

**File No.**

**Date:**

To,

\_\_\_\_\_  
\_\_\_\_\_

Subject: Financial assistance from National Sports Development Fund to -----for training in preparation of Rio Olympic Games, 2016.

Dear -----,

I am directed to refer your application for financial assistance under TOP Scheme received through -----dated -----, 2016 regarding your training and competition plan in preparation of Rio Olympics, 2016.

The competent authority has considered your request for financial assistance of Rupees ----- for your training in preparation for Rio Olympic Games, 2016 as per the decision taken/norms approved in the Meeting of the Executive Committee of NSDF held on ----/ Sub-Committee Meeting held on ----- . The details of financial assistance approved is furnished below:-

Sl. No.	Items	Amount approved for -- days training in --
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
<b>Total Expenditure in Euro</b>		
<b>Total Expenditure in Rupees</b>		
<b>Grand total</b>		
<b>(Exchange rate - -----approx.)</b>		

3. Approval of the competent authority is hereby conveyed for release Rs. -----/- (90% of sanctioned amount of Rs. -----/-) as advance.

An amount of Rs. -----/- (Rupees -----only) towards your training and competition plan till Rio Olympics, 2016 is being remitted to your accounts.



5. You are required to comply with all the terms and conditions stipulated by the Ministry of Youth Affairs & Sports as mentioned below:-

- a) You are required to book your air tickets either online or through M/s Balmer Lawrie & Co. Ltd.
- b) The amount sanctioned shall be utilized only for the purpose for which it is sanctioned and unspent balance, if any, shall be refunded immediately after the training. A certificate to the effect that the amount has been utilized for the purpose, for which it was sanctioned, is also to be submitted.
- c) You are required to comply with the provisions and terms & conditions stipulated in the 'FAQ' and 'Athletes Grant Agreement' provided to you.
- d) You are required to submit performance/evaluation report from the Institute/Coach, profile of resource persons and statement of accounts; the statement of accounts should be supported by Vouchers/Bills/Receipts and other supporting documents like air tickets and boarding passes etc. in original in respect of the total expenditure as per the rates approved for each item for final settlement of accounts within 30 days of Rio Olympics being over. The procedure has been detailed in the FAQ.
- e) "This assistance/grant is out of the block grant from the National Sports Development Fund (NSDF) under TOP Scheme".
- f) Specimen / Format for Self Certification and Utilization Certificate (UC) is attached at **Annexure – I & II**

Yours Sincerely,

( )  
Project Officer (TEAMS)

Copy to:

1. The Director (Sports)& Member Secretary – NSDF, Ministry of Youth Affairs & Sports, Shastri Bhawan, New Delhi.
2. Concerned Regional Director, SAI.
3. The Secretary General, NRAI.
4. DDO (HQ), SAI.
5. PO (MOC), SAI.
6. PO (NSDF), MYA&s.
7. PPS to Secretary (Sports), MYA&S.
8. AD to DG, SAI.
9. PS to Joint Secretary (Sports), MYA&S.
10. PA to ED (TEAMS)



Annexure-I

Ministry of Youth Affairs & Sports  
(National Sports Development Fund)

CERTIFICATE

This is to certify that I, (Name) ....., had undergone training / competition / taken support services / equipment / others ( pl specify ..... ) during the period from ..... to ..... and spent a total amount of ( INR / USD / Euro ) ..... on the same.

2. The details of the same are as follows :-

- (i) Name of the Institute/Training Centre, Place and Country)
- (ii) Name of the Coach.....

3. Details of Expenditure

S. No.	Item / support required	Period of support (Mention dates/Month)	Rate	Qty.	Amount	Page No. of supporting document

Note : To indicate the names of the support persons and the number of days of such services against each category

4. It is certified as follows:

(i) It is confirmed that assistance requested above has not been received/ requested from any other source and as such there is no duplicacy of assistance for the same item.

(ii) I have actually incurred the above expenditure and the rates for the same are reasonable and competitive and the same was done for my preparation for ..... event (Olympics / Paralympics 2016) .

(iii) I undertake that nothing stated in this document is false. I certify that the Institute for training and coaches, support personnel, etc. are of the desired standard. The rates indicated are genuine. If at any stage, it is found that the information given by me is incorrect, the amount released to me may be recovered and I may be barred from any NSDF assistance in future. I may also not be considered for any sports award or cash award."

(iv) Utilization Certificate for the above amount is enclosed

(Name & signature of the Athlete)  
Date & Place

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FORM GFR-19  
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FORM GFR 19-A  
[ See Rule 212 (1) ]

Form of Utilization Certificate

Sl. No.	Letter No. and date.	Amount
	Total	

Certified that out of Rs. .... of grants-in-aid sanctioned during the year ..... in favour of ..... Under this Ministry/Department Letter No. given in the margin and Rs. .... on account of unspent balance of the previous year, a sum of Rs. .... has been utilized for the purpose of ..... For which it was sanctioned and that the balance of Rs. .... remaining unutilized at the end of the year has been surrendered to Government (*vide* No. ...., dated .....) will be adjusted towards the grants-in-aid payable during the next year .....

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

*Kinds of checks exercised*

- 1.
- 2.
- 3.
- 4.
- 5.

Signature .....

Designation .....

Date .....