West Bengal  
H Block, Sec -13, Salt Lake, ILGUS Bhavan,  
Bidhan Nagar, KOLKATA- 700106  
Tel: 22593119, MNo: 09830645524  
Email: wbsudadir@gmail.com

Copy to:  
**Shri BP Gopalika**, Principal Secretary (MA), Govt. Of West Bengal, 1st Floor Writers Building, KOLKATA  
-- 700001. Tel: 033-22143678; Fax: 033-22143632; E-mail: secwbdma@gmail.com





**INDIAN INSTITUTE OF  
CEREBRAL PALSY**

ESTD. 1974

P 35/1, Taratolla Road, Kolkata 700 088. Phone 2401 3488/0240/2347/2348

E mail: mail@iicpindia.org, Website: www.iicpindia.org

Patron:

His Excellency, Governor of West Bengal

Recipient of:

National Award for Best Institute for Disability - 2004



IICP/Projects/ 2015

10 March 2015

Shri M. C. Pradhan

Director

State Urban Development Authority

ILGUS Bhavan

HC Block

Sector III, Salt Lake

Kolkata

JB (SG)  
2/11/15

Dear Shri Pradhan

Ref: Project on Skill Development in Persons with Disability – a project by Indian Institute of Cerebral Palsy for consideration under the Innovative and Special Projects Component of NULM endorsed by SULM

The print copy of the revised proposal sent on 5 March by email is enclosed. We await further advice and look forward to working in collaboration with SUDA.

My number is 98300-58655

With regards

*Reena Sen*

Dr Reena Sen

Executive Director

Copy

IICP/Projects/ 2014

17 September 2014

Shri M. C. Pradhan  
Director  
State Urban Development Authority  
ILGUS Bhavan  
HC Block  
Sector III, Salt Lake  
Kolkata

Dear Shri Pradhan

Ref: Project on Skill Development in Persons with Disability Submitted to NULM, MoHUPA, New Delhi

I refer to my email of 15 September attaching the above proposal. This is subsequent to the discussions with your colleagues, Gautam Pal and Kalidas Banerjee in the SUDA office on 29 August about the proposal submitted to NULM from our organization, and the meeting in Delhi earlier this month that the Special Secretary from your Dept attended.

The print copy of the proposal is enclosed. We await further advice and look forward to working in collaboration with SUDA and KMC.

My number is 98300-58655

With regards



Dr Reena Sen  
Executive Director



### Annexure 3

#### Cost of training for 1 trainee under NULM Project for 10 months

Items	Rate per month	Costs for 10 months
Admission Charge		Rs.500
Annual Charge		Rs.1000
Monthly Fees	Rs.500	Rs.5000
Training Materials for all components		Rs.1500
Overhead Costs (a) Use of three rooms and common areas: 22 days a month	Rs.75	Rs.750
(b) Human Resources (Proportionate costs for the inputs of 1 Printing Instructor, 1 Special Educator, 1 Counsellor, Subject teachers in Open School Unit and 1 Tea Packaging Instructor, 1 guest lecturer)	Rs.600	Rs.6000
	<b>Rs.1175</b>	<b>Rs.14750</b>

2701

बी. के. अग्रवाल, आई.ए.एस.

B. K. AGARWAL, I.A.S.

Tel : 011-2306 1630

Telefax : 011-2306 3549

E-mail : brijkumar.mhupa@nic.in



सत्यमेव जयते

संयुक्त सचिव

भारत सरकार

आवास और शहरी गरीबी उपशमन मंत्रालय

निर्माण भवन, नई दिल्ली-110011

JOINT SECRETARY  
GOVERNMENT OF INDIA  
MINISTRY OF HOUSING  
& URBAN POVERTY ALLEVIATION  
NIRMAN BHAWAN, NEW DELHI-110011

27/3/15  
14/4/15

DO. No. K-14015/6/2015-UPA

Dated: 31 March 2015

Dear M.N. Pradhan.

This is regarding the proposal submitted by the Central Tool Room & Training Centre (CTTC) Kolkata, namely 'Skill Development Training for Disabled/Women/Minorities in Innovative & Special Projects under the Scheme of National Urban Livelihood Mission' for its consideration under Innovative & Special Projects (I&SP) Component of NULM in the city of Kolkata, West Bengal. The proposal aims to train minority groups, women & disabled persons in latest manufacturing technology to uplift their economic conditions through state of art tool rooms established under the Ministry of MSME in State of West Bengal.

2. Please be informed that we have instructed CTTC-Kolkata to submit the proposal directly to the State, thereafter, the SULM is requested to send observations on the submitted proposal. If the SULM is satisfied by this proposal, it is suggested that the State may recommend and forward the proposal to the Ministry at the earliest so that it can be placed for review by the Project Approval Committee (PAC) that is constituted for approval of projects. The PAC meeting is conducted under the chairpersonship of Secretary-HUPA and expects active participation of Mission Director- SULM of the concerned State which has submitted the proposal under I&SP Component.

3. Kindly also note, as per I&SP Operational Guidelines, State endorsed proposals will receive 100 % Central Funds and no State share will be required for projects under this component. On approval of project by the PAC, the National Mission Directorate-NULM will release funds to State Government/SULM for onward release to the implementing agency. Funds will be released to State/SULM in appropriate number of installments as approved by the PAC. Second & subsequent installments will be released only after submission of Utilization Certificate for atleast 75 % of funds already released.

With regards

Yours sincerely

*B. K. Agarwal*  
(B. K. Agarwal)

✓ Shri M.N. Pradhan

Director (SUDA), Government of West Bengal

H Block, Sec-13, Salt Lake, ILGUS Bhavan

Bidhan Nagar, Kolkata- 700106

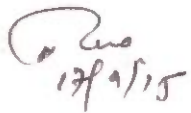
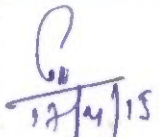




Tel: 22593119, M.No. 09830645524

Email: [wbsudadir@gmail.com](mailto:wbsudadir@gmail.com)Copy to:

Shri BP Gopalika, Principal Secretary (MA), Govt. of West Bengal, 1st Floor Writers Building, Kolkata - 700001.



Meeting with MSME - Central Tool Room, Kolkata held on 17.04.2015  
at SUDA Conference Hall

Sl. No.	Name	Organisation	Designation	Contact No.	Signature
1	M. N. PRADHAN	SUDA	DIRECTOR		
2	Mrinal Rano	SUDA	JO(SD)		 17/4/15
3	Gautam Pr	SUDA	Advisor		 17/4/15
4	Tanika Datta	SUDA	Programme Coordinator		 17/04/15
5	Sujay Mishra	CMU	PM E		
6	Prabir Ray	PMU-2	Social Development Expert		
7	M. R. RAO	EM			
8					
9					
10					

To  
The Principal Secretary,  
Municipal Administration,  
1<sup>st</sup> Floor Writers Building,  
Kolkata - 700 001.

Date: 23-03-2015

Sub: Proposal for Skill Development Training for Disabled/Women/Minorities in Innovative and Special Projects

Sir,

We are pleased to introduce ourselves as a growing institute in the field of Technical Education. **MSME Tool Room Kolkata** (Central Tool Room & Training Centre), is a Govt. of India Society. It is the oldest Tool Room in India set up in the year of 1976.

Please find attached a revised proposal for Skill Development Training Programme for disabled in Innovative & Special Project under the scheme of NULM for your kind perusal.

Yours faithfully,

(Kanakendu Das)

General Manager I/C

General Manager

CENTRAL TOOL ROOM & TRAINING CENTRE

Copy to: Bonhooghly Industrial Area

(1) To Kolkata - 700 108  
The Director - SUDA,  
H, Block Sec.-3, Salt Lake, ILGUS Bhavan,  
Bidhan Nagar, Kolkata-700106.

(2) To  
Ms. Ruchikhurana,  
Knowledge & Learning Specialist,  
Gol-DFID Project,  
Support for National Policies for Urban Poverty Reduction.





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## MSME TOOL ROOMS

**Proposal for Skill Development Training for Disabled/Women/Minorities in Innovative and Special Projects (I&SP) under the scheme of National Urban Livelihood Mission (NULM)**

Submitted by-

**Central Tool Room & Training Centre, Bonhooghly Industrial Area,  
Kolkata -108, West Bengal, email id : [cttc-msme@gov.in](mailto:cttc-msme@gov.in)**



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### **Part I-Project Summary**

**1) Name of the project:**

Skill development training for Disabled/Women/Minorities in innovative and special projects (I&SP) under the scheme of National Urban Livelihood Mission (NULM)

**2) State/City in which project is implemented:**

West Bengal: Kolkata

**3) Project Objectives:**

To specifically train Disabled, Women and Minorities of urban areas in the latest technology and to uplift their economic conditions.

**4) Project period:**

Each course is designed for duration of 5 months and 6months of employment tracking. The total duration is of 12 months

**5) Project Background:**

In today's fast paced global economic and industrial scenario, technology has become more vital than ever before. Its development and absorption are the key ingredients for the overall economic development of a nation. This is even more relevant in context of developing countries where technological development and employment generation have to go hand in hand. Skill oriented training programmes with more emphasis on hands on exposure to the latest technologies may be considered as one of the ways to create employment opportunity.

With this view, Government of India has set up ten state of the art Tool Rooms and eight product specific Technology Development Centers under Ministry of MSME, which support the MSME sector by providing precision quality tooling products and trained manpower with hands on exposure to state of the art machinery in the area of Tool Engineering and related fields.

The Tool Rooms and Technology Development Centers offered various training programmes to meet the wide spectrum of technical manpower required in manufacturing sector. The training programmes are designed with optimum blend of theory and practice giving the trainees exposure on the actual jobs and hands on working experience.





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The input eligibility for the training programmes offer by these Institutes ranges from school drop-outs to graduate engineers. The Tool Rooms' philosophy of integrated solution for Industrial Growth is based on well structured, modular, practical and technology oriented long term training programmes. Having realized the need to update and upgrade the skills of the existing technical personnel, they have introduced numerous short term courses to meet the specific needs of the industry. All courses are regularly upgraded to keep abreast with global technological advancement.

Few of the regular programmes are Diploma in Tool & Die Making, Certificate Course in Machinist, Master Certificate Course in CAD/CAM, Certificate Course in Computer Hardware & Networking, and PLC for Advanced Allocation etc.

**6) Target beneficiary:**

These programmes are targeted for persons having disability with locomotor and hearing impairment, women and minorities. One batch would be for minorities and a batch will comprise of ten disabled and 15 women candidates in each course.

**Part II- Implementing Agency**

**7) Name of implementing agency:** Central Tool Room & Training Centre, Kolkata

**8) Contact details:**

Central Tool Room & Training Centre, Bon hooghly Industrial Area, Kolkata-108

Email id: cttc-msme@gov.in

**9) Legal status of the implementing agency:** CTTC is a government of India organization registered as a society.

**10) Last 3 years audited financial statements:** Annual reports of the last 3 years are enclosed.

**11) Bank details of the implementing agency:**

Name of Bank: State Bank of India- Bon Hooghly Branch, Kolkata 700108.

Account No: 10471732068

IFSC Code: SBIN0002029

MICR Code: 700002150

**12) Experience of the agency in implementation of similar projects:** Please refer to our annual report with regard to our experience in the training area.

### **Part III- Project Implementation details**

#### **13) Project strategy:**

- Admission to the proposed courses shall be made by open advertisement on first-come-first-served basis.
- Candidates will be required to attend minimum 75% of the classes held for theory and practical.
- Evaluation will be conducted at the end of the programme and certificate shall be awarded to the successful candidates.
- More than 70% successful candidates shall be provided placement assistance.
- The Disabled trainees might find it difficult to commute daily from their residence to training centre. By providing conveyance from major locations of the city to tool rooms and back, would allow them to keep focus on training rather than on logistics.
- Mid-session tea break would keep them energized throughout the training schedule.

#### **14) Project Outcomes:**

- Disabled, Women and Minorities will be technically trained and become employable.
- The average wage / self-employment rate on successful completion of training programme is likely to be Rs. 8000/- p.m.

#### **15) Role of partner agencies (if any):**

-NIL-

#### **16) Modalities for implementation of project:**

The following courses are proposed:

- ✓ • Mobile repairing
- Metrology
- DTP (Desktop Publishing)
- Computer basic

The infrastructure for the above courses is available at the institutes viz CTTC Kolkata. Short term courses are being run in these fields as demand for the trained persons exists in the urban areas.

The targeted trainees would be approached by advertisement in the newspaper, contacting educational institutions, industrial associations, NGOs etc.



**17) Benchmark survey for indicators on the basis of which the project would be implemented, monitored and evaluated:**

- Industrial and commercial associations, Govt. /Non govt. welfare organizations would be contacted for the requirement of trained persons in these fields.
- The course content would be tuned to the requirement. Placement officer would facilitate wage/self-employment post training.

**18) Quarter wise action plan:**

Quarter	Activities
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Establishment of contacts with stakeholders.</li> <li>• Inviting application from prospective trainees.</li> <li>• Commencement of training.</li> </ul>
2 <sup>nd</sup>	Completion of training
3 <sup>rd</sup>	Placements of successful trainees
4 <sup>th</sup>	Employment tracking feedback

**19) Consent of the state govt.:** The project for funding is to be routed through local govt. departments, Govt. of WestBengal.



