

## **INSTRUCTIONS FOR SCHOOLS FOR CLAIMING SUBSEQUENT TRANCHE ON AIM PORTAL UNDER THE ATAL TINKERING LAB PROGRAMME**

### **Eligibility Conditions for Release of Subsequent Tranche of ATL Grant**

- I. The Subsequent Instalment of Grant will be released on utilization of 80% of the previous instalment under Operation & Maintenance Component.
- II. Only those schools, submitting complete information on MyATL Dashboard, shall be eligible for Subsequent Tranche.  
*(It is mandatory for all the schools to fill the details on the dashboard and ensure the suitability for next tranche of grant disbursement)*
- III. DARPAN ID is mandatory for all non-government schools.  
*Schools can reach out to their school management and check which society/ trust/ NGO it comes under. The Darpan ID of that society/ trust/ NGO is to be submitted. It's not the schools but the organization/ management it comes under, whose DARPAN ID is to be submitted. Individual schools do not have to apply for DARPAN ID.*

### **Documents required for release of Subsequent Tranche of ATL Grant**

All schools are required to upload the necessary documents on the AIM portal. The detailed description against each document to be uploaded/ attached is given below: -

#### **I. Utilization Certificate:**

**Utilisation Certificate:** Duly signed by the Head Master/ Principal of the School and verified by the Finance/Accounts representative of the school. The Performa of Utilization Certificate is available on the ATL Subsequent Tranche portal as "Form GFR 12-A Utilisation Certificate". Total amount of grants received, expenditure and the Unspent Balances of Grants received and any amount earned as Interest shall be clearly indicated in the relevant column of UC. The whole amount of grant and expenditure against the grant shall be shown in the column for **Grants-in-Aid General** only. The expenditure reflected in the UC should match with the expenditure reflected in the Bank Passbook/Statement.

*The amount of expenditure under the "Operational Expenses" under different components shall be indicated in a separate statement to be annexed with the UC.*

**Year-wise UCs:** It is mandatory for all the funded schools to submit the Utilization Certificate for the grant-in-aid under the ATL programme separately for each financial year, to ensure the suitability for next tranche of grant disbursement

- II. **Audited Statement of Accounts:** Financial statements that are credible and a fair representation of the school's performance and condition, prepared and certified by Audit Officer. The Performa of Audited Statement of Accounts is available on the ATL Subsequent Tranche portal as "Audited Statement of Account".

*The component-wise amount of Expenditure Incurred and the unspent balances under the "Revenue/ Operational & Maintenance" shall be mentioned separately.*

III. **Interest Remittance Acknowledgement:** The following document to be uploaded to establish that the interest earned on the amount of ATL grant has been remitted into Consolidated Fund of India in terms of the provisions of Rule 230 (8) of General Financial Rules, 2017. The interest is to be deposited into Consolidated Funds of India online through <https://bharatkosh.gov.in/>. The acknowledgement receipt/ Challan generated from Bharatkosh is to be uploaded on the AIM portal.

IV. **Bank Passbook/Bank Statement:** *All expenditure relating to the ATL grant are to maintained separately.* The schools must submit the Bank Passbook/Statement for the ATL account clearing indicating ATL-related expenses.

These documents must be attested by Principal of ATL and Chartered Accountant (in case of Private schools). They must be uploaded on the AIM portal.

V. **Tax Exemption Declaration: Any one of the following documents to be uploaded-**

**Case A:** In case school is exempted from payment of Income Tax, a self-declaration on the letter head of the school duly signed and stamped by the Principal/Head Master to the effect that the school is exempted from payment of Income Tax under Section <indicate the relevant section> of the Income Tax Act. A copy of the Income Tax Exemption Certificate issued by the concerned Commissioner of Income Tax, if any, must also be attached with the declaration.

**Case B:** In case school is not exempted from tax and is required to pay Income Tax, a self-declaration on the letter head of the school duly signed and stamped by the Principal/Head Master to the effect that the school is NOT exempted from payment of Income Tax. A copy of PAN Card of the school must also attached with the declaration.