

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 8572-F

Kolkata, the 3<sup>rd</sup> September 2009

**Memorandum**

*Sub: Financial Assistance to the Clubs of Government Employees for the year 2009-2010.*

The undersigned is directed to say that the application for grants from Government Employees' Clubs only will be considered, if these reach this Department by dated 30-11-2009 at the latest along with the recommendation of the Head of Office/Department. The application received after the date as fixed will not be considered.

2) Before forwarding the application of any club along with the statement appended herewith duly filled in, the forwarding Officers should be satisfied that the club is eligible for the grant with reference to the under noted conditions :-

i) The number of members (including subscribes) for the Club/Institute as have been stated in the application is sufficient to justify grant.

ii) The members of the Club raise subscription from among themselves to fulfill the objectives of the Club and the rate of subscription raised by the club from the members has been stated in the application.

iii) The account of the Club is audited annually by a responsible Officers who is not a member of the Club.

iv) The grants received by the Club from other sources/this Department in the last year/previous year were utilized properly for the purpose for which these grants were sanctioned.

v) The Club has an Executive Body and/or a Secretary to run it smoothly.

vi) The required amount of grant and the specific purpose for which the grant is required has been stated.

vii) The specific recommendations of the Head of Office/Department has been furnished.

viii) The club authorities must mention whether the Club has a Building/Library/Permanent stage for the article performance.

ix) The Club authorities have agreed to abide by the conditions of the grant and the maintenance

of accounts of the Club.

x) The club is a representation one. No application for grant from the Clubs running concurrently at the same premises or buildings or at the same sanction will be ordinarily considered. If there are more than one clubs at the same premises/buildings/Stations attempts should therefore be made coordinate themselves for the purpose of receiving grants.

3) The forwarding officers should invariably furnish a certificate to the effect that the amount, if any, received by the Club previous year has been utilized for the purpose for which it was sanctioned having due regard to the audited accounts of the Club. If no such certificate alongwith the Audited Report is furnished and all the requisite particulars are also not properly furnished the application for grant will not be entertained.

4) Small Capital grants for replacement or purchase of Sports goods, stage requisites, books furnitures etc, is considered at present and to recurring grant is sanctioned.

*Sd/- S. Ghosh Deputy*

Secretary to the  
Government of West Bengal  
Finance Department

**STATEMENT SHOWING THE PARTICULARS OF THE GOVT.  
EMPLOYEES CLUB/INSTITUTION/ASSOCIATION**

1) Name & Address of the Club/Association with name of the Office and the year in which it was established :

2) Number of members of the Club/Institution/Association :

a) Subscriber :

b) Non-subscriber, if any :

3) The amount of grant received in the last year/ previous years from Govt, and the amount actually spent there from each year. An attested copy of the G.O. may be furnished. :

4) Rate of subscription raised from the members :

5) The amount of grant required in the current year and the purpose for which the amount is proposed to be spent :

6) Whether the account of the club is audited annually, if so, the audited report for the last year

should be furnished :

7) Whether the Club has a Building/Library Theatrical Stage :

8) Whether the Club has an Executive Body :

9) Whether the Club is a representative one?

Number of clubs of Government employees running at the same buildings/Station with the names thereof :

10) a) Name of Treasury of the area where the Club/Association is set up :

b) Name of P&AO (P&AO-I or P&AO-II) where the Club/Association set up inside the Kolkata area:

11) Designation of the Drawing & Disbursing Officer with address of the Officer:

12) Whether the Club has furnished : (Yes/No)

a) Recommendation of the Head of the Department/Office for the proposed amount of grant :

b) Two copies of utilisation certificate of the grant received in last/previous year :

c) Annual Audit Report of last year (showing the amount of grant received from any source):

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Signature of the Secretary/  
President of the Club

Recommendation of the Head of the Department/Office about the particulars furnished.

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Signature of the Head of the  
Department/Office