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#### Part IV- Funding Details

20) Estimated total project cost: Rs 97.8 lacs as per Annexure- I

21) Per capita cost for beneficiaries being covered: Rs 32600

22) Economic viability of project:(Not applicable)

23) Partial funding is being sought from other sources: No

24) Whether the project, or part thereof, has been submitted to any other agency: No

25) Funding milestones proposed:

Installment No.	Installment %	Installment amount (Rs in lacs)	Milestone against which installment is to be released	Expected date of completion of milestone
1 <sup>st</sup>	40%	39.12	Course approval	March,2015
2 <sup>nd</sup>	40%	39.12	30 days of commencement of training programs	May,2015
3 <sup>rd</sup>	10%	9.78	Completion of programs	August,2015
4 <sup>th</sup>	10%	9.78	Placement of 70% of trainees	September,2015

CTTC is a Govt. of India organization. Funds for the project to be released directly in the account mentioned above.



### **Part V- Project Learnings**

**26) Expected project learnings:**

- Requirement of civil society
- Training content modifications
- Placement status

**27) Likely issues in scaling-up the project to the rest of the country and how the project seeks to overcome this:**

Issues:

- Infrastructure requirement
- Availability of trainers
- Willingness of potential trainees

Following measures may be taken to overcome above issues:

- Mobile training kits may be developed
- Infrastructure to be created in educational institutions.

**28) Describe how the project will be taken-up on a longer-term basis by the city and state:**

The project can be partly funded by Govt. of India/Govt. of WestBengal in various social welfare schemes. The success of the project in West Bengal would motivate the prospective candidates for part self-funding. Bank may provide study loans to such candidates on easy terms.

**29) How capital assets used are to be disposed off after the project completion:**

No capital grant is sought for the project



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### Annexure- I

### For the state of WestBengal

### Programmes by CENTRAL TOOL ROOM& TRAINING CENTRE,KOLKATA

#### 1) Mobile repairing:

1. Objective : At the end of the course trainee will be able to repair Mobile phones
2. Course name : Mobile repairing
3. Duration : 05 months 4 Hrs. per day (Monday-Friday)
4. Total Training Hrs. : 400 Hrs.
5. Timings : 1000 hours to 1400 hours
6. Eligibility : 10<sup>th</sup> pass-out
7. Special plan : Cash reward of 1000/- to all successful candidates getting 75% or above marks
8. Batches per year : 2

Name of the Course	Duration	Contents Covered
Mobile repairing	5 Months	<ul style="list-style-type: none"><li>• Repairing of mobiles</li><li>• HHP Basics, Near Field Communication,</li><li>• ESD, Basics Causes &amp; Prevention</li><li>• Type of Mobile phone &amp; Features,</li><li>• Smart Phone, Smartphone Features</li></ul>



## 2) Metrology:

1. Objective : At the end of the course trainee will be able to work in Inspection departments and will have knowledge about Metrology
2. Course name : Metrology
3. Duration : 05 months 4 Hrs. per day (Monday-Friday)
4. Total Training Hrs. : 400 Hrs.
5. Timings : 1000 hours to 1400 hours
6. Eligibility : ITI / Science Graduate
7. Special plan : Cash reward of 1000/- to all successful candidates getting 75% or above marks
8. Batches per year : 2

Name of the Course	Duration	Contents Covered
Metrology	5 Months	<ul style="list-style-type: none"> <li>Engineering limits and fits</li> <li>Plane limit gauges</li> <li>Metrology</li> </ul>

## 3) DTP (Desktop Publishing):

1. Objective : At the end of the course trainee will be able work on DTP (Desktop Publishing) software
2. Course name : DTP (Desktop Publishing)
3. Duration : 05 months 4 Hrs. per day (Monday-Friday)
4. Total Training Hrs. : 400 Hrs.
5. Timings : 1000 hours to 1400 hours
6. Eligibility : 10<sup>th</sup>
7. Special plan : Cash reward of 1000/- to all successful candidates getting 75% or above marks
8. Batches per year : 2



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Name of the Course	Duration	Contents Covered
DTP (Desktop Publishing)	5 Months	<ul style="list-style-type: none"> <li>• MS Word, Excel</li> <li>• Power Point, Reception Office</li> </ul>

#### 4) Computer Basic:

- Objective : At the end of the course trainee will be able work on Computers
- Course name : Computer Basic
- Duration : 05 months 4 Hrs. per day (Monday-Friday)
- Total Training Hrs. : 400 Hrs.
- Timings : 1000 hours to 1400 hours
- Eligibility : 10<sup>th</sup>
- Special plan : Cash reward of 1000/- to all successful candidates getting 75% or above marks
- Batches per year : 2

Name of the Course	Duration	Contents Covered
Computer Basic	5Months	<ul style="list-style-type: none"> <li>• Introduction to computer, computer basics</li> <li>• Internet, web basics, Customizing windows</li> <li>• File management, Downloading/Installing software</li> </ul>





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**PROPOSAL OF SKILL DEVELOPMENT TRAINING UNDER I&SP (NULM) SCHEME BY  
CENTRAL TOOL ROOM & TRAINING CENTRE, KOLKATA**

S No	Name of the course	Category	Duration	Intake (min)	Tuition Fees per candidate (Rs.)	Employment tracking charges (per candidate)	Commuting charges	Total Course Fees per candidate (Rs.)	Total fees in lacs
1	Mobile Repairing	Disabled	5months	10	30000/-	1000/-	12000/-	43000/-	4.30
		Women	5months	15	30000/-	1000/-		31000/-	4.65
2	Metrology	Disabled	5months	10	30000/-	1000/-	12000/-	43000/-	4.30
		Women	5months	15	30000/-	1000/-		31000/-	4.65
3	DTP (Desktop Publishing)	Disabled	5months	10	30000/-	1000/-	12000/-	43000/-	4.30
		Women	5months	15	30000/-	1000/-		31000/-	4.65
4	Computer Basic	Disabled	5months	10	30000/-	1000/-	12000/-	43000/-	4.30
		Women	5months	15	30000/-	1000/-		31000/-	4.65
5.	Mobile Repairing	Minority	5months	50	30000/-	1000/-		31000/-	15.50
6.	Metrology	Minority	5months	50	30000/-	1000/-		31000/-	15.50
7.	DTP (Desktop Publishing)	Minority	5months	50	30000/-	1000/-		31000/-	15.50
8.	Computer Basic	Minority	5months	50	30000/-	1000/-		31000/-	15.50
<b>Total</b>				<b>300</b>					<b>97.80</b>



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### SUMMARY:

S No.	Name of the Institute	Trainees trained				Total course fee in lacs
		Disable	Women	Minority	Total	
1	Central Tool Room & Training centre	40	60	200	300	97.80



Date: 17-03-2015

To  
The Principal Secretary,  
Municipal Administration,  
1<sup>st</sup> Floor, Writers Building,  
Kolkata - 700 001.

Sub: Proposal for Skill Development Training for Disabled/Women/Minorities in Innovative and Special Projects

Sir,

We are pleased to introduce ourselves as a growing institute in the field of Technical Education. **MSME Tool Room Kolkata** (Central Tool Room & Training Centre), is a Govt. of India Society. It is the oldest Tool Room in India set up in the year of 1976.

Please find attached a proposal for Skill Development Training Programme for Disabled in Innovative & Special Project under the scheme of NULM for your kind perusal.

Yours faithfully,

*A. K. Samanta (SM)*  
(Kanakendu Das)

General Manager I/C

General Manager

CENTRAL TOOL ROOM & TRAINING CENTRE

Copy to: Bonhooghly Industrial Area  
Kolkata - 700 108

(1) To  
The Director - SUDA,  
H, Block Sec.-3, Salt Lake, ILGUS Bhavan,  
Bidhan Nagar, Kolkata-700106.

(2) Ms. Ruchi Khurana,  
Knowledge & Learning Specialist,  
Gol-DFID Project, Support for National  
Policies for Urban Poverty Reduction



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## MSME TOOL ROOMS

**Proposal for Skill Development Training for  
Disabled in Innovative and Special Projects (I&SP)  
under the scheme of National Urban Livelihood  
Mission (NULM)**

Submitted by-

**MSME TOOL ROOM, KOLKATA**  
**(Central Tool Room & Training Centre)**  
Ministry of Micro, Small & Medium Enterprise, Govt. of India.  
Bonhooghly Industrial Area, Kolkata – 700 108  
Ph.No. : (033) 2578-8769, Fax: (033) 2577-2494  
email id : [k.das@msmetoolroomkolkata.com](mailto:k.das@msmetoolroomkolkata.com) , [cttc@cal.vsnl.net.in](mailto:cttc@cal.vsnl.net.in)  
Webpage: [www.msmetoolroomkolkata.com](http://www.msmetoolroomkolkata.com)





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## 1.0 Introduction

In today's fast paced global economic and industrial scenario, technology has become more vital than ever before. Its development and absorption are the key ingredients for the overall economic development of a nation. This is even more relevant in context of developing countries where technological development and employment generation have to go hand in hand. Skill oriented training programmes with more emphasis on hands on exposure to the latest technologies may be considered as one of the ways to create employment opportunity.

With this view, Government of India has set up ten state of the art Tool Rooms and eight product specific Technology Development Centers under Ministry of MSME, which support the MSME sector by providing precision quality tooling products and trained manpower with hands on exposure to state of the art machinery in the area of Tool Engineering and related fields.

The Tool Rooms and Technology Development Centers offered various training programmes to meet the wide spectrum of technical manpower required in manufacturing sector. The training programmes are designed with optimum blend of theory and practice giving the trainees exposure on the actual jobs and hands on working experience.

The input eligibility for the training programmes offer by these Institutes ranges from school drop-outs to graduate engineers. The Tool Rooms' philosophy of integrated solution for Industrial Growth is based on well structured, modular, practical and technology oriented long term training programmes. Having realized the need to update and upgrade the skills of the existing technical personnel, they have introduced numerous short term courses to meet the specific needs of the industry. All courses are regularly upgraded to keep abreast with global technological advancement.

Few of the regular programmes are Advance Diploma in Tool & Die Making, Certificate Course in Machinist, Master of Engineering (CAD/CAM), Master of Engineering (Tool Design), and Post Graduate Diploma in Tool Design & CAD/CAM, Master Certificate in Computer Aided Tool Engineering, Certificate Course in Computer Hardware & Networking, Mechatronics, and PLC for Advanced Allocation etc.



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## 2.0 Aims & Objectives

To specifically train the Disabled, Women and Minorities in the latest manufacturing technology and to uplift their economic conditions. We propose to introduce courses exclusively Disabled, Women and Minorities as proposed.

## 3.0 Course Design:

- Admission to the proposed courses shall be made by open advertisement on first-come-first-served basis.
- Candidates will be required to attend minimum 75% of the classes held for theory and practical.
- Evaluation will be conducted at the end of the programme and certificate shall be awarded to the successful candidates.
- More than 70% successful candidates shall be provided placement assistance.
- The average wage / self-employment rate on successful completion of training programme is likely to be Rs. 8000/- p.m.
- The Disabled trainees might find it difficult to commute daily from their residence to training centre. By providing conveyance from major locations of the city to tool rooms and back, would allow them to keep focus on training rather than on logistics.
- Mid-session tea break would keep them energized throughout the training schedule.
- These programmes are targeted for persons having disability with locomotor and hearing impairment, women and minorities. Two batches would be for minorities and the one batch will comprise of ten disabled and 15 women candidates in each course.
- ✓ • Funds for each approved course should be released in four installments as under :
  - ❖ 40% with the approval of the course.
  - ❖ 40% within 30 days of commencement of training programmes.
  - ❖ 10% on completion of training programmes.
  - ❖ Remaining 10% on placement of 70% of trainees.





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4.0 Program details are as under-

### For the state of West Bengal

#### Programmes by MSME TOOL ROOM, KOLKATA

**1) Mobile Repairing:**

1. Objective : At the end of the course trainee will be able to repair mobile, Tablets and smartphones
2. Course name : Mobile Repairing
3. Duration : 05 months 4 Hrs. per day (Monday-Friday)
4. Total Training Hrs. : 400 Hrs.
5. Timings : 1000 hours to 1400 hours
6. Eligibility : 10<sup>th</sup>
7. Special plan : Cash reward of 1000/- to all successful candidates getting 75% or above marks
8. Batches per year : 2

Sr. No.	Name of the Course	Eligibility	Duration (in months)	Minimum Batch Size	Tuition Fees per candidate (Rs.)	Special assistance (Rs.) per candidate		Total Course Fees per candidate (Rs.)
						Employment tracking charges	Commuting charges	
1.	Mobile repairing	10th	05	25	30000/-	1000/-	12000/-	43,000/-



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Name of the Course	Duration	Contents Covered
Mobile repairing	5 Months	<ul style="list-style-type: none"> <li>Repairing of mobiles</li> <li>HHP Basics, Near Field Communication,</li> <li>ESD, Basics Causes &amp; Prevention</li> <li>GSM System Architecture,</li> <li>Type of Mobile phone &amp; Features,</li> <li>Smart Phone, Smartphone Features</li> </ul>

**Proposal of Skill Development Training under I & SP (NULM) Scheme by MSME**

**TOOL ROOM, KOLKATA:**

Sl. No	Name of the course	Category	Duration	Intake (min)	Tuition Fees per candidate (Rs.)	Employment tracking charges (per candidate)	Communiting charges	Total Course Fees per candidate (Rs.)	Total fees in lacs
1.	Mobile Repairing	Disabled	5months	10	30000/-	1000/-	12000/-	43000/-	4.30
		Women	5months	15	30000/-	1000/-		31000/-	4.65
2.	Mobile Repairing	Minority	5months	50	30000/-	1000/-		31000/-	15.50
Total				75					24.45



## Resolution of the meeting held on 17/4/15

1. Proposal to be resubmitted
2. Following pts to be highlighted
  - i) Selection of beneficiaries
  - ii) Selection of trg courses
  - iii) Points of innovation
  - iv) Cost of trg courses - break up
  - v) Third party assessment of trg courses conducted
  - vi) Outcome of trg. prog.
  - vii) Income generation aspect

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SLIDA-85/2014/234.....

