Dear Principal,

Congratulations for qualifying to establish Atal Tinkering Lab in your school!

In order to get the grant-in-aid and initiate the ATL establishment, you are required to complete the compliance as mentioned in ATL Guidelines. The details of compliance process is mentioned below which is to be completed on or before **15 September 2018** in order to get the ATL Grants-in-Aid.

1. To submit the acceptance letter for assigning the designated Lab space as required according to guidelines.
2. The designated LAB space map highlighting the area and specifically mentioning the measurement of the area.
3. Memorandum of Association to be printed in PLAIN WHITE PAPER (not to be printed on Bond Paper or Legal Paper) in duplicates (i.e. Two Original Copies)
4. Bond document to be printed on Rs. 10/- or higher value Bond paper for Private Schools ONLY.
5. Scan copy of Bank Passbook opened in the name of <Applicant Name as per 3000 List> ATL Grant.

The AIM Team will be conducting a Facebook Live Session on **14th Aug, 2018 at 11:30am** from its official Facebook page (www.facebook.com/aimtoinnovate) to explain the compliance process. We request you to watch the same as it will help you in understanding the process better and give you sufficient clarity on the compliance requirements.

We will also have online interactive discussions over the next few days wherein schedule will be sent to your separately. We will also be sharing videos explaining the Documentation compliance and PFMS registration. The same will, also, be uploaded in the Draft Documents section of the ATL Documentation portal. Please refer to them in case of any queries on the steps. Schools may also approach the other ATL schools in their nearby area to get support for completing the compliance process.

You are also requested to follow Atal Innovation Mission on social media on Twitter @aimtoinnovate and www.facebook.com/aimtoinnovate and use the tags like #NITIAayog, #AtalInnovationMission #AIMToInnovate & #InnovateIndia on all your social media posts.

The compliance process is also explained in attached Annexures. Kindly go through it carefully and follow the process without making any errors. The errors will delay the grant disbursement or may also disqualify your school from getting the grant-in-aid support for establishment of ATL in your school.

Schools are required to upload the documents on below given link.

(http://aimapp2.aim.gov.in/atl_document_2018/index.php)

All the uploaded documentation shall be reviewed by AIM in ORIGINAL. Once you have upload the document you will receive the email about sending your original documents which will contain the checklist and the address where you have to dispatch the document. Send the documents with copy of that email duly acknowledged by PRINCIPAL of School with Stamp. **Don't send any document without online approval and also don't delay in submission of document after approval.**

If you have already completed the documentation process, then please don't wait till last date for upload of documents. The first tranche of grant-in-aid will be disbursed only after completing the original documentation submission and upon approval of PFMS registration.

Looking forward to have seamless compliance from your school.

Happy Tinkering ! ! !

Best Wishes

Dr. Unnat Pandit

Space Confirmation to be given by ATL Applicant School (For All Schools):

- Space confirmation (1500 Sq Ft / 1000 Sq Ft for hilly and island areas) is mandatory for all schools. The self-certification is to be given by School Principal about providing the dedicated space for establishment of ATL Labs on their School Letter Head enclosed with a sketch / area diagram duly authenticated by Principal of School.

- The letter should clearly specify the date from which the space shall be available for ATL Establishment. The grant-in-aid may be released on availability of dedicated space for ATL Establishment.

- **Schools are recommended to keep the space ready before getting the First Tranche of ATL Grant-in-Aid.**

- The letter and drawing must highlight the space assigned for ATL Establishment with measurement.

- Both these documents are to be uploaded on Documentation Website. In case of any query, you will get rejection email and invite to complete the compliance.

MOA (in TWO original Copies) Printed on Plain A4 Size White Paper (For All Schools):

- For your simplicity, you can download the pre-filled MoA from the MoA section of the documentation website and follow the steps mentioned there

  OR

- The soft copy of matter to be printed for MOA is given on documentation website.
- You will be required to fill the necessary details of ATL Applicant School with the name and other necessary details of person who is signing the bond on behalf of ATL Applicant School.
- Many schools are submitting MOA in hand written mode. Please use the soft copy of MoA and do the needful to submit the proper MOA.
- Take Print of Filled MoA in Two Copies and send both the copes after signature
- Upload the signed MoA with seal on each page over documentation website link.
- Ensure that MoA is scanned properly. Schools have to upload entire MOA in PDF having file size less than or equal to 1MB.
- All Kendriya Vidyalayas, Jawahar Navodaya Vidayalayas and State Government or Local Body run Schools are also required to submit the SIGNED MOA.

Bond (in original) on Rs. 10 or more Stamp Paper or e-stamp (For All Private Schools):

- For your simplicity, you can download the pre-filled Bond from the Bond section of the documentation website and follow the steps mentioned there

  OR

- Schools are requested to purchase the Rs. 10 Stamp Paper or higher value.
- The soft copy of BOND Content matter to be printed on Bond Paper is enclosed for your ready reference.
- You are required to fill the necessary details of ATL Applicant School with the name and other necessary details of person who is signing the bond on behalf of ATL Applicant School.
- Bond is NOT required for Government run schools including Kendriya Vidyalayas, Jawahar Navodaya Vidyalayas or even State Government or Local Body run schools.
- Upload the signed MoA with seal on each page over documentation website link.
- Ensure that MoA is scanned properly. Schools have to upload entire MOA in PDF having file size less than or equal to 1MB.

