To,

 The President/General Secretary

 Bengal Gram Rojgar Sahayak Association

 (West Bengal G.R.S Association, Executive/State Committee)

**Sub: Claim of District Fund (District & Block Committee’s allotted fund) for financial year-2019-20**

**Ref Allotment No: Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sir,

 This is informed you that, total of............................ Nos of GRS from our ......................................................district became members of this Association in the last financial year 2019-2020. As per the Association’s allotment, the allotted fund for our are mention bellow-

|  |  |
| --- | --- |
|  A) Nos of Membership in 2019-2020 |   |
| 1. Schedule District Fund (@Rs 350.00/Membership)
 | Rs |
| 1. Deduction for Bill on behalf of District Committee
 | Rs |
|  Total amount of District fund for FY-2019-2020 (B-C)  | Rs |

(In words………………………………………………………………………………………………………………………….)

So, you are being requested to provide this schedule fund to specified bank account of the district committee in accordance with the Association’s rules.

Enclosed: Information cum Declaration of the District Committee

 Thanks

 Signature of President /Secretary

 ………………………….……. District Committee

Ref No: ……………………………………….. Date…………………………………

Forwarded through WBGRSA-IFMS for information-

1. Cashier/Assistant Cashier of this Association
2. Accountant of this Association

 Signature of President /Secretary

 ………………………….……. District Committee

**Information cum Declaration by the District Committee**

1. Details of District Committee

|  |  |
| --- | --- |
| Name of District Committee |  |
| Last date of District Committee formation/reformation |  |
| Last date of District Committee meeting |  |

1. Details of District Committee designated:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL No | Designation | Name | Membership Id | Mobile No |
| 1 | President |  |  |  |
| 2 | Secretary |  |  |  |
| 3 | Cashier |  |  |  |
| 4 | Vice President |  |  |  |
| 5 | Asst Secretary |  |  |  |
| 6 | Asst Cashier |  |  |  |
| 7 | Coordinator |  |  |  |
| 8 | Member |  |  |  |
| 9 | Member |  |  |  |
| 10 | Member |  |  |  |

1. Details of Bank Account:

|  |  |
| --- | --- |
| Name of Bank Account |  |
| Account Number |  |
| IFSC Code |  |
| Bank & Branch Name |  |
| Name of Bank Account operator | i)ii)iii) |

1. Details of Account Balance as per bank account:

|  |  |
| --- | --- |
| Closing balance as on 31th March 2020 | Rs (In words ) |
| Closing balance till date........................ | Rs (In words )  |

1. Declaration by the District Committee

 We are declaring on behalf of the.......................................................................... District Committee that:

* The above all information’s are correct and true.
* We will utilize the fund for the betterment of the organization and its members in accordance with the rules of the Association.
* We will maintain the bank account as per rules of Bank as well as Government and ensure to maintain all kinds of financial transparency and accountability by rule of Association as well as audit rules of the Association and Government.
* We will always maintain cash book, bills, and vouchers for every financial transaction properly.
* We shall not take any amount as liquid money or cash from any GRS/any other person from our district without the written permission of the organization.
* In case of resignation or exclusion of a portfolio holder from his post, we ensure to handover all the documents and charge to the newly posted designation without any obligation.
* At the end of the year, we will send all the financial transactions to the organization for the annual audit of the organization. In that case the auditor's instruction will be final.
* Account operator can be changed as per District Committee resolution and prior approval of the Association.
* We will always provide our best effort for welfare and development of GRS as well as this Association in any level as per rules, regulation and By-laws of Association.

Date:..........................................

Place: ........................................

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 *Cashier Secretary President*

*…………………………. District Committee …………………………. District Committee ……………………. District Committee*