তারিখ 09.04.2015

From: Shri M.N.Pradhan, IAS  
 Director, SUDA &  
 Mission Director, WBSULM

To : General Manager,  
 Central Tool Room & Training Centre,  
 Bon Hooghly Industrial Area  
 Kolkata - 700 108

**Sub:** Proposal for Skill Development Training for disabled / women / minorities under  
 ‘Innovative & Special Project’ component of National Urban Livelihood Mission

Sir,

Vide your letter dated 23.03.2015, you have submitted for sanction a project proposal on  
 “Skill Development Training to disabled/ women/ minorities” under ‘Innovative & Special  
 Project’ component of National Urban Livelihood Mission. On a preliminary examination of  
 your proposal it is observed that there are certain grey areas in the proposal which need  
 clarifications before it can formally be processed at this end.

For a discussion on the project, you are requested to call on us at our office on 17<sup>th</sup> April,  
 2015 at 2.00 PM with a power point presentation of the project.

Yours faithfully,

  
 Director, SUDA

&amp;


  
 Mission Director, WBSULM

SUDA-85/2014/234/1(2)


09.04.2015

Copy for information to:

1. Director (UPA), HUPA Ministry, GOI
2. Joint Commissioner, Kolkata Municipal Corporation with a request to send competent representative.

  
 Director, SUDA

&amp;

  
 Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-85/2014/ 234

তারিখ ০৭.04.2015

From: Shri M.N.Pradhan, IAS  
Director, SUDA &  
Mission Director, WBSULM

To : General Manager,  
Central Tool Room & Training Centre,  
Bon Hooghly Industrial Area  
Kolkata – 700 108

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For a discussion on the project, you are requested to call on us at our office on 17<sup>th</sup> April,  
2015 at 2.00 PM with a power point presentation of the project.

Yours faithfully,

  
Director, SUDA  
&


Mission Director, WBSULM

SUDA-85/2014/ 234/1(2)

০৭.04.2015

Copy for information to:

1. Director (UPA), HUPA Ministry, GOI
2. ~~Ms. Ruchi Khurana, Knowledge & Learning Specialist, GOI DFID Project, SNPUPR~~
2. Jt. Commissioner, Kolkata Municipal Corporation  
with a request to send competent  
representative.

  
Director, SUDA  
&

Mission Director, WBSULM

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-85/2014/ 234

তারিখ ০৭.04.2015

From: Shri M.N.Pradhan, IAS  
 Director, SUDA &  
 Mission Director, WBSULM

To : General Manager,  
 Central Tool Room & Training Centre,  
 Bon Hooghly Industrial Area  
 Kolkata – 700 108

**Sub:** Proposal for Skill Development Training for disabled / women / minorities under  
 ‘Innovative & Special Project’ component of National Urban Livelihood Mission

Sir,

Vide your letter dated 23.03.2015, you have submitted for sanction a project proposal on  
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For a discussion on the project, you are requested to call on us at our office on 17<sup>th</sup> April,  
 2015 at 2.00 PM with a power point presentation of the project.

Yours faithfully,

  
 Director, SUDA  
 &


Mission Director, WBSULM

SUDA-85/2014/ 234/1(2)

০৭.04.2015

Copy for information to:

1. Director (UPA), HUPA Ministry , GOI
2. Ms. Ruchi Khurana, Knowledge & Learning Specialist, GOI-DFID Project, SNPUPR

  
 Director, SUDA  
 &

Mission Director, WBSULM



To  
The Principal Secretary,  
Municipal Administration,  
1<sup>st</sup> Floor, Writers Building,  
Kolkata - 700 001.

Date: 23-03-2015

Sub: Proposal for Skill Development Training for Disabled/Women/Minorities in Innovative and Special Projects

Sir,

We are pleased to introduce ourselves as a growing institute in the field of Technical Education. **MSME Tool Room Kolkata** (Central Tool Room & Training Centre), is a Govt. of India Society. It is the oldest Tool Room in India set up in the year of 1976.

Please find attached a revised proposal for Skill Development Training Programme for disabled in Innovative & Special Project under the scheme of NULM for your kind perusal.

Yours faithfully,

(Kanakendu Das)  
General Manager I/C

General Manager  
CENTRAL TOOL ROOM & TRAINING CENTRE

Copy to: **Burhanoghly Industrial Area**  
Kolkata - 700 108  
(1) To The Director - SUDA,  
H, Block Sec.-3, Salt Lake, ILGUS Bhavan,  
Bidhan Nagar, Kolkata-700106.

(2) To  
Ms. RuchiKhurana,  
Knowledge & Learning Specialist,  
Gol-DFID Project,  
Support for National Policies for Urban Poverty Reduction.

399-578/15  
27/3/15



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## MSME TOOL ROOMS

**Proposal for Skill Development Training for Disabled/Women/Minorities in Innovative and Special Projects (I&SP) under the scheme of National Urban Livelihood Mission (NULM)**

Submitted by-

**Central Tool Room & Training Centre, Bonhooghly Industrial Area,  
Kolkata -108, West Bengal, email id : [cttc-msme@gov.in](mailto:cttc-msme@gov.in)**





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### **Part I-Project Summary**

**1) Name of the project:**

Skill development training for Disabled/Women/Minorities in innovative and special projects (I&SP) under the scheme of National Urban Livelihood Mission (NULM)

**2) State/City in which project is implemented:**

West Bengal: Kolkata

**3) Project Objectives:**

To specifically train Disabled, Women and Minorities of urban areas in the latest technology and to uplift their economic conditions.

**4) Project period:**

Each course is designed for duration of 5 months and 6months of employment tracking. The total duration is of 12 months

**5) Project Background:**

In today's fast paced global economic and industrial scenario, technology has become more vital than ever before. Its development and absorption are the key ingredients for the overall economic development of a nation. This is even more relevant in context of developing countries where technological development and employment generation have to go hand in hand. Skill oriented training programmes with more emphasis on hand on exposure to the latest technologies may be considered as one of the ways to create employment opportunity.

With this view, Government of India has set up ten state of the art Tool Rooms and eight product specific Technology Development Centers under Ministry of MSME, which support the MSME sector by providing precision quality tooling products and trained manpower with hands on exposure to state of the art machinery in the area of Tool Engineering and related fields.

The Tool Rooms and Technology Development Centers offered various training programmes to meet the wide spectrum of technical manpower required in manufacturing sector. The training programmes are designed with optimum blend of theory and practice giving the trainees exposure on the actual jobs and hands on working experience.



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The input eligibility for the training programmes offer by these Institutes ranges from school drop-outs to graduate engineers. The Tool Rooms' philosophy of integrated solution for Industrial Growth is based on well structured, modular, practical and technology oriented long term training programmes. Having realized the need to update and upgrade the skills of the existing technical personnel, they have introduced numerous short term courses to meet the specific needs of the industry. All courses are regularly upgraded to keep abreast with global technological advancement.

Few of the regular programmes are Diploma in Tool & Die Making, Certificate Course in Machinist, Master Certificate Course in CAD/CAM, Certificate Course in Computer Hardware & Networking, and PLC for Advanced Allocation etc.

**6) Target beneficiary:**

These programmes are targeted for persons having disability with locomotor and hearing impairment, women and minorities. One batch would be for minorities and a batch will comprise of ten disabled and 15 women candidates in each course.

**Part II- Implementing Agency**

**7) Name of implementing agency:** Central Tool Room & Training Centre, Kolkata

**8) Contact details:**

Central Tool Room & Training Centre, Bon hooghly Industrial Area, Kolkata-108

Email id: cttc-msme@gov.in

**9) Legal status of the implementing agency:** CTTC is a government of India organization registered as a society.

**10) Last 3 years audited financial statements:** Annual reports of the last 3 years are enclosed.

**11) Bank details of the implementing agency:**

Name of Bank: State Bank of India- Bon Hooghly Branch, Kolkata 700108.

Account No: 10471732068

IFSC Code: SBIN0002029

MICR Code: 700002150

**12) Experience of the agency in implementation of similar projects:** Please refer to our annual report with regard to our experience in the training area.



**Part III- Project Implementation details****13) Project strategy:**

- Admission to the proposed courses shall be made by open advertisement on first-come-first-served basis.
- Candidates will be required to attend minimum 75% of the classes held for theory and practical.
- Evaluation will be conducted at the end of the programme and certificate shall be awarded to the successful candidates.
- More than 70% successful candidates shall be provided placement assistance.
- The Disabled trainees might find it difficult to commute daily from their residence to training centre. By providing conveyance from major locations of the city to tool rooms and back, would allow them to keep focus on training rather than on logistics.
- Mid-session tea break would keep them energized throughout the training schedule.

**14) Project Outcomes:**

- Disabled, Women and Minorities will be technically trained and become employable.
- The average wage / self-employment rate on successful completion of training programme is likely to be Rs. 8000/- p.m.

**15) Role of partner agencies (if any):**

-NIL-

**16) Modalities for implementation of project:**

The following courses are proposed:

- Mobile repairing
- Metrology
- DTP (Desktop Publishing)
- Computer basic

The infrastructure for the above courses is available at the institutes viz CTTC Kolkata. Short term courses are being run in these fields as demand for the trained persons exists in the urban areas.

The targeted trainees would be approached by advertisement in the newspaper, contacting educational institutions, industrial associations, NGOs etc.

**17) Benchmark survey for indicators on the basis of which the project would be implemented, monitored and evaluated:**

- Industrial and commercial associations, Govt. /Non govt. welfare organizations would be contacted for the requirement of trained persons in these fields.
- The course content would be tuned to the requirement. Placement officer would facilitate wage/self-employment post training.

**18) Quarter wise action plan:**

Quarter	Activities
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Establishment of contacts with stakeholders.</li> <li>• Inviting application from prospective trainees.</li> <li>• Commencement of training.</li> </ul>
2 <sup>nd</sup>	Completion of training
3 <sup>rd</sup>	Placements of successful trainees
4 <sup>th</sup>	Employment tracking feedback

**19) Consent of the state govt.:** The project for funding is to be routed through local govt. departments, Govt. of WestBengal.





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#### Part IV- Funding Details

20) Estimated total project cost: Rs 97.8 lacs as per Annexure- I

21) Per capita cost for beneficiaries being covered: Rs 32600

22) Economic viability of project:(Not applicable)

23) Partial funding is being sought from other sources: No

24) Whether the project, or part thereof, has been submitted to any other agency: No

25) Funding milestones proposed:

Installment No.	Installment %	Installment amount (Rs in lacs)	Milestone against which installment is to be released	Expected date of completion of milestone
1 <sup>st</sup>	40%	39.12	Course approval	March,2015
2 <sup>nd</sup>	40%	39.12	30 days of commencement of training programs	May,2015
3 <sup>rd</sup>	10%	9.78	Completion of programs	August,2015
4 <sup>th</sup>	10%	9.78	Placement of 70% of trainees	September,2015

CTTC is a Govt. of India organization. Funds for the project to be released directly in the account mentioned above.

### **Part V- Project Learnings**

**26) Expected project learnings:**

- Requirement of civil society
- Training content modifications
- Placement status

**27) Likely issues in scaling-up the project to the rest of the country and how the project seeks to overcome this:**

Issues:

- Infrastructure requirement
- Availability of trainers
- Willingness of potential trainees

Following measures may be taken to overcome above issues:

- Mobile training kits may be developed
- Infrastructure to be created in educational institutions.

**28) Describe how the project will be taken-up on a longer-term basis by the city and state:**

The project can be partly funded by Govt. of India/Govt. of WestBengal in various social welfare schemes. The success of the project in West Bengal would motivate the prospective candidates for part self-funding. Bank may provide study loans to such candidates on easy terms.