PFMS Registration & Compliance Process (For All Schools):

(A) PFMS Registration of your school: (Go through the guidelines for PFMS registration on documentation web-link and also do and don't given in Annexure 1 of this email. If required take help of local school in your state who have already received the ATL Grants through PFMS. The lists of previously selected Schools are also available over NITI Website)

- PFMS Registration is mandatory for all schools to get their AIM Grant-In-Aid for ATL Establishment by APPLICANT SCHOOL open NEW BANK ACCOUNT in the name of <Applicant School Name as published in 3000 List> ATL Grant.

- SCHOOL BANK ACCOUNTS should be opened in NATIONALIZED BANK or Any Bank having CBS Facility (i.e. State Bank of India or any other nationalized bank). The bank account in Cooperative or Non-CBS Facilities will not be approved while reviewing their PFMS registration details.

- The guidelines for PFMS registration is enclosed. You can also visit You Tube Video: https://youtu.be/fvpEFwlECZU and AIM Video link will also be shared with your separately.

- The video will explain the registration process. Make sure that Guidelines is available with you while viewing the video and also keep the same available during PFMS registration process.

- Ensure that at Scheme selection, you have selected: Atal Innovation Mission (Scheme Code 2351) while registering your school with PFMS. Type Scheme Code at bar for selection of scheme it will show AIM scheme and select it while registration process. In case of any help for PFMS use the helpline number given in PFMS Website.

- You are required to submit your PFMS registration details along with scan copy of your passbook first page on Documentation Site. Ensure that both the details are matching. In case of any variance, write to AIM Team for support.

- The schools run by NGO should get the DARPAN ID of their parent NGO. If their parent NGO has not registered with DARPAN then they are required to register their NGO with DARPAN Portal and once Darpan ID is generated, the same and NGO's PAN Number is to be submitted by School while registering with PFMS on their School Name: <Saraswati School Run by Saraswati Trust> as PFMS agency name.

In case of delay or non-compliance in registration of your school with PFMS Authority, we will not be in position to release the grants.

For any queries related to PFMS contact nearby school who has received the grants or call to PFMS Helpline numbers given on the website.

Schools are not supposed to register their TRUST / SOCIETY / NGO Affiliated details in PFMS registration.

Do and Don'ts for PFMS Registration

1. Applicant School should not submit the Bank Account Details of Individual / Trust / Foundation / Samiti / Society / Private agency or Any other School's Bank Account who has not been the applicant for getting the grant. They are also not supposed to give their regular bank account. Schools are recommended to open new bank account.

2. The grant-in-aid funds will not be transfer to any other account without PFMS intervention unless ATL Applicant School's bank account is not valid and approved by PFMS Authority. Please make sure that ATL Applicant School is giving correct New Bank Account details during PFMS registration and also on Documentation site along with the passbook details depicting the correct name of bank account holder.

3. The Bank A/c Holder Name should be clearly readable as per <Applicant name in 3000 list> ATL Grant. There should not be any joint holder like… Principal, Chairman of Trust or any individual or ex-officio. The signatory name should be mentioned in passbook separately. The account should be operated jointly by two different signatory.

4. Schools are registering their NGO / Trust / Society / Foundation as their beneficiary agency which is not valid. Register your school as PFMS beneficiary agency. Don't use any abbreviation while typing agency name... Give the name as applied for ATL Application. (i.e. GSSS is not valid. Type Full Name: Government Senior Secondary School). The agency name should be same as appearing in 3000 List.

5. The NGO / Trust / Society who runs multiple schools are registering other than ATL Applicant School which is under their affiliation. The Non-ATL Schools are not eligible for getting AIM grants. Please make sure that you are registering correct school who has applied for ATL establishment and given correct bank account details of that ATL applicant school.

6. In the agency name Schools are required to write,

<Applicant School Name as published in 3000 List>

7. Agency Type:
   Schools are required to select any one of the Agency Type:
   - All Government and Government aided Schools: Select Academic Institutions (Government)
   - All Private schools: Select : Academic Institutions (Private)

8. ATL Applicant schools are typing wrong bank account numbers or non-operational bank account details and making mistakes in giving the bank account details. This will result into rejection of your PFMS registration request and will in turn delay PFMS registration and the grant disbursement process. You are requested to avoid the same.

9. Schools are providing the bank account details of non-CBS bank / branch or cooperative / Sahakari / Private banks. Please make sure that the bank is nationalized or Corporate bank having CBS Facility. New Bank Account is mandatory for all ATL Applicant School so they are required to open new bank account with SBI or any nationalized or CBS Banks in the name of <ATL Applicant School - ATL Grants>

10. Schools are providing their Unique Agency Code (UAC) without mentioning their school name. You are required to keep following details handy while making inquire for status of your school's grant disbursement:
    a. Full Name of ATL Applicant School as published in selection list.
    b. Application Unique Code
    c. PFMS Registration Unique Code
    d. PAN CARD Number (In case if school belongs to NGO / Trust / Society / Samiti / Foundation)

11. **ATL Applicant Schools are selecting WRONG Scheme while registration of their school with PFMS Authority. You are required to select Atal Innovation Mission (2351) and not any other scheme of central government. Just type 2351 in Scheme Selection it will show Atal Innovation Mission… Select it.**