



راشٽريہ سنڌي ٻولي وکاس پريشد

NATIONAL COUNCIL FOR PROMOTION OF SINDHI LANGUAGE

राष्ट्रीय सिंधी भाषा विकास परिषद

Ministry of Education, Government of India

West Block No. -VIII, Wing-7, 1st Floor,

R.K. Puram, Sector-1, New Delhi-110066

E-mail- dirncpsl.edu@nic.in, Website- www.ncpsl.gov.in

NCPSSL- NOTICE

Celebration of Sewa Parv 2025

NCPSSL is Proposing to reimburse the financial assistance of Rs. 25,000/- of the following expenditure to Academic Institutions (**Schools/ Colleges/ Universities having intake of Sindhi Faculty members of arts, eminent artists, research scholars, Students**) those conduct 1 Day Painting workshop on theme centred around the vision of Viksit Bharat among the Sindhi Faculty members of arts, eminent artists, research scholars, Students having talent in drawing fine art to celebrate Sewa Parv 2025 (17th Sep 2025 to 02nd Oct 2025). This initiative seeks to inspire collective participation in realising the vision of a developed India by 2047, as articulated by the Hon'ble Prime Minister in compliance of Ministry of Education DO letter no. M. 11014/02/2025-CDN dated 17.09.2025.

Head of expenditures-

- 1- Free art materials (Canvas, Colours, Brushes, Sheets)
- 2- Refreshment / Food
- 3- Honorarium/ Local TA to Profession artists, Art faculty not more than Rs. 3000/- each invited for evaluation and recommendation for 1st/2nd/3rd Prize (Cash prize to be decided by jury panel to be nominated by Education Institution Head/ Principal).
- 4- Display banner/ panel and photography/videography.

Terms and condition are as under: -

- a) No advance payment will be made for organizing any activity/ event.
- b) The Academic Institution will have discretion to conduct programme at larger scale but NCPSSL will reimburse the expenditure in shape of Financial Assistance of **Rs. 25,000/-** only after completion of event
- c) Payment will be made directly to the Principal/ Head of the Govt. Schools/ Colleges only on receipt of Utilization Certificate on (**format enclosed**) from them along with bills duly certified including through PFMS on the basis of bank account details. The expenditure of Rs. 25,000/- also will be reimbursable to Private recognised Public Schools/ Colleges/ Universities subject to production of list of participant artists original bills along with the Utilization Certificate (**format enclosed**) duly certified by the registered Chartered Accountant.
- d) To ensure proper branding of NCPSSL and logos on banner and a report with photographs. Also Upload Report, Photographs and participation data on the Sewa Parv Portal.
- e) To encourage participants to upload the art work of photograph on the official web portal (<https://amritkaal.nic.in/sewa-parv.htm>) as well as share their experiences on social media platforms using the hashtag #SewaParv. All the official branding and publicity materials of Sewa Parv 2025 can be downloaded from the following Google Drive Link- https://drive.google.com/drive/folders/1CRViQvoCph9CBx_hallYWeDsCKGx-6e3
- f) Those Institution interested to conduct 01 Day Painting Workshop may treat this notice as sanction and may not wait for other formal sanction from NCPSSL due to limited time available to complete the workshop on or before 02nd Oct 2025. Only the paid Bills / TA Forms along with the Utilization Certificate from the Institution report and photographs may be sent as early as possible by complying above terms & conditions.

Dr. SB Kulkarni
Director I/C

National Council for Promotion of Sindhi Language

Requirements for Bill Submission

Subject: Mandatory Requirements for Submitting Bills/Receipts for Reimbursement or Payment

In accordance with the Government of India rules and audit standards, all officials/vendors are requested to strictly follow the below-mentioned requirements while submitting bills or receipts for reimbursement, direct payment, or accounting purposes to facilitate to release payment.

◇ General Requirements

- Original Bill/Receipt must be submitted — photocopies will not be accepted unless duly attested.
- The bill must be printed on official letterhead of the vendor/service provider.
- Mandatory details to be included:
 - Name, address & contact details of the vendor
 - Bill number and date
 - Description of goods/services provided
 - Quantity, rate, and total amount
 - Applicable taxes (GST details)
 - Mode of payment (UPI,NEFT,RTGS etc.)
 - Vendor's PAN number if the bill amount exceeds ₹50,000
 - Vendor's GST number

◇ Documentation and Format

- All bills must be duly signed and stamped by the issuing party.
- Digital bills must be machine-generated and include acknowledgment of payment.
- Each bill must be attached with relevant sanction order and approval note.