**29) How capital assets used are to be disposed off after the project completion:**

No capital grant is sought for the project





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### Annexure- I

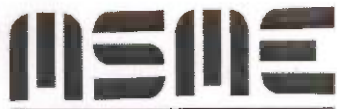
### For the state of WestBengal

### Programmes by CENTRAL TOOL ROOM& TRAINING CENTRE,KOLKATA

#### 1) Mobile repairing:

1. Objective : At the end of the course trainee will be able to repair Mobile phones
2. Course name : Mobile repairing
3. Duration : 05 months 4 Hrs. per day (Monday-Friday)
4. Total Training Hrs. : 400 Hrs.
5. Timings : 1000 hours to 1400 hours
6. Eligibility : 10<sup>th</sup> pass-out
7. Special plan : Cash reward of 1000/- to all successful candidates getting 75% or above marks
8. Batches per year : 2

Name of the Course	Duration	Contents Covered
Mobile repairing	5 Months	<ul style="list-style-type: none"><li>• Repairing of mobiles</li><li>• HHP Basics, Near Field Communication,</li><li>• ESD, Basics Causes &amp; Prevention</li><li>• Type of Mobile phone &amp; Features,</li><li>• Smart Phone, Smartphone Features</li></ul>



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## 2) Metrology:

1. Objective : At the end of the course trainee will be able to work in Inspection departments and will have knowledge about Metrology
2. Course name : Metrology
3. Duration : 05 months 4 Hrs. per day (Monday-Friday)
4. Total Training Hrs. : 400 Hrs.
5. Timings : 1000 hours to 1400 hours
6. Eligibility : ITI / Science Graduate
7. Special plan : Cash reward of 1000/- to all successful candidates getting 75% or above marks
8. Batches per year : 2

Name of the Course	Duration	Contents Covered
Metrology	5 Months	<ul style="list-style-type: none"> <li>• Engineering limits and fits</li> <li>• Plane limit gauges</li> <li>• Metrology</li> </ul>

## 3) DTP (Desktop Publishing):

1. Objective : At the end of the course trainee will be able work on DTP (Desktop Publishing) software
2. Course name : DTP (Desktop Publishing)
3. Duration : 05 months 4 Hrs. per day (Monday-Friday)
4. Total Training Hrs. : 400 Hrs.
5. Timings : 1000 hours to 1400 hours
6. Eligibility : 10<sup>th</sup>
7. Special plan : Cash reward of 1000/- to all successful candidates getting 75% or above marks
8. Batches per year : 2





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Name of the Course	Duration	Contents Covered
DTP (Desktop Publishing)	5 Months	<ul style="list-style-type: none"><li>• MS Word, Excel</li><li>• Power Point, Reception Office</li></ul>

#### 4) Computer Basic:

1. Objective : At the end of the course trainee will be able work on Computers
2. Course name : Computer Basic
3. Duration : 05 months 4 Hrs. per day (Monday-Friday)
4. Total Training Hrs. : 400 Hrs.
5. Timings : 1000 hours to 1400 hours
6. Eligibility : 10<sup>th</sup>
7. Special plan : Cash reward of 1000/- to all successful candidates getting 75% or above marks
8. Batches per year : 2

Name of the Course	Duration	Contents Covered
Computer Basic	5Months	<ul style="list-style-type: none"><li>• Introduction to computer, computer basics</li><li>• Internet, web basics, Customizing windows</li><li>• File management, Downloading/Installing software</li></ul>



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**PROPOSAL OF SKILL DEVELOPMENT TRAINING UNDER I&SP (NULM) SCHEME BY  
CENTRAL TOOL ROOM & TRAINING CENTRE, KOLKATA**

S No	Name of the course	Category	Duration	Intake (min)	Tuition Fees per candidate (Rs.)	Employment tracking charges (per candidate)	Commuting charges	Total Course Fees per candidate (Rs.)	Total fees in lacs
1	Mobile Repairing	Disabled	5months	10	30000/-	1000/-	12000/-	43000/-	4.30
		Women	5months	15	30000/-	1000/-		31000/-	4.65
2	Metrology	Disabled	5months	10	30000/-	1000/-	12000/-	43000/-	4.30
		Women	5months	15	30000/-	1000/-		31000/-	4.65
3	DTP (Desktop Publishing)	Disabled	5months	10	30000/-	1000/-	12000/-	43000/-	4.30
		Women	5months	15	30000/-	1000/-		31000/-	4.65
4	Computer Basic	Disabled	5months	10	30000/-	1000/-	12000/-	43000/-	4.30
		Women	5months	15	30000/-	1000/-		31000/-	4.65
5.	Mobile Repairing	Minority	5months	50	30000/-	1000/-		31000/-	15.50
6.	Metrology	Minority	5months	50	30000/-	1000/-		31000/-	15.50
7.	DTP (Desktop Publishing)	Minority	5months	50	30000/-	1000/-		31000/-	15.50
8.	Computer Basic	Minority	5months	50	30000/-	1000/-		31000/-	15.50
<b>Total</b>				<b>300</b>					<b>97.80</b>





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### SUMMARY:

S No.	Name of the Institute	Trainees trained				Total course fee in lacs
		Disable	Women	Minority	Total	
1	Central Tool Room & Training centre	40	60	200	300	97.80

**Sristidhar Santra, WBCS(Exe.)**  
Joint Municipal Commissioner (D&G)



Kolkata Municipal Corporation  
5, S. N. Banerjee Road, Kolkata – 13  
Phone (Office) : 2286-1271  
EPABX: 2286-1000(Extn.2603) I.C: 271

**Memo No. 202/NULM/SW&UPA/2014-15**

**Dated:** the 16<sup>th</sup> October, 2014

To  
The Director,  
SUDA, 'ILGUS BHAVAN'  
H-C Block, Sector – III, Bidhannagar,  
Kolkata – 700 106

**Sub: Approval of project submitted by Indian Institute of Cerebral Palsy (IICP) under Innovative and Special Project (I&SP), a component of NULM.**

Sir,

In reference to your letter dt. 10.10.2014 regarding approval of project proposal named "Skilled Development for Sustainable Income Generation for differently-abled persons" submitted by Indian Institute of Cerebral Palsy (IICP) under Innovative and Special Project (I&SP), a component of NULM, this is to convey for your information that KMC authority has approved the project in principle and recommended for its implementation.

As it is aimed to train the differently-abled persons with cerebral palsy, it is undoubtedly set a new tone to their lives to be self-reliant and also make a landmark for the uniqueness of this project.

Yours Faithfully,

(SRISTIDHAR SANTRA)  
Jt. Municipal Commissioner (D&G)

**Distribution:**

1. P.A. to Hon'ble Mayor
2. P.A. to Municipal Commissioner
3. P.A. to MMIC (Bustee & SJSRY)
4. Chief Manager (SW&UPA)/ Manager (SW&UPA)
5. Dy. Manager (SW&UPA)

(SRISTIDHAR SANTRA)  
Jt. Municipal Commissioner (D&G)

Go  
17/10/14

**URGENT**

**THE KOLKATA MUNICIPAL CORPORATION**  
**Social Welfare & Urban Poverty Alleviation Department**

Form No. O.S. 27

Director (SUDA)  
Municipal  
Commissioner  
Jt. Municipal  
Commissioner (D&G)

**Sub: Approval of project proposal submitted by Indian Institute of Cerebral Palsy (IICP) under Innovative and Special Projects (I&SP), a component of NULM.**

You may be well aware that NULM has been started in KMC area since 01.04.2014. SUDA is the nodal dept. and it is also the State Mission Management Unit (SMMU) for implementing NULM. According to the guidelines of NULM, KMC is the City Mission Management Unit (CMMU).

NULM comprises of different components and one of the major component is Innovative and Special Projects (I&SP). Under this component, projects which may not be possible to address the normal portion of NULM implementation, may be included. Special projects in order to address livelihood issues of most vulnerable sections like physically challenged, rag pickers, domestic workers, rickshaw puller, sanitation workers and other such vulnerable groups may also be brought under the plexus of the scheme. Under this component, a proposal was submitted to the Ministry of Housing and Urban Poverty Alleviation (MoHUPA), Govt. of India by one NGO called Indian Institute of Cerebral Palsy (IICP). The proposal was to train the physically challenged candidates who are the patients of cerebral palsy and some economically weaker section of people to make them self-reliant. The details of the project forwarded by SUDA is enclosed for your kind perusal. In this context, MoHUPA convened a meeting on 02.09.2014 in their office at New Delhi where the Special Secretary, Municipal Affairs Dept. participated. A preliminary discussion on this project as submitted by the IICP was conducted on 02.09.2014. Based on the observations made in the special meeting, a modified project proposal was submitted by IICP. The project will be undertaken within KMC area. The project proposal submitted by IICP needs to be recommended by the KMC for its onward submission to Project Approval Committee (PAC) under MOHUPA, Govt. of India.

The salient points of the project are furnished below for your kind perusal:

1) IICP is a charitable voluntary association registered under the Societies Registration Act. It offers specialized comprehensive service for children and adult with cerebral palsy. It basically aims to facilitate persons with disability with cerebral palsy with respect and to live with dignity and help them to become self-reliant.

2) At present IICP working in 79 sites of 67 wards in KMC area in collaboration with other NGOs like Ramkrishna Mission Lokshiksha Parisad, Narendrapur. It has a vast experience of working with persons with disability for almost 40 years.

3) It has its own Vocational Training Institute at Taratala where they train the persons with disability to sustain a life with dignity and self respected life. They offer trainings on printing, catering, computer, tea packing and bag making. They also have a course on office assistance which has started recently.

4) The proposed project's name is "Skilled Development for Sustainable Income Generation for differently-abled persons" to provide training on tea packing, preparing of paper bag and other bags to 30 adults - approximately 70% of trainees with disability (21 persons) and 30% without disability (9 persons).

5) IICP will train them up and they will also issue certificate of completion.

6) The project duration is 2 (two) years.



**THE KOLKATA MUNICIPAL CORPORATION**  
**Social Welfare & Urban Poverty Alleviation Department**

Form No. O.S. 27

7) The setting up of a family run or individual enterprise will also be facilitated with support from IICP trainers for one year to procure order for packets of tea/paper bags/other bags.

8) A minimum of 2 (two) Groups of 5 (five) trainees and others who will act as facilitator per group will be formed with the support from IICP.

9) A certain amount of seed money will also be provided to support deserving family run or individual enterprise/ Self-Help Groups. This money will be returned after a specified period of time with no interest.

10) The project cost would be Rs. 8,72,500/- which would be provided by the Central Government. The break up of the project has been given in the enclosed proposal.

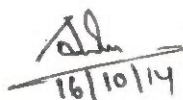
11) The monitoring and the evaluation will be done by the CMMU & SMMU on a regular basis and they will be responsible for sending a comprehensive report to the NULM Mission Directorate.


As per the NULM guidelines, under I&SP, the fund would be released by the Central Government to the State Nodal Agency for onward transmission to the implementing agency. The fund will be released in installment subject to submission of Utilization Certificate (UC). As the IICP is the implementing agency, the role of KMC is very limited and it is confined only to monitoring of the scheme.


Undoubtedly, the proposed project is a noble one. As it involves income generating activities among the differently-abled persons who are otherwise deprived of normal lives, it is proposed that the project submitted by the IICP may be accepted and also recommended for implementation.

As informed by Director, SUDA vide his letter dt. 10.10.2014, Project Approval Committee (PAC) under MoHUPA, Govt. of India will hold its first meeting on 17.10.2014 at 3.00 P.M. in New Delhi to approve the project. The undersigned had a discussion with Director, SUDA who has requested to convey the decision taken by KMC by 17.10.2014 morning.

Therefore, in consideration of the above noted points your kind approval is solicited and the project proposal may kindly be approved for onward transmission to SUDA.

  
16/10/14  
Joint Municipal Commissioner (D)  
The Kolkata Municipal Corporation

  
16/10/14  
Municipal Commissioner  
The Kolkata Municipal Corporation

  
16/10/14  
Deputy Manager  
Dept. of SW&UPA  
By: Manager  
Dept. of Social Welfare and  
Urban Poverty Alleviation  
The Kolkata Municipal Corporation



ESTD. 1974

### Indian Institute of Cerebral Palsy (IICP)

Recipient of Govt. of India (Ministry of Social Justice and Empowerment) National Award - 'Best Institute for Disability' 2004

Patron: HE The Governor of West Bengal

Regn. No: S/14532

FCRA Regn: 147120171

Registered Address: 35/1 Taratala Road, Kolkata 700088

Email: mail@iicpindia.org

Phone: (033) 2401-3337 (D), (033) 2401-0240/3488/2347 (PBX)

Fax: (033) 2401-4177

Website: www.iicpindia.org

All cheques must be addressed to Indian Institute of Cerebral Palsy; Donations are exempt from Income Tax under Section 80G

Name of the Party :	INDIAN INSTITUTE OF CEREBRAL PALSY
Address of the Party :	P-35/1, Taratala Road, Kolkata - 700 088
Telephone No. :	2401-3488, 2401-0240
Name of Contact Person :	Dr. Reena Sen
PAN :	AABTS5469G
Name of Bank :	ICICI Bank
Name of Branch	Taratala Road
Branch Code :	1286
Bank Address :	P43 Taratala Road
City Name with PIN Code :	Kolkata, 700088
Bank Account Number :	128401000055
Nature of Accounts :	Savings
MICR No. :	700229050
IFCS Code :	ICIC0001286
Bank Phone No. :	3364501685

**Title: Skill Development for Sustainable Income Generation – a proposal to National Urban Livelihood Mission for a two-year pilot project**

**1. BACKGROUND INFORMATION**

Indian Institute of Cerebral Palsy (IICP) is a national award winning NGO that offers multi-disciplinary services for persons with disability particularly cerebral palsy and training and capacity building initiatives for all groups related to the disability and development sector. IICP's 40<sup>th</sup> year of service to the disability sector across the country will commence on 18 November 2014.

**1.1 History, Mission and Vision**

Indian Institute of Cerebral Palsy (IICP), a charitable (voluntary) organisation, registered under the Societies Registration Act, has been offering specialised, comprehensive services for children and adults with Cerebral Palsy (CP) since 1974. It started as the West Bengal Spastics Society and was housed in temporary military barracks; in 1985 it moved to its custom made building on land provided on long lease, by the Kolkata Port Trust. Later it was called the Spastics Society of Eastern India (SSEI) reflecting its role as a catalyst for similar services in the region. In 1999, the Indian Institute of Cerebral Palsy (IICP) replaced SSEI to symbolise the national impact of the organisation's activities.

IICP's **mission** is to work for equal rights and opportunities for persons with disabilities, particularly CP, and its **vision** is to facilitate an inclusive society in which diversity is valued, persons with disability are treated with respect, have full access to their constitutional rights and are consulted in all matters pertaining to their life.

**1.2 Focus of IICP's work**

IICP's main focus is on the removal of barriers that prevent persons with CP and other neuro-motor disabilities of all ages from participating in all aspects of life and gaining access to human rights – the same as any other citizen of India.

Cerebral Palsy is a developmental disability. Persons with CP have irreversible multiple disabilities due to brain damage that occurs before or during birth or in the early years of their life. This leads to difficulties in balance and coordination and often, other associated problems - speech and communication, learning, epilepsy, sensory loss. There is no cure but with intervention, access and opportunities children and adults with cerebral palsy can live a full and enriched life and participate actively in their family, community and society.



Some salient points:

- a) Over the years, IICP's services have been opened to other disabilities. The **Early Intervention Clinic** for infants aged 0-2 years includes all developmental disabilities; the **Vocational Training Centre** offers trade related training to adults with CP, intellectual disability, mild autism, low vision and hearing impairment. **Community Based Services** in partnership with other NGOs offer advice and guidance to persons with disability regardless of the type of disability or the age.
- b) In a 'reverse inclusion' approach the **School Services** includes children without disabilities from deprived economic backgrounds and the **Vocational Training Centre's** trade related training in catering, computers, printing and tea packing targets **70% adults with disability and 30% adults from deprived economic backgrounds**.
- c) IICP has been working in Kolkata slums with the support of donors through an urban CBR project since 2000. At present **IICP works in 79 sites in 67 Kolkata Municipal Corporation wards in partnership with NGOs** providing direct services to persons with disability and their families, training to the field level workers and family members and creating awareness regarding their rights in the community. Partners comprise well respected NGOs including Ramakrishna Mission Lok Siksha Parishad, Narendrapur.
- d) A large number of adults with disability from under-served urban areas and low income homes have availed of vocational training programmes in IICP.

### 1.3 Vocational Training in IICP

- 1992: IICP set up its **Vocational Training Centre**. A market survey led to the formulation of trade related training in **printing, catering and computers**. Courses of four-six months duration in computer applications were offered in collaboration with **Jadavpur University**.
- 2009: Training in **tea packing** was started with the support of a tea company and with a small group of 8 trainees with varying degrees of disability and 3 mothers of children with cerebral palsy from very poor homes. Small stipends are paid and at present the team is packing tea for 4 tea companies including Andrew Yule and Co. and Goodricke Group Ltd.
- 2010: With the support of the **Sir Dorabji Tata and Allied Trusts** a three-year programme for '**Vocational training for Empowerment and Employment**' commenced. The training syllabi for **printing, catering and computer applications** were structured into modular programmes and specific modules on **employability and social skills and advocacy** were added. A new course on **Office Assistance** in two modules was added. Continuing Education through IICP's **National Institute of Open Schooling Unit** for adults pursuing vocational training and others solely focused on formal education was an integral part of the project.

- 2012: A partnership was forged with **Enable India** to focus on employment and training of trainers on Employability skills was conducted. Social skills and employability training was also conducted in collaboration with a Soft Skill consulting company, Mind-Tree
- 2013: A two day training on Rural Livelihoods and interface with the **National Rural Livelihoods Mission (NRLM)** was conducted by Samir Ghosh, Social Analyst and Consultant, NRLM for the IICP Community Based Rehabilitation team, other IICP professionals and partners working in rural areas
- 2014: The second three-year cycle of the Vocational Training for Employment and Empowerment supported by the SDTT and Allied Trusts commenced on 1 August
- The above project that has commenced on 1 August includes a survey to identify markets and prospects for employment.

## 2. PROPOSED BENEFICIARIES, PROPOSAL CONCEPT AND PERCEIVED OUTCOMES

2.1. Proposed Beneficiaries 30 adults – approximately 70% of total number of trainees with disability (21); 30% without disabilities (9)

### 2.2 Proposal Concept

#### Objectives

1. The urban poor with a major focus on persons with disability will be trained in the Vocational Training Centre of IICP on:
  - a) Making paper bags and other packages of eco-friendly material (recycled fibre, paper, jute)
  - b) Packing tea: Two –pronged approach:
    - i) Trainees will be learning how to pack tea outsourced from tea companies, so no sales-related skills are involved in training.
    - ii) Trainees will be packing tea with a view to selling the packets so they will need input on sales, accounts, budgets and allied skills.
    - iii) Trainees with disability will comprise men and women with cerebral palsy, mild autism, specific learning difficulties, intellectual disabilities, low vision and hearing impairment; trainees with no disabilities will comprise family members or associates from the same neighbourhood who will support the trainee with disability.



2. A survey, referred to earlier (that will be conducted to identify markets for products, opportunities to do outsourced work and prospective open employment) will inform the identification of markets for this project.
3. Subsequent to the completion of training, IICP will issue certificates of completion.
4. The setting up of a family run or individual enterprise will be facilitated with support from IICP trainers for one-year to procure orders for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
5. A minimum of 2 self-help groups/group enterprises of 5 trainees and others who will act as facilitators per group will be formed with support from IICP trainers for one-year to procure a market for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
6. Seed money will be used to support deserving family-run or individual enterprise/self-help groups to form the initial 'kitty'/ group enterprises to gain a kick-start; the monies will be returned after a specified period of time - with no interest. A committee will be set up to screen applications for seed money, make the selections and monitor the utilization.
7. Opportunities for formal education in IICP's National Institute of Open Schooling Unit will be provided for all those who wish to continue or take up study alongside vocational training.

### Indicators of Achievement

#### **Project Duration: 2 years**

##### **Year 1**

- a) Meetings in low income housing areas and urban slums in will be conducted in partnership with IICP's community services partner NGOs to identify families with adults aged over 18 years - from low income groups and belonging to the below poverty line category; this would involve links with ASHA and ICDS workers
- b) Family based intervention and assessment of needs will lead to the selection of trainees in consultation with the partner NGO and key resource persons in the community and KMC, pre-course interviews, functional assessments and provision of aids and appliances as required for trainees with physical disabilities/low vision/hearing impairment. A plan for utilization of training will be completed in consultation with the family.
- c) Survey data and visits to prospective clients will be made to identify shops, businesses and markets in select areas as defined above to procure orders for paper bags and other types of packaging.
- d) Training will be imparted for 2 hours a day, five days a week over 10 working months – this duration of training is necessary as persons with disabilities need a more structured



method of teaching and training; the training will include 5-hours a week on social and employability skills and basic financial and marketing literacy programmes will be included for trainees with options to include a family member.

- e) Training on forming self-help groups, microfinance and entrepreneurship will be provided.
- f) Information about rights, entitlements and facilities available for persons with disability will be given and facilitation for procuring disability cards will be provided.
- g) Tea and other companies will be approached to ensure continuous supplies of tea and packaging orders for training on the job (IICP has close linkages with a range of tea and other companies).

## Year 2

- a) The IICP placement team will help the formation of family based enterprise/group enterprise/self-help group and will link the trained adults with the 'clients' placing orders and will support the individuals/ group by (a) monitoring quality and (b) timely delivery of orders.
- b) Monthly visits will be made for the first six months; quarterly visits for the next six months.

## 2.3. Perceived Outcomes

The outcome of the project would be at the individual level, family level and in the community level

- a) Individual level - learning a skill will lead to higher self-esteem and confidence building. The individual will obtain an opportunity to be a responsible and productive member of the family and society.  
*Measured by: numerical data of number of trainees, attendance, course work, certificates; before and after training assessment and profiles; comparative income levels during training and one year after training;*
- b) Family level - alleviation of long term stress, worries and anxiety of family members and opportunity within the family and scope to demonstrate skills and talent of persons with disability to others. Better understanding within the family and outside.  
*Measured by: pre and post course interviews with key family members*
- c) Community level - Increased visibility of the trained person in the larger community and change of others' perception.  
*Measured by number of self-help groups formed; community linkages; details of orders from the community*
- d) Policy Level - this project will be innovative and informative for both policy makers and programmes about inclusive training and income generation

### 3. LINK WITH NULM, KMC AND INNOVATIVENESS

In sync with NULM guidelines, this project focuses on poor and marginalised persons from low income groups and living in low income housing and urban slums. It provides scope for marginalized persons with disability and others without disabilities but equally disadvantaged through poverty to develop skills with a potential to improve the quality of life. These skills will be then be used for purposes of generating sustainable livelihoods.

The innovativeness of this proposal lies in two major facts:

First, it is inclusive in that it is targeted at both persons with disability and persons without disability.

Second, it includes within the fold of social uplifting and mobility a group with a history of discrimination and segregation leading to prejudice, pre-conceived notions and poor expectations and a complete disregard for potential productivity – adults with disability. Behind every person with a disability, there is a family that is also disabled through the ignorance and negative attitudes that prevail in the community. This project focuses on individuals but the impact will be far greater.

#### ESTIMATED BUDGET (as per NULM and GOWB guidelines):

**TOTAL COST: Rs.8, 72, 500**

##### Year 1

Visits for procuring orders	INR 10,000	
30 trainees' cost of training @ Rs.14,750*	INR 4, 42,500	
30 trainees' stipends for travel @ Rs.500 per month (10 months)	INR 1, 50,000	
Mobility aids @Rs.8000 x estimated 15 trainees with disability	INR 1, 20, 000	
<b>Total</b>		<b>7, 22, 500</b>

**Please see break up in Appendix A**

##### Year 2

Seed Capital	INR 1, 00,000	
Post training mentoring	INR 50,000	
<b>Total</b>		<b>1, 50,000</b>

**\*Break up on following page**

**Cost of training for each trainee of 30 trainees under NULM Project for 10 months:**

Items	Rate per month	Costs for 10 months
Admission Charge		Rs.500
Annual Charge		Rs.1000
Monthly Fees	Rs.500	Rs.5000
Training Materials for all components		Rs.1500
Overhead Costs (a) Use of three rooms and common areas: 22 days a month	Rs.75	Rs.750
(b) Human Resources (Proportionate costs for the inputs of 1 Printing Instructor, 1 Special Educator, 1 Counsellor and 1 Tea Packaging Instructor, 1 guest lecturer)	Rs.600	Rs.6000
	<b>Rs.1175</b>	<b>Rs.14750</b>



Dear Shri Manindra Nath Pradhan and Shri Gautam Pal

I write with reference to the appended email from Ruchi Khurana re a meeting in Delhi on proposal we have submitted to NULM. My colleague Mr Chhetri had also met Mr Pradhan and his team.

I would be grateful for your cell phone numbers so that I can fix a time to meet you tomorrow re the project proposal we have sent to NULM. This is attached for your perusal. Please call me on 98300-58655 for queries and to fix an appointment to meet you.

Regards  
Dr Reena Sen

Dear Mr. Gautam Pal

Thanks for your call today and it was great speaking with you. I understand that SUDA office would like to discuss the proposal submitted to MoHUPA and want to interact with the associated NGO before they commit their confirmation on participation for the meeting scheduled for 2 Sept in Delhi. Since we greatly value the participation and feedback from both State representatives and ULBs I am marking this email to Mr. Khalil Ahmed, Municipal Commissioner, Kolkata.

As communicated, a copy of I&SP operational guidelines along with the copy of proposal was sent to the Principal Secretary's office on 19 August. We have also faxed the letter again today (27Aug). The I&SP operational guidelines are readily available on the NULM website however, you can read them on this link: [http://mhupa.gov.in/NULM\\_Mission/docs/Innovative\\_Special\\_Projects\\_\(I&SP\).pdf](http://mhupa.gov.in/NULM_Mission/docs/Innovative_Special_Projects_(I&SP).pdf)

As requested by you, here are the details of the NGO and hope this helps in establishing contacts with them.

Name of the Proposed Project for consideration under I&SP Component, NULM : Skill Training of Persons with Disabilities in Kolkata, West Bengal

Name of the NGO: Indian Institute of Cerebral Palsy, Kolkata

Name of the Contact Person : Dr. Reena Sen, Executive Director

I am marking Dr. Sen in this email to help expedite the necessary flow of communication and hope this helps. I look forward to your confirmation for 2 Sept for the aforesaid meeting.

Kind regards

Ruchi Khurana

Knowledge & Learning Specialist

Gol-DFID Project, Support for National

Policies for Urban Poverty Reduction

Ph No: 9891648811

রাজ্য নগর উন্নয়ন সংস্থা  
STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-85/2014/ 1511

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ক্রমিক নং .....

তারিখ .....

From : Director, SUDA &  
Mission Director, WBSULM

To : The Municipal Commissioner,  
Kolkata Municipal Corporation.

**Sub : Discussion on the Project proposal submitted by Indian Institute of  
Cerebral Palsy under NULM**

Sir,

I am directed to forward herewith a copy of DO letter No.K-14014/42/2014-UPA dated 08.08.2014 addressed to Principal Secretary, M.A.Deptt. (copy enclosed) wherein it has been informed that a meeting for discussing the project proposal submitted by Indian Institute of Cerebral Palsy on “Skill Training of Persons with Disabilities in Kolkata, West Bengal” is to be held on 02.09.2014 at NBO Conference Hall, Room 120-G, Nirman Bhawan, Maulana Azad Road, New Delhi – 110011 at 10.30 am. Accordingly, I am further directed to request you to kindly send a suitable representative from your Municipal Corporation to participate in the aforesaid meeting. Details of project as received through e-mail from Ruchi Khurana, Knowledge & Learning Specialist, GOI-DFID Project, Support for National Policies for Urban Poverty Reduction is enclosed for reference.

Enclo : as stated

Yours faithfully,

*WT* 29/8/2014  
Director, SUDA

&  
*WT* Mission Director, WBSULM

SUDA- 85/2014/ 1511/1

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Copy for kind information to the Principal Secretary, Municipal Affairs Department, Govt. of West Bengal.

*WT* 29/8/2014  
Director, SUDA

&  
*WT* Mission Director, WBSULM



**Indian Institute of Cerebral Palsy (IICP)**

Recipient of Govt. of India (Ministry of Social Justice and Empowerment) National Award - 'Best Institute for Disability' 2004

Patron: HE The Governor of West Bengal

Regn. No: S/14532

FCRA Regn: 147120171

Registered Address: 35/1 Taratala Road, Kolkata 700088

Email: mail@iicpindia.org

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Fax: (033) 2401-4177

Website: www.iicpindia.org

All cheques must be addressed to Indian Institute of Cerebral Palsy; Donations are exempt from Income Tax under Section 80G

PAN : AABTS5469G

***For US transfers***

Name of the Account Holder	Indian Institute of Cerebral Palsy
Name of the Bank	ICICI Bank Ltd
Branch	Bhowanipore
Address	1A, Ashutosh Mukherjee Road Kolkata 700 020. INDIA
A/C. No	Savings Bank A/C. 627501209350
Swift Code	ICICINBBXXX
IFSC Code	ICIC0006275



**Title: Skill Development for Sustainable Income Generation – a proposal to National Urban Livelihood Mission for a two-year pilot project**

**1. BACKGROUND INFORMATION**

Indian Institute of Cerebral Palsy (IICP) is a national award winning NGO that offers multi-disciplinary services for persons with disability particularly cerebral palsy and training and capacity building initiatives for all groups related to the disability and development sector. IICP's 40<sup>th</sup> year of service to the disability sector across the country will commence on 18 November 2014.

**1.1 History, Mission and Vision**

Indian Institute of Cerebral Palsy (IICP), a charitable (voluntary) organisation, registered under the Societies Registration Act, has been offering specialised, comprehensive services for children and adults with Cerebral Palsy (CP) since 1974. It started as the West Bengal Spastics Society and was housed in temporary military barracks; in 1985 it moved to its custom made building on land provided on long lease, by the Kolkata Port Trust. Later it was called the Spastics Society of Eastern India (SSEI) reflecting its role as a catalyst for similar services in the region. In 1999, the Indian Institute of Cerebral Palsy (IICP) replaced SSEI to symbolise the national impact of the organisation's activities.

IICP's **mission** is to work for equal rights and opportunities for person's with disabilities, particularly CP, and its **vision** is to facilitate an inclusive society in which diversity is valued, person's with disability are treated with respect, have full access to their constitutional rights and are consulted in all matters pertaining to their life.

**1.2 Focus of IICP's work**

IICP's main focus is on the removal of barriers that prevent persons with CP and other neuro-motor disabilities of all ages from participating in all aspects of life and gaining access to human rights – the same as any other citizen of India.

Cerebral Palsy is a developmental disability. Persons with CP have irreversible multiple disabilities due to brain damage that occurs before or during birth or in the early years of their life. This leads to difficulties in balance and coordination and often, other associated problems - speech and communication, learning, epilepsy, sensory loss. There is no cure but with intervention, access and opportunities children and adults with cerebral palsy can live a full and enriched life and participate actively in their family, community and society.

Some salient points:

- a) Over the years, IICP's services have been opened to other disabilities. The **Early Intervention Clinic** for infants aged 0-2 years includes all developmental disabilities; the **Vocational Training Centre** offers trade related training to adults with CP, intellectual disability, mild autism, low vision and hearing impairment. **Community Based Services** in partnership with other NGOs offer advice and guidance to persons with disability regardless of the type of disability.
- b) In a 'reverse inclusion' approach the **School Services** includes children without disabilities from deprived economic backgrounds and the **Vocational Training Centre's** trade related training in catering, computers, printing and tea packing targets **70% adults with disability and 30% adults from deprived economic backgrounds**.
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- d) A large number of adults with disability from under-served urban areas and low income homes have availed of vocational training programmes in IICP.

### 1.3 Vocational Training in IICP

- 1992: IICP set up its **Vocational Training Centre**. A market survey led to the formulation of trade related training in **printing, catering and computers**. Courses of four-six month duration in computer applications were offered in collaboration with **Jadavpur University**.
- 2009: Training in **tea packing** was started with the support of a tea company and with a small group of 8 trainees with varying degrees of disability and 3 mothers of children with cerebral palsy from very poor homes. Small stipends are paid and at present the team is packing tea for 4 tea companies including Andrew Yule and Co. and Goodricke Group Ltd.
- 2010: With the support of the **Sir Dorabji Tata and Allied Trusts** a **three-year programme for 'Vocational training for Empowerment and Employment'** commenced. The training syllabi for **printing, catering and computer applications** were structured into modular programmes and specific modules on **employability and social skills and advocacy** were added. A new course on **Office Assistance** in two modules was added. Continuing Education through IICP's **National Institute of Open Schooling Unit** for adults pursuing vocational training and others solely focused on formal education was an integral part of the project.



- 2012: A partnership was forged with **Enable India** to focus on employment and training of trainers on Employability skills was conducted. Social skills and employability training was also conducted in collaboration with a Soft Skill consulting company, Mind-Tree
- 2013: A two day training on Rural Livelihoods and interface with the **National Rural Livelihoods Mission (NRLM)** was conducted by Samir Ghosh, Social Analyst and Consultant, NRLM for the IICP Community Based Rehabilitation team, other IICP professionals and partners working in rural areas
- 2014: The **second three-year cycle of the Vocational Training for Employment and Empowerment supported by the SDTT and Allied Trusts commences on 1 August**; a formal MOU will be signed with Enable India focusing on sustainable livelihoods subsequent to training. **The activities include a survey to identify markets and prospects for employment.**

## 2. PROPOSED BENEFICIARIES, PROPOSAL CONCEPT AND PERCEIVED OUTCOMES

**2.1. Proposed Beneficiaries 30 adults – approximately 70% of total number of trainees with disability (21); 30% without disabilities (9)**

### 2.2 Proposal Concept

#### Objectives

1. **The urban poor with a major focus on persons with disability** will be trained in the vocational training centre of IICP on:
  - a) **Making paper bags and other packages** of eco-friendly material (recycled fibre, paper, jute)
  - b) **Packing tea:** Two –pronged approach:
    - i) Trainees will be learning how to pack tea outsourced from tea companies, so no sales-related skills are involved in training.
    - ii) Trainees will be packing tea with a view to selling the packets so they will need input on sales, accounts, budgets and allied skills.
2. Since the project runs concurrently to a skill development project supported by Jamsetji Tata Trust, **the survey, referred to earlier** (that will be conducted to identify markets for products, opportunities to do outsourced work and prospective open employment) will inform the identification of markets for this project.
3. Subsequent to the completion of training, **IICP will issue certificates of completion.**



4. The **setting up of a family run or individual enterprise** will be facilitated with support from IICP trainers for one-year to procure orders for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
5. **A minimum of 2 self-help groups/group enterprises** of 5 trainees and others who will act as facilitators per group will be formed with support from IICP trainers for one-year to procure a market for packets of tea/paper bags/ other packages. Support will be steadily and gradually faded out over the second year after completion of training.
6. **Seed money** will be used to support deserving family-run or individual enterprise/self-help groups to form the initial 'kitty'/ group enterprises to gain a kick-start; the monies will be returned after a specified period of time - with no interest. A committee will be set up to screen applications for seed money, make the selections and monitor the utilization.
7. **Opportunities for formal education** in IICP's National Institute of Open Schooling Unit will be provided for all those who wish to continue or take up study alongside vocational training.

#### Indicators of Achievement

**Project Duration: 2 years**

**Year 1**

- a) Meetings in low income housing areas and urban slums in will be conducted in partnership with IICP's community services partner NGOs to identify trainees from low income groups and belonging to the below poverty line category; this would involve links with ASHA and ICDS workers
- b) Selection of trainees, pre-course interviews, functional assessments with a plan for utilization of training will be completed
- c) Tea companies will be approached to ensure continuous supplies of tea for packing and sale (IICP has close linkages with a range of tea companies).
- d) Survey data and visits to prospective clients will be made to identify shops, businesses and markets in select areas as defined above to procure orders for paper bags and other types of packaging.
- e) Training will be imparted for 2 hours a day, five days a week over 10 working months
- f) In addition, 5-hours a week on social and employability skills and basic financial and marketing literacy programmes will be included for trainees - with options to include a family member.
- g) Training on forming self-help groups, microfinance and entrepreneurship will be provided.
- h) Information about rights, entitlements and facilities available for persons with disability will be given and facilitation for procuring disability cards will be provided.

## Year 2

- a) The IICP placement team will help the formation of individual/family/group enterprise and will link the trained adults with the 'clients' placing orders and will support the individuals/group by (a) monitoring quality and (b) timely delivery of orders.
- b) Monthly visits will be made for the first six months; quarterly visits for the next six months.

### 2.3. Perceived Outcomes

The outcome of the project would be at the individual level, family level and in the community level

- a) Individual level - learning a skill will lead to higher self-esteem and confidence building. The individual will obtain an opportunity to be a responsible and productive member of the family and society.  
*Measured by: numerical data of number of trainees, attendance, course work, certificates; before and after training assessment and profiles; comparative income levels during training and one year after training;*
- b) Family level - alleviation of long term stress, worries and anxiety of family members and opportunity within the family and scope to demonstrate skills and talent of persons with disability to others. Better understanding within the family and outside.  
*Measured by: pre and post course interviews with key family members*
- c) Community level - Increased visibility of the trained person in the larger community and change of others' perception.  
*Measured by number of self-help groups formed; community linkages; details of orders from the community*
- d) Policy Level – this project will be innovative and informative for both policy makers and programmes about inclusive training and income generation

### 3. LINK WITH NULM AND INNOVATIVENESS

In sync with NULM guidelines, this project focuses on poor and marginalised persons from low income groups and living in low income housing and urban slums. It provides scope for marginalized persons with disability and others without disabilities but equally disadvantaged through poverty to develop skills with a potential to improve the quality of life. These skills will be then be used for purposes of generating sustainable livelihoods.

The innovativeness of this proposal lies in two major facts:

First, it is inclusive in that it is targeted at both persons with disability and persons without disability.

Second, it includes within the fold of social uplifting and mobility a group with a history of discrimination and segregation leading to prejudice, pre-conceived notions and poor expectations and a complete disregard for potential productivity – adults with disability. Behind every person with a disability, there is a family that is also disabled through the ignorance and negative attitudes that prevail in the community. This project focuses on individuals but the impact will be far greater.

**ESTIMATED BUDGET (as per NULM guidelines):**

**TOTAL COST: Rs. 8, 50, 000**

**Year 1**

Visits for procuring orders	INR 10,000	
30 trainees' cost of training @ Rs. 18,000*	INR 5, 40,000	
30 trainees' stipends for travel @ Rs. 500 per month (10 months)	INR 1, 50,000	
Total		7, 00, 000

**Includes all costs of trainers and training material**

**Year 2**

Seed Capital	INR 1, 00,000	
Post training mentoring	INR 50,000	
Total		1, 50,000



সূডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ  
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA- 85/2014/ 1495

তারিখ 27-08.2014

From : Director, SUDA &  
Mission Director, WBSULM

To : Shri B.K.Agarwal,  
Joint Secretary to the Government of India,  
Ministry of Housing & Urban Poverty Alleviation (UPA Division),  
Nirman Bhavan,  
New Delhi – 110 011.

**Sub: Approval of a project on “Skill Training of Persons with Disabilities in Kolkata, West Bengal ” under Innovative & Special Projects component of NULM**

Sir,

In reference to your D.O. letter No.K-14014/42/2014-UPA dated 08.08.2014 to Principal Secretary, Municipal Affairs Department, Govt. of West Bengal; I am directed to request you to kindly send us with a copy of the project proposal submitted to the Ministry by Indian Institute of Cerebral Palsy on “Skill Training of persons with disabilities in Kolkata, West Bengal”. This will provide an opportunity to WBSULM to examine various aspects of the project proposal after obtaining views of the concerned ULB and send its recommendations / comments to National Mission Directorate, NULM.

Yours faithfully,

*WJ* 27/8/14  
Director, SUDA

&

*ME* Mission Director, WBSULM

SUDA- 85/2014/ 1495 /1(2)

27-08.2014

Copy for information to:-

1. The P.S. to the Principal Secretary, Municipal Affairs Department, Govt. of West Bengal.
2. Municipal Commissioner, Kolkata Municipal Corporation.

*WJ* 27/8/14  
Director, SUDA

&

*ME* Mission Director, WBSULM

बी. के. अग्रवाल, आई.ए.एस.  
B. K. AGARWAL, I.A.S.

Tel. : 011-2306 1630  
Telefax : 011-2306 3549  
E-mail : brijkumar.mhupa@nic.in



संयुक्त सचिव  
भारत सरकार  
आवास और शहरी गरीबी उपशमन मंत्रालय  
निर्माण भवन, नई दिल्ली-110 011

JOINT SECRETARY  
GOVERNMENT OF INDIA  
MINISTRY OF HOUSING  
& URBAN POVERTY ALLEVIATION  
NIRMAN BHAWAN, NEW DELHI-110 011

DO. No. K-14014/42/2014-UPA  
Dated: 8<sup>th</sup> August 2014

Dear B.P. Gopalika

*Admission*  
*h 21/8/14*

The National Urban Livelihoods Mission (NULM) has a component of "Innovative & Special Projects" (I&SP) under which novel initiatives in the form of innovative projects will be promoted. The objective of projects under this component will be to implement a time-bound programme to demonstrate an approach for sustainable urban poverty alleviation efforts. As per the guidelines, projects under this component have to be submitted to the Ministry through the State/UT Government. A copy of the Operational Guidelines for Innovative & Special Projects under NULM is enclosed herewith. The same can also be downloaded from the website [http://nulm.gov.in/PDF/NULM\\_Mission/ISP\\_Guidelines.pdf](http://nulm.gov.in/PDF/NULM_Mission/ISP_Guidelines.pdf).

2. Innovative/special projects may be undertaken on a partnership mode involving CBOs, NGOs, semi-government Organisations, private sector, industry associations, government departments/agencies, urban local bodies, national/state/ city resource centres or international organisations. We feel that through this component of NULM, focus should be placed to address livelihood issues of most vulnerable sections like physically challenged, rag pickers, domestic workers, rickshaw pullers, sanitation workers and other such vulnerable groups. You are requested to send project proposal under this component.

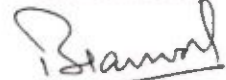
3. I may also inform that a meeting to discuss the nature of projects under this component of NULM was held on 11 June 2014 in New Delhi with various organisations working in the field of livelihoods for most vulnerable sections of the poor. These organisations have now submitted preliminary proposals to the Ministry. Enclosed is the following proposal received for implementation in your state:

- a. Skill Training of Persons with Disabilities in Kolkata, West Bengal (proposed by Indian Institute of Cerebral Palsy)

4. In this background, a meeting has been scheduled for 2<sup>nd</sup> September, 2014 at NBO Conference Hall, Room 120-G, Nirman Bhawan, Maulana Azad Road, New Delhi 110011 at 10:30 am to discuss these proposals and take opinion of the States. You are requested to kindly make it convenient to attend the meeting or depute the NULM Mission Director and the representative from concerned ULBs to attend. A line in confirmation may be sent to [dsupa-mhupa@nic.in](mailto:dsupa-mhupa@nic.in) and [ruchi.snpupr@gmail.com](mailto:ruchi.snpupr@gmail.com).

With regards

Yours Sincerely



(B. K. Agarwal)

**Shri B.P. Gopalika**

Principal Secretary (Municipal Affairs)

Govt. of West Bengal

Writers Building, Kolkata – 700 001

Tel: 033-22143678, Fax: 033-22143632

Mob- 09831105812

Email: [psecy-ud-wb@nic.in](mailto:psecy-ud-wb@nic.in)

Copy to:

1. State Mission Director
2. CEOs/Commissioners of concerned ULBs;
3. All relevant NGOs / Implementing Agencies





Manindra Nath Pradhan <wbsudadir@gmail.com>

03 (50)  
Admission

Pi put up

26/8/14

## Meeting of Proposed Projects under I&SP Component, NULM

Ruchi Khurana <ruchi.snpupr@gmail.com>

Thu, Aug 21, 2014 at 11:15 AM

To: wbsudadir@gmail.com

Cc: Shivani Manaktala <shivani.snpupr@gmail.com>

**K/Attn: Shri M.N Pradhan, Director, State Urban Development Agency, Government of West Bengal**

Dear Sir,

This is regarding the Innovation & Special Projects component under the National Urban Livelihoods Mission (NULM) that will promote various innovative projects that can demonstrate sustainable urban poverty alleviation efforts. A meeting was held on 11.7. 2014 wherein the nature of such projects was discussed with NGOs working closely in livelihoods for the most vulnerable sections of the poor. These NGOs have now submitted their proposals to the Ministry of Housing and Urban Poverty Alleviation.

We will be holding a follow up meeting on the proposal received from your State wherein the NGOs will make a detailed presentation to the respective State representatives and ULB officials. We request you to participate in this meeting scheduled for 2 September from 10:30 am onwards in NBO Conference Room No. 120 G, Nirman Bhawan.

The proposal received from your State includes:

1. Skill Training of Persons with Disabilities in Kolkata, West Bengal (proposed by Indian Institute of Cerebral Palsy)

Please acknowledge this email and confirm your presence latest by 27 August. The letter sent to the State Secretary for this meeting is attached for your ready reference.

Kind regards

Ruchi Khurana

Knowledge & Learning Specialist

Go-DFID Project, Support for National

Policies for Urban Poverty Reduction

Ph No: 9891648811

**West Bengal.pdf**

1015K

To  
Admission  
26.8.14

## OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS (I&SP)

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### Introduction

1. In keeping with the mission's need to learn from, support and inculcate innovative initiatives, the National Urban Livelihoods Mission (NULM) will promote novel approaches in the form of innovative and special projects. The objective of projects under this component will be to implement a time-bound programme to demonstrate an approach that is likely to have wide implications for sustaining urban poverty alleviation efforts
2. A project taken up under this component may include pioneering approaches, innovations to strategies under NULM, or catalysing efforts in geographical areas where these have not been undertaken before. These projects may also include activities not possible to address through the normal course of NULM implementation. Further, special projects to address livelihood issues of most vulnerable sections like physically-challenged, rag pickers, domestic workers, rickshaw pullers, sanitation workers and other such vulnerable groups may also be taken up.
3. Innovative / special projects may be undertaken on a partnership mode involving CBOs, NGOs, semi-government Organisations, private sector, industry associations, government departments/ agencies, urban local bodies, national/state/city resource centres or international organisations.
4. The proposals for Innovative & Special Projects must be situated in the cities covered by NULM.

### Project Proposal

5. Government departments / agencies, urban local bodies, and registered bodies such as CBOs, NGOs, semi-government organisations, the private sector, industry associations, educational and/or research institutions, and national / state / city resource centres may propose projects under this component to the State/UT Government / SULM in the prescribed format at Annexure I with an advance copy of the proposal to the National Mission Directorate, NULM
6. The State Government / SULM will examine the proposal in terms of profile and experience of the agency proposing the project, justification and feasibility of the project, funding details, modalities for implementation, time schedule for completion etc., and send their recommendations/comments along with the proposal to the National Mission Directorate, NULM.

## OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS

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7. The consent of the State Government / ULB or any other agency who will be required to maintain the assets, or sustain the project after the project period is required to be produced at the time of recommending the project to the National Mission Directorate, NULM.

8. All proposals received from the State Government / SULM will also be screened by the National Mission Directorate, NULM. For projects requiring professional appraisal, the National Mission Directorate, NULM may engage an agency for this purpose, and the cost of appraisal will be paid to such agency out of the A&OE funds under NULM.

### Sanction of Projects

9. The project proposals recommended by the State/UT Governments/SULM will be considered by the **Project Approval Committee (PAC)**, constituted by the Ministry of HUPA for approval of the projects. The PAC, at the time of sanction of the project, will also prescribe the time schedule within which the project will be completed. However, this may be revised taking into account unforeseen factors or other such circumstances by the National Mission Directorate, NULM.

10. The composition of the Project Approval Committee (PAC) will be as follows:

S. No.	Designation	Membership
10.1.	Secretary, M/o HUPA	Chairperson
10.2.	Joint Secretary i/c of NULM, M/o HUPA	Member-
10.3.	Joint Secretary & Financial Advisor, M/o HUPA	Member
10.4.	Joint Secretary(JNNURM & RAY), M/o HUPA	Member
10.5.	Mission Director(s), SULM of the concerned states which have submitted proposals under I&SP component	Member(s)
10.6.	Any other person(s) invited by the Chairperson	Member(s)
10.7.	Director / Dy. Secretary i/c of NULM, M/o HUPA	Member-Convenor

11. Representatives of the agencies proposing projects may be called to make presentations or provide clarifications at the meetings of the PAC, if considered necessary.

12. The PAC may also invite technical experts and the appraisal agency as attendees to the meetings to provide inputs on the proposals received under this component.

### Funding Pattern

13. Under NULM, up to five (5) percent of the total Central Funds will be used for Special & Innovative Projects. This component will be centrally administered and no



## **OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS**

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state share will be required for the projects sanctioned under this component. The funding support for a project under this component will depend on the nature of projects and will not be subject to the funding norms under other existing components of NULM.

14. On approval of the project by the PAC, the National Mission Directorate, NULM will release the funds to the State Government / SULM for onward release to the implementing agency. The Funds will be released to the State/UT Government/SULM in appropriate number of installments as approved by the PAC. Second and subsequent installments will be released only after submission of Utilization Certificate for at least 75% of the funds already released.

15. A bi-partite agreement will be signed for the implementation of the project between the concerned State Government (SULM) and the agency undertaking the project. This agreement must have clear project outputs and deliverables, and must clearly indicate payment milestones. A sample agreement is given at **Annexure II**; this may be modified to suit the context of the project approved.

16. The SULM will be required to maintain a separate account for funds released under this component. As funds released to the State/UT Governments/SULM under this component are meant for particular projects, therefore the release of Grants-in-Aid to States for implementation of other components of NULM will not depend on the utilisation of funds released for projects under I&SP component.

17. Audit of the approved I&SP project is required to be carried by an Auditor (Chartered Accountant) appointed for the purpose. The audit may preferably be done through a Chartered Accountant empanelled by the CAG or the Income Tax Department.

18. The interest amount accrued on the deposits of the I&SP Project funds in Banks at State and Implementing Agency levels shall be treated as part of the Project funds and shall be utilized on Project activities only. Accordingly, the interest earned on funds should be shown separately and should be added to the available funds while claiming subsequent installments.

### **Monitoring & Evaluation**

19. The implementing agencies shall report quarterly progress in formats prescribed from time-to-time, indicating achievements and any key issues in implementation. Whenever the outcome of the projects is in terms of coverage of

## OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS

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beneficiaries, the number of women beneficiaries should be separately reflected in the project proposal and progress reports.

20. On completion of the project, the implementing agency shall submit a report on the implementation, learning and suggestions for scaling-up and incorporation of the learning into NULM State Government and NULM Mission Directorate.

21. Normally, project proposals will have a provision of evaluation by a professional agency on completion of the project. The cost of evaluation will be incorporated in the project cost itself. However, for the purpose of evaluation of these projects, the National Mission Directorate, NULM may also engage a separate agency if needed and the cost of evaluation will be paid to the selected agency from out of A&OE funds under NULM.

FORMAT FOR THE SUBMISSION OF PROPOSALS

**PART I: PROJECT SUMMARY**

1. Name of the Project:
2. Name of the city and state in which this project will be implemented:
3. Project Objectives:
4. Project period:
5. Background of the project & features which make it special / innovative:  
*[include here the justification for why the project is being proposed as innovative or special project]*
6. Details of the target beneficiaries to be covered by this project:
  - a. Total number of beneficiaries to be covered:
  - b. Profile of the beneficiaries: *[these may be SCs, STs, minorities, female-headed households, persons with disabilities, the destitute, migrant labourers, and especially vulnerable occupational groups such as street vendors, rag pickers, domestic workers, beggars, construction workers, etc.]*

**PART II: IMPLEMENTING AGENCY DETAILS\***

7. Name of the Implementing Agency:
8. Name & Contact details of the Representative, Implementing Agency:
9. Legal status of the Implementing Agency:  
*[e.g. registration status and details]*
10. Last 3 years audited financial statements (in annexure):
11. Bank details of the Implementing Agency to which funds are to be released:
12. Experience of the agency in implementation of similar projects:  
*[\*include a detailed profile of the implementing agency in annexure to the proposal]*

**PART III: PROJECT IMPLEMENTATION & MONITORING DETAILS**

13. Project Strategy: *[Specify here the manner in which the project will achieve the goals and key outcomes proposed]*
14. Key outcomes of the project:  
*[specify here the expected benefits / impact of the project in terms of indicators such as increased reach of social mobilization, increase in income of the target group, increased retention in jobs of the target group, sustainability of enterprise of the target group, increased reach of credit facilities to the target group, increase in efficiency (time and cost), , etc.]*
15. Role of partner agencies (if any):  
*[this could include line departments, NGOs and any other stakeholder institution – clearly indicate their responsibilities and their impact on the project]*
16. Modalities for implementation of the project:  
*[describe here how various inputs such as technical inputs, raw materials, infrastructure development, marketing, training, etc., will be secured and managed]*
17. Benchmark survey for indicators on the basis of which the project would be implemented, monitored and evaluated
18. Quarter-wise Action Plan / Milestones for implementation:



## OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS

19. Consent of the State Government / ULB / Other relevant agency who will be required to maintain assets / sustain the project after completion of the project:

### PART IV: FUNDING DETAILS

20. Estimated total project cost:

*[Please include in an annexure to this, a detailed budget statement indicating all (sub-) components of the project. Separate details of capital expenditure, funding of machinery and equipment, construction costs and HR costs as applicable must be included.]*

21. Per capita cost for beneficiaries being covered:

22. Economic viability of the project (where applicable):

*[include the report in annexure to the proposal where applicable]*

23. Whether partial funding for this proposal is being sought from other sources?

If yes, kindly provide details:

24. Whether the project, or part thereof, has been submitted to any other agency?

If yes, the results thereof. If the project or its part has/had been rejected, the reasons should be indicated clearly.

