



**F. No. 2/38(2)/2017-FC**  
**Government of India**  
**Ministry of Minority Affairs**

**11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhavan,**  
**CGO Complex, Lodhi Road,**  
**New Delhi – 110003**  
**Dated: 23<sup>rd</sup> March, 2018**

To

The President/Secretary,  
Srijan Sansthan,  
Opposite Multipurpose school,  
Guljar Bagh Colony, Bharatpur,  
Rajasthan  
(srijansansthan@rediffmail.com)

**Subject: - Tentative Selection of Coaching Institutions/organizations and allocation of coaching programme for 2017-18 to the coaching institutions/organisations empanelled under Free Coaching & Allied Scheme.**

Sir/Madam,

I am directed to say that your proposal for empanelment and allocation under “Free Coaching and Allied Scheme for the candidates belonging to Minority Communities” has been considered in the Ministry by Selection Committee constituted for this purpose and to inform that your Institute has been selected tentatively for imparting coaching to candidates belonging to the notified six minority communities i.e. Muslim, Christian, Sikh Buddhist and Parsis as per details given below:

S. No.	Name of the State/UT	District/ Centre Selected	No. of Students Allotted	Course Allotted	Duration of coaching programme
1.	Rajasthan	Karauli	50	Group B	4 Months x 4 Hours*

(\*excluding Sundays and Gazetted Holidays)

- The institute/organization shall ensure adequate publicity of the Free Coaching for inviting students for admission through print and electronic media in newspapers (Hindi/English and Local language) in addition to other measures. The advertisement should be issued clearly indicating the duration of course, rate of stipend payable to students (Rs. 2500/- per month for outstation local students) and annual family income ceiling of Rs. 6.00 lakh.
- The organization will make all out efforts to ensure selection of minimum 30% quota of seats for girls in coaching programme.

4. The list of selected students is to be furnished to this Ministry in the prescribed proforma, within 45 days of issue of allocation letter. The list of students will also include the following information:-

- (a) Aadhar Number of the student.
- (b) Bank Account Number with IFSC Code.
- (c) Mobile Number of the students/any other family number.
- (d) Email Id of the student.

The list of the selected students with complete details should be uploaded on the website of the coaching institute/organization. Website address may be furnished to the Ministry alongwith the list of candidates selected for coaching. The list of selected students/candidates may be submitted in alphabetical order alongwith photographs of the students.

5. The institute shall impart the coaching only for the course allotted at the selected centre of the coaching institute/organization. For any deviation relating to change of centre and course of the coaching programme, the institute/organization must take prior permission of this Ministry

6. The stipend amount will be paid to the students by the institute through PFMS gateway using the Aadhar link based payment if available. If a student does not have the Aadhar number and Bank Account number it will be the responsibility of the organization to get the same for the student and get the Bank Account number seeded with Aadhar of the student.

7. All the institutes/organizations shall compulsorily register the attendance of the students through Bio-metric attendance system to be arranged by the concerned institute at their own cost.

8. The students only having attendance 80% & above will be eligible for receiving the stipend amount. Students/Candidates covered under the scheme shall have to attend all classes. In the event of any student remaining absent for more than 15 days, without any valid reason or leaving the coaching midway, the entire expenditure incurred on the candidate will be recovered from the institute/student/candidate concerned.

9. The institute will develop a facility for online monitoring of the video recording of the classes during the coaching programme at their own cost, which would be integrated on their Web Portal

**or**

The institute will keep the Digital Video Recording (DVR) of the classes conducted for at least 3 months after the completion of the coaching programme or till inspection is carried out and will provide the same if asked by the Inspecting authority/Ministry.

10. Coaching Fee reimbursable as stipulated in scheme guidelines for Group B courses will be maximum of Rs. 30,000/- per candidate or as per actual and for Group C/ B.Ed/JBT entrance etc. will be maximum of Rs. 20,000/- per candidate or as per actual.

11. The coaching organization should maintain a separate Saving Bank Account in respect of this programme and make all expenditure relating to this coaching programme from this account only and the organization will ensure that all payments should be made through electronic transfer. No payments of above Rs. 5000/- should be made in cash

12. Further, it is requested that PAN/TAN/TIN No. of your institute and Bank authorization letter in the prescribed proforma containing Bank details duly verified by the Bank Manager on their letter head and seal along with IFSC code of the Bank branch be furnished.

13. 1st installment (i.e. 50%) of the total grant sanctioned for the Coaching Programme would be released only on receipt of the following documents for release of 1<sup>st</sup> installment:

- (i) Copy of advertisement in local newspaper inviting applications from eligible students/candidates from the minority communities.
- (ii) Bank Authorization letter duly verified by the Bank Manager on their letter head.
- (iii) An undertaking to the effect that the institution has not received any other grant for the same purpose from any other Ministry/Department of the Government of India, State/UT Government and any other Government/Non-Government organization.
- (iv) List of selected students in format-III in alphabetical order.
- (v) NITI Ayog Registration.
- (vi) Copy of Rent Agreement, if any.
- (vii) Bond in prescribed format.
- (viii) Certificate accepting the terms and conditions laid down by the Ministry of Minority Affairs.
- (ix) Tentative date of commencement and termination of the coaching programme.
- (x) An undertaking that the institute shall utilize the funds for the specified purposes only. In the event of acting in contravention of this condition, it will refund the amount received with 10% penal interest and any other action deemed proper by the Government of India.

14. In case the proposal for empanelment has been sent on the recommendation (Part-IV) of District Minority Welfare Officer or equivalent officer, the coaching organizations/institutions will ensure that the recommendation in (Part-IV) duly recommended by State Government ( Department of Minority Welfare) / District Magistrate/District Commissioner/District Collector must be sent to the Ministry at the earliest. Release of 1<sup>st</sup> installment will be processed only after receipt of the recommendation from the competent authority as mentioned above.

15. The Institute should ensure that outcome of the Coaching programme allotted should not be less than 15% in case of Group B & C Services.

16. The organization shall maintain its website mandatorily. The organization will upload the schedule of coaching programme including the commencement date and termination date with the address of the venue where the coaching are conducted and inform this Ministry also.

17. Organization shall intimate the batch-wise/Location-wise dates of commencement and ending date of coaching to District Minority Welfare Officer or equivalent officer in the District/State with a request to inspect the coaching centre during the currency of the coaching programme.

18. The Inspection Report (in original) will be sent directly to the Ministry by the concerned Authority/ District Administration. Each page of Inspection Report be signed by the concerned Inspecting authority and annexure to the inspection report including list of students be duly verified by the inspecting authority.

19. The institute shall be solely responsible for ensuring that only meritorious students fulfilling eligibility criteria are admitted for coaching programme.
20. The Coaching organization /institution shall submit a certificate accepting all the terms and conditions laid down by the Ministry of Minority Affairs and furnish a Bond with two sureties in the name of the competent authority responsible for actual implementation of the scheme and also responsible for furnishing of accounts of the grants sanctioned.
21. The coaching institute will ensure to complete the syllabus of coaching programme by the scheduled date of competitive examinations.
22. The Coaching institution will also be required to take an affidavit from the student that they have not taken benefit earlier under this scheme or any other similar scheme funded by the Government.
23. The organization/institution must have registered at NITI Ayog Portal and submit the registration details alongwith other documents for release of grants under the Free Coaching and Allied Scheme.
24. The organization/institution are advised to go through the scheme guidelines which is available on the Ministry's website i.e. [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in)

Yours faithfully,



(Suresh Yadav)

Under Secretary to the Government of India

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Copy to :

1. District Minority Welfare Officer, Department of Minority Affairs, Karauli, Rajasthan