

# NATIONAL HUMAN RIGHTS COMMISSION

## PROFORMA FOR ORGANISING TRAINING PROGRAMME ON HUMAN RIGHTS ISSUES

1. Name of the Institution/Organisation :
2. Credibility/Status of the Institute/Organisation NAAC Status of University/College (including latest one)
3. Theme of the Training Programme :
4. Proposed Date :
5. Venue :
6. Details of the Institute/Organisation:
  - a) Name :
  - b) Address :
  - c) Telephone No. :
  - d) Fax No. :
  - e) Mobile No. :
  - f) E-mail :
  - g) Website :
7. Broad aims and objectives of the Institution/Organisation:
8. Aims, objective and methodology of the proposed Training Programme :
9. Impact of the Training Programme:
  - a) Short Term
  - b) Long Term
10. Name and Designation of the Convener for the Training Programme (with contact no.)

11. Bank details of Office Bearer authorized to receive Financial Assistance from NHRC:
  - i. Name of the Account Holder (*as appearing on the cheque*)
  - ii. Name of Bank
  - iii. Name of Branch (*as appearing on the cheque*)
  - iv. Account Number (*as appearing on the cheque*)
  - v. Account Type (*Saving/Current*)
  - vi. MICR Code (*9 digit code no. of the Bank & Branch*)
  - vii. IFS Code

(submit a cancelled cheque OR copy of cheque)
12. Resource Persons identified for the Training Programme (Name, Designation, Address & Contact No.)
13. Number of participants :
14. Reading/training materials to be given to the participants.
15. Broad details of the total Estimated Expenditure (See norms as per NHRC Training Guidelines)
16. Institution/Organisation share in financial terms in the proposed training programme.
17. Financial Assistance required from NHRC.
18. Source(s) other than NHRC from whom assistance for the proposed training programme is sought and extend thereof. (Note: the Institution/Organisation shall not accept assistance for the same training programme from sources other than NHRC, except with the consent of the NHRC for which details justification should be provided in this column)
19. Any previous training programme conducted in partnership and financial assistance from UN Organisation, Govt of India/State Govt/ Autonomous body, any other reputed agency.
20. Any similar proposal submitted to any other organization for financial assistance and, if so, whether any assistance has been received/expected to receive.
21. Previous programme (s) conducted in collaboration with the NHRC or SHRC :

S.No.	Date	Theme	No. of Participants

## UNDERTAKING

1. We undertake to submit to the Commission a detailed report of the Training programme along with a certified statement of account of total expenditure incurred and also the utilisation certificate of assistance received from the NHRC, within a month of organizing the training programme.
2. We undertake to refund the amount of financial grant if for whatever reason the training programme fails to be held on the stipulated date within one month of such date. In case the programme is deferred due to some unforeseen reason, consent of the Commission should be obtained for conducting it in a later date.
3. We undertake that the facilities provided by the Institution/Organisation and funded by assistance from the Commission shall be made available to the participants free of charge i.e. no contribution or fees shall be charged from the beneficiaries.
4. We undertake that no assistance will be utilised for any asset/assets of the Institution/Organisation.
5. We undertake that the funds shall not be used for any political or religious propaganda.
6. We undertake to meet the additional expenditure out of our own resources in the event of the expenditure exceeding the estimated expenditure initially indicated to the NHRC. If however, the entire funds provided by the NHRC are not utilized, the unutilized amount shall be refunded to the Commission within a month after conducting the training programme.
7. We undertake that the funds shall be spent exclusively for the purpose for which they are released.

## CERTIFICATE

**We certify that the information given above is correct and any suppression of facts, mis-statement or false information furnished will, besides such other actions as may be deemed appropriate, render the institution:**

- a) *liable to refund the assistance already sanctioned;*
- b) *make it ineligible for further assistance.*
- c) *The organization is not black listed by any agencies. Also certified that the Institution/Organisation has not been involved in any kind of litigation debarring it from receiving outside assistance.*

**2. It is undertaken that the Institution/Organisation will abide by the conditions stipulated in Sl. Nos. 1 to 7 above.**

**3. We understand further that the decision of the Commission as regard eligibility and quantum of assistance shall be final.**

**Place:  
Dated:**

*Signature(s) and seal  
of authorized Officer bearer(s) of the  
Institution/Organisation. Name and designation*