**AGENCY DETAILS**

**(Column no. 3 to be filled by the Agency)**

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| **Sl.No.** | **Details of Agency** | **To be filled by Agency** | **Instructions for filling the details** |
| **1** | **2** | **3** | **4** |
| 1 | Type of Registration |  | Type of agency may be selected carefully as follows: |
| **Type of School** | **Type of Agency** |
| Schools run by State Governments | Academic Institutions (Government) |
| Schools run by Zila Parishad, District Council, Municipal Corporation, Gram Panchayat etc. | Local Bodies |
| Schools run by Kendriya Vidyalaya Sangthan, NavodayaVidyalaya Samitietc | Registered Societies (Govt. Autonomous Bodies) |
| Private Schools | Academic Institutions (Private) |
| Schools run by Societies registered as NGOs | Registered Societies (NGOs)The society is required to register itself on ngodarpan.nic.in and enter details of NGO Darpan Id in PFMS |
| Schools run by societies other than NGOs | Other Registered Societies |
| Private School located in the premises of Public Sector Undertakings (PSUs) and fully funded by such PSUs e.g. a branch Delhi Public School located in the premises of NTPC  | Central Government PSUsorState Government PSUs as the case may be |
| Schools run by statutory bodies established by an Act of Parliament or a State Legislature | Statutory Bodies |
| Schools run by Private Companies | Private Sector Companies |
| Schools run by Trusts | Trusts |
| 2 | PAN No. |  | PAN No. of agency is required. A scanned copy of the PAN may be attached.  |
| 3 | Agency Name |  | Utmost care may be taken while entering the name of the school. Complete (full) name of the school should be entered without using acronyms/abbreviations. Appropriate spaces and punctuation marks should be used to correctly display the name of the school. It may also be ensured that the name of the school matches with the name as mentioned in the online application submitted to Atal Innovation Mission for ATL grant. For example, if the application is submitted or Government Girls Higher Secondary School (or GGHSS), it cannot be registered on PFMS as Government High School or Government Senior Secondary School or Government Boys Higher Secondary School. Some examples of incorrect and correct name of the school are given below: |
|  |  |  | **Incorrect Name** | **Correct Name** |
|  |  |  | GOVERNMENT HIGHSCHOOL SANTHIPURAM | Government High School, Santhipuram (leave blank space between the words High and School) |
|  |  |  | GHSS PERINTALMANNA | Government Higher Secondary School, Perintalmanna (full name) |
|  |  |  | Principal Government Girls Higher Secondary School, | Government Girls Higher Secondary School, (‘Principal’ should not be the part of the name of the agency) |
|  |  |  | KENDRIYA VIDYALAYA NO. 1 KOTA KENDRIYA VIDYALAYA SANGATHAN | Kendriya Vidyalaya No. 1 Kota |
|  |  |  | L.D.Samant Memorial High School, Run By Prabodhan Education Society | L.D.Samant Memorial High School, Porvorim |
|  |  |  | XYZ EDUCATIONAL AND CHARITABLE TRUST  | XYZ VIDYAKENDRA |
|  |  |  | Pune/Mah/Wardha | Jawahar Navodaya Vidyalaya, Basmat Nagar,Hingoli |
|  |  |  | GPUC Sanoor | Government Pre-University College, Sanoor |
| 4 | Act/Registration No. |  | Act under which the school is registered with the authorities and the registration number given by the concerned authority may be entered. |
| 5 | Date of Registration |  | Date printed on the registration certificate issued by the concerned authority may be entered. |
| 6 | Registering Authority |  | Name of the authority which issued certificate of registration may be entered. |
| 7 | State of Registration |  | Please fill the State/UT |
| 8 | TIN Number |  | **TIN/TAN/GST Number,** if any, allotted to the school may be entered. |
| 9 | TAN Number |  |
| 10 | PAN Verify Status |  |
| 11 | GST Number |  |
| 12 | Block No./Building /Village/Name of premises |  | Please write complete address of the school viz. name of Block/Building/ Village, Road/Street/PO, Area/Locality, City, State, district, and PIN Code  |
| 13 | Road/Street/Post Office |  |
| 14 | Area/Locality |  |
| 15 | City |  |
| 16 | State |  |
| 17 | District |  |
| 18 | PIN Code |  |
| 19 | Contact Person of Agency |  | In these columns, please write name and designation respectively of the Principal/Headmaster/Headmistress as the case may be (even if he/she happens to be on leave). If the post of Principal etc is vacant, the name of Vice Principal etc or the ATL In-charge may be entered. |
| 20 | Designation |  |
| 21 | Phone No. | + 91  | Phone no. starting with country code. Phone no. should be between 5 to 12 digits excluding country code. | Please enter landline phone number of the school and mobile number of the Principal/Headmaster/Headmistress/ATL In-charge in the column of ‘Alternate Phone Number. Mobile number of the Principal/Headmaster/Headmistress may be given in the column meant for Mobile Number. System generated SMS regarding successful registration of school on PFMS, username, password etc. will be sent to the user on the alternate number and mobile number. |
|  | Alternate Phone No. | + 91 |
| 22 | Mobile Number | + 91 | Mobile No. starting with country code |
| 23 | Email |  | Please enter the email id of the Principal/Headmaster/ Headmistress. This will be the registered email id of the school on which system generated emails regarding successful registration of school on PFMS, username, password etc. will be sent. |
| 24 | Unique Agency Code |  | This will be generated by the system and displayed on the screen. Please note down the Unique Agency Code for all future references relating to PFMS and may be invariably mentioned in every correspondence with Atal Innovation Mission in addition to the schools Unique Code given by the ATL portal.  |

**Scheme Bank Details**

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| **Sl.No.** | **Details of Agency** | **To be filled by Agency** | **Instructions for filling the details** | **Instructions for opening of bank account** |
| 1 | Bank Name |  | Please also send a scanned copy of **cancelled cheque** and of **bank passbook** (duly re-sized)  | **The following instructions may be taken care of while opening the bank account:**1. Since the ATL grant will be released online through PFMS, account should be opened only in a **scheduled Indian bank integrated (linked) with PFMS** portal. Most of the co-operative banks are small in size and a central server or if it exists, it is not integrated with PFMS. For example, “The Nainital Bank Limited” is a non-CBS bank (CBS: Core Banking System) and perhaps does not have a central server.
2. When the bank account details are entered by the agency on PFMS, the details are automatically pushed by PFMS portal to bank’s portal for validation without human intervention. If the bank’s portal is