CHARTED ACCOUNTANT

To the National council for Promotion of Sindhi Language

At the request of..... (Name of NGO).....
we..... (Name of CA)..... Chartered Accountants have examined
the relevant records, documents bills, vouchers and receipts produced for our verification in relation
to the certificate on Income and Expenditure statement of programme on subject
.....organised at.....(Venue)
On.....(Date).....

On the basis of our verification of the supporting bill/ vouchers/receipts, we hereby certify
that expenditure of Rs, has incurred towards the above- mentioned program
organised by for which funds/ financial assistance
Rs..... is being raised by National Council for Promotion of Sindhi
Language our vide letter no..... dated.

Income and Expenditure statement of the programme is as follows:

Expenditure	Amount (in Rs.)	Income	Amount (In Rs.)
A) Booking of Hall/ Vide bill no.....of M/s..... Paid by NEFT/RTGS ID. & date.....		Amount receivable from NCPSL	
D. Video and photography Vide bill no..... of M/s..... Paid by NEFT/RTGS ID. & date.....		Amount from V.O./ Society Name.....	
E. Memento Expenses Vide bill no..... of M/s..... Paid by NEFT/RTGS ID. & date.....			
F. Hotel/ Room Accommodation for guests Vide bill no..... of M/s..... Paid by NEFT/RTGS ID. & date.....			
G. Banner and Flex Vide bill no..... of			

M/s..... Paid by NEFT/RTGS ID. & date.....			
H. Food and High Tea Vide bill no. of M/s..... Paid by NEFT/RTGS ID. & date.....			
I. Honarium paid as per the NEFT/RTGS ID. Mentioned against each. i) Name..... ii) Name..... iii) Name..... iv) Name..... v) Name..... vi) Name..... vi) Name.....			
Total		Total	

We further certify that we have satisfied our self that the condition on which grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and money were actually utilized for the purpose for which it was sanctioned. The unspent balance of the un-utilised grant-in-aid which is of Rs..... Will be refunded to NCPSL.

Our certificate is based on the information and explanations provided to us by the management of..... (NGO name).

Place:

Chartered Accountant

Date:

C.A. Name-
M. no.-
FRN:
UDIN:

**NATIONAL COUNCIL FOR PROMOTION OF SINDHI LANGUAGE
GOVT. OF INDIA, MINISTRY OF EDUCATION, DEPT. OF HIGHER EDUCATION
WEST BLOCK-VIII, R.K. PURAM, NEW DELHI-110066**

HONORARIUM/ LOCAL CONVEYANCE FORM FOR LOCAL MEMBERS/INVITEES

Name of Member/ Invitee _____
Address _____
Bank A/c. No. _____
Bank and Branch _____
IFS Code _____
Mobile No. _____

Honorarium

Rs. _____

Local Conveyance

Rs. _____

Total Amount

Rs. _____

Signature of Member/Invitee

PRE-RECEIPT/RECEIPT

Received with thanks Rs. _____/- in words (**Rupees** _____) towards
Honorarium/sitting fee/Local Conveyance for meeting of _____
_____ in the form of PFMS from Director, National Council for
Promotion of Sindhi Language (NCPSL), Delhi

Signature: _____

Name (In capital letters): _____

Passed an amount of Rs. _____ in words (**Rupees** _____) only for
payment.

Signature of Assistant Director

Passed an amount of Rs. _____ in words (**Rupees** _____) only for
payment

Signature of Director

FORM OF UTILIZATION CERTIFICATE (FOR GOVERNMENT BODIES)
(Where expenditure incurred by Govt. bodies)

Sl. No.	Letter No. and date	Amount	Certified that out of Rs.of Grants sanctioned during the year.....in favour of (Name of organization)..... Under the NCPSL letter no. given in the margin and Rs..... On account of unspent balance of previous year, a sum of Rs..... has been utilized for the propose of for which it was sanctioned and that the balance of Rs. remaining unutilized at the end of the year has been surrendered to NCPSL. vide. no.....(cheque/DD/NEFT/RTGS)
	Total		

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 propose for which it was sanctioned.

Kinds of checks exercised

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

Signature.....

Designation.....

Date.....

(Office Stamp)

PS: The UC shall disclose separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.





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