*[If the project is partially being funded by another agency, then a letter certifying that funding has been received / is likely to be received. If not, then a self-attestation by the agency that additional funds are not being sought and will not be sought for the project]*

25. Funding milestones proposed:

Installment No.	Installment %	Installment Amount	Milestones against which installment is to be released	Expected date of completion of milestone
(1)	(2)	(3)	(4)	(5)

### PART V: PROJECT LEARNINGS

26. Expected project learnings to be recommended to NULM:

*[include here key lessons that the project would like to demonstrate to NULM and features from the project that can be recommended for inclusion after the project completion]*

27. Likely issues in scaling-up the project to the rest of the country and how the project seeks to overcome this:

28. Describe how the project will be taken-up on a longer-term basis by the city and state:

*[include here details of the partnership with ULB and state governments and expected commitments including funding support required to sustain the project in the long-run].*

29. How capital assets used are to be disposed off after the project completion:

SAMPLE BI-PARTITE AGREEMENT FOR PROJECTS UNDER I&SP  
COMPONENT OF NULM

**Memorandum of Agreement (MoA)**

**Between**

**The State Government of \_\_\_\_\_**  
**Through \_\_\_\_\_ (SULM)**

**And**

\_\_\_\_\_**(Implementing**  
**Agency)**

**OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL  
PROJECTS**

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This agreement is signed on the \_\_\_\_th day of \_\_\_\_\_(month), of the Year Two Thousand and \_\_\_\_\_, between the following parties:

**State Urban Livelihood Mission (SULM), Government of \_\_\_\_\_**, (which expression shall, unless repugnant to the context of its meaning thereof, include its successors, nominees and assignees), located at \_\_\_\_\_(address), which has the mandate of implementing and expediting Central, State and local sector schemes pertaining to urban development, local self government, housing and urban poverty alleviation, including the National Urban Livelihoods Mission in the state of \_\_\_\_\_, hereafter referred to as the **FirstParty**;

**AND**

\_\_\_\_\_, (which expression shall, unless repugnant to the context of its meaning thereof, include its successors, nominees and assignees), located at \_\_\_\_\_(address). *<Include a brief one paragraph description of the implementing agency here>*, hereafter referred to as the **SecondParty**;

The First Party and Second Party shall collectively be known as "**Parties**" to this agreement.

WHEREAS the **First Party** is responsible for implementation of the National Urban Livelihoods Mission in the state of \_\_\_\_\_, in accordance with the requirements of the National Mission Directorate, National Urban Livelihoods Mission (NULM), Ministry of Housing & Urban Poverty Alleviation, Government of India;

AND WHEREAS the **Second Party** with expertise in the areas of \_\_\_\_\_ and \_\_\_\_\_ proposes the project to be implemented under the Innovative & Special Projects Component of the National Urban Livelihoods Mission (NULM) in the city(ies) of \_\_\_\_\_ in the state of \_\_\_\_\_;

AND WHEREAS the **Parties** agree that the activities shall be undertaken without discrimination – direct or indirect, because of, but not limited to, caste, race, ethnicity, religion or creed, status of nationality, political belief, gender, or handicapped status.

NOW THEREFORE, on the basis of mutual trust and in the spirit of mutual cooperation the parties have entered into this present Agreement.

1. **DEFINITIONS:** For the purpose of this Agreement, the following definitions shall apply:
  - 1.1. "NULM" shall mean the National Urban Livelihoods Mission;



## OPERATIONAL GUIDELINES OF NULM FOR INNOVATIVE & SPECIAL PROJECTS

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- 1.2. "NULM Mission Directorate" shall mean the implementation arm of NULM of the Government of India located within the Ministry of Housing and Urban Poverty Alleviation;
  - 1.3. "Project Approval Committee" or "PAC" shall refer to the committee constituted under the Innovative & Special Projects (I&SP) component of NULM with the mandate to approve I&SP projects and recommend their sanction to NULM;
  - 1.4. "SULM, \_\_\_\_\_" shall mean the nodal office for implementation of NULM by the State Government of \_\_\_\_\_ located within the \_\_\_\_\_, Government of \_\_\_\_\_;
  - 1.5. "Implementing Agency" shall refer to the institution / agency responsible for implementing the project under the Innovative & Special Projects component of NULM and within the terms of this agreement, also referred to as the Second Party;
  - 1.6. "Project" shall refer to the proposal approved by the PAC under the Innovative & Special Projects component of NULM;
  - 1.7. "Expenditure" shall mean the sum of disbursements made and valid outstanding obligations incurred in respect of goods and services rendered;
  - 1.8. "Assets" shall mean cash, supplies including physical assets such as constructions or purchased machinery and equipment purchased by the Second Party in the course of and with the funds of this Project;
  - 1.9. "To advance" shall mean a transfer of Assets, the accounting of which must be rendered by the Second Party at a later date, as herein agreed upon between the Parties;
  - 1.10. "Income" shall mean the interest on Project funds and all revenue derived from the use or sale of capital equipment, and from items purchased with funds provided by the First Party, or from revenues generated from Project outputs;
  - 1.11. "Site" or "Sites" shall mean the city or cities where the Project will be implemented and agreed upon in the context of this Agreement;
  - 1.12. "Reporting Quarter" shall mean a period of three (3) Reporting Months for which progress has to be reported through quarterly progress reports;
  - 1.13. "Fiscal Year" shall refer to the period between 1<sup>st</sup> April of the first year and 31<sup>st</sup> March of the year immediately thereafter the first year;
  - 1.14. (any other definitions pertinent to the context of the proposal)
2. **PROJECT:**
- 2.1. The Second Party, shall develop a detailed results-based framework for the Project subject to the terms and conditions mentioned in this agreement and Terms of Reference (ToR) attached as **Annexure I**;
  - 2.2. The result-based framework shall be developed within \_\_\_\_ days of signing of this Agreement and approved by the SULM, \_\_\_\_\_, within \_\_\_\_\_ calendar month(s) of submission. This framework shall be used to implement and monitor the project;

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- 2.3. The Project will be implemented in the following sites:  
2.3.1. (list the city / cities where the project will be implemented here)
- 2.4. The Project will be implemented by the Second Party in the sites mentioned in this Agreement;
- 2.5. The Second Party shall undertake, as per the conditions of this Agreement, the complete responsibility for the successful commissioning and implementation of the Project;
- 2.6. The Second Party shall designate its representative to act as a Focal Point of the Project, in consultation with the SULM, \_\_\_\_\_, who shall act as the overall coordinator of the Project and assume primary responsibility for all aspects of it;
- 2.7. The Second Party may be called upon by the NULM Mission Directorate and / or SULM, \_\_\_\_\_ for meetings at their respective Headquarters to discuss the progress of the Project and make presentations thereon;
- 3. DURATION:**
- 3.1. This Agreement shall come into effect on \_\_\_\_\_ (OR the date of signature of this agreement by all Parties) and shall be valid for a period of \_\_\_\_\_ month(s).
- 3.2. This Agreement may be extended by mutual consent of all Parties in writing.
- 4. PAYMENTS:**
- 4.1. A total of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) shall be paid to the Second Party by the First Party.
- 4.2. The payment will be made as per the following schedule:
- | Installment No. | Milestones | % Payment | Amount<br>(Rs. In Lakh / '000s) |
|-----------------|------------|-----------|---------------------------------|
| 1               |            |           |                                 |
| 2               |            |           |                                 |
| 3               |            |           |                                 |
| 4               |            |           |                                 |
| 5               |            |           |                                 |
- 4.3. The First Party shall ensure that payment of second and subsequent installments will be made subject to utilization of at least 75% of the payment released earlier and achievement of the milestones as explained in above table. The Second Party shall provide all necessary documentation, including Utilization Certificates, in the formats specified by the First Party as supporting proof of this fact.
- 4.4. The Second Party shall ensure that the funds provided are used for the purpose for which they were given and should not be mixed with other funds.

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- 4.5. In the event of a breach regarding the terms and conditions of this Agreement, the First Party shall be entitled to withhold subsequent installments;
- 5. GENERAL PROVISIONS:**
- 5.1. The Second Party shall implement the Project under this Agreement with due diligence and efficacy and with due regard to the judicious use of funds;
- 5.2. The Second Party shall act at all times so as to protect and not be in conflict with the interests of the First Party;
- 5.3. The First Party undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage which may be necessary or desirable for the purpose of this Agreement or personnel performing services under this Agreement;
- 5.4. The Second Party shall be solely liable for the claims by the other parties arising from the negligent acts of the Second Party to admission in the course of implementing this Agreement and under no circumstances shall the First Party be held liable for such claims by other parties.
- 5.5. In the event that the Second Party defaults on the deliverables, the First Party shall be entitled to recover the funds advanced to the Second Party as per extant rules;
- 6. RECORD, INFORMATION AND REPORTS:**
- 6.1. The Second Party shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available to it under this Agreement;
- 6.2. The Second Party shall ensure that all expenditure made is in conformity with the provisions of this Agreement and for each disbursement, adequate supporting documentation shall be maintained, including original invoices, bills, and receipts pertinent to the transaction;
- 6.3. The Second Party shall maintain a record of all Income and Assets generated under the project and make this record available to the other Parties of this Agreement on a demand basis;
- 6.4. The Second Party shall compile, furnish and make available to the First Party, any reasonable request in respect of the information and reports of services undertaken in the course of implementation of the Project by the Second Party;
- 6.5. Upon completion of the Project or Termination of the Agreement, the Second Party shall maintain all Project-related records for a period of at least four (4) years from the termination of the Agreement or completion of the Project, unless otherwise agreed upon between the Parties;
- 6.6. The Project will be monitored at the state level by the SULM, \_\_\_\_\_. The Second Party will be required to submit duly filled quarterly progress reports to the SULM in formats prescribed by the SULM, \_\_\_\_\_ no later than \_\_\_\_\_ calendar days after the end of the Reporting Quarter;



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- 6.7. On completion of the Project, the Second Party will be expected to submit a Project Completion Report no later than \_\_\_\_\_ calendar month after termination of the project. Inter alia, this report will cover:
  - 6.7.1. Achievements against the result-based framework of the Project;
  - 6.7.2. Impact assessment of the Project on the lives of the intended beneficiaries, including, where applicable, details of the improvement of their livelihood opportunities;
  - 6.7.3. Key learnings from implementation of the Project;
  - 6.7.4. Suggestions for sustainability of the Project in the Site(s) mentioned in this Agreement;
  - 6.7.5. Suggestions for scaling-up the initiative;
  - 6.7.6. Recommendations for inclusion of the initiative within the wider policy and programme implementation of NULM;
  - 6.7.7. Audited statement of funds released for the project;
- 6.8. The Project will be monitored at the national level by the NULM Mission Directorate. The First Party will be required to submit duly filled quarterly progress reports to the NULM Mission Directorate in the prescribed format no later than 15 calendar days after the end of the Reporting Quarter;
- 6.9. The Parties agree that all records, information and reports generated by the Second Party in the course of implementing this Agreement will be the Intellectual Property of the NULM Mission Directorate and the permission to use any such material generated must be confirmed in writing by the NULM Mission Directorate;
- 6.10. The Second Party agrees to indemnify the NULM Mission Directorate and the First Party against all claims and damages for any infringement of any Intellectual Property Rights while providing their services under the activities covered under this Agreement;

### 7. TERMINATION OF THIS AGREEMENT:

- 7.1. This Agreement shall be deemed to be "Terminated" if the duration of the Agreement has ended without further extension of the period of the Agreement or if any of the Parties have terminated the agreement by mutual consent in writing subject to paragraph 7.2 of this Agreement;
- 7.2. If the Second Party terminates the Agreement in writing prior to the completion of the duration of the Agreement, the Agreement will be deemed to be "Terminated" only upon subsequent written confirmation of the same by the First Party
- 7.3. Upon such termination, the Second Party shall submit to the First Party all records, information and reports specified in Section 6 of this Agreement
- 7.4. None of the Parties to this Agreement shall be held responsible for non-fulfilment of their obligations under this Agreement due to the exigencies of one or more of **Force Majeure** events such as, but not limited to Floods, Earthquakes, Strikes, Lockouts, Epidemics, and Riots, provided that on the occurrence and cessation of such an event(s), the affected Parties shall give

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notice in writing to the other Parties within \_\_\_\_ calendar days of the occurrence and cessation of such an event(s). In such an event(s), the Parties will be expected to re-negotiate the timelines of this Agreement and agree upon the revised timelines in writing.

8. **DISPUTE:** This Agreement shall be governed by the Laws of the \_\_\_\_\_. In respect of all matters arising out of or relating to this Agreement, the courts at \_\_\_\_\_ shall have exclusive jurisdiction

**IN WITNESS THEREOF** the representatives of the Parties to this Agreement being fully authorised have hereunto signed in their respective names and have executed these present this \_\_\_\_\_th day of \_\_\_\_\_(month), \_\_\_\_\_(year).

**AUTHORISED SIGNATORIES**

For an on behalf of the State Government of \_\_\_\_\_

Through \_\_\_\_\_ (SULM), as  
**the First Party**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

For an on behalf of \_\_\_\_\_

(The Implementing Agency),

**as the Second Party**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**In the presence of the following two witnesses**

Witness 1 signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Witness 2 signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**ANNEXURE 1:** Include here the Terms of Reference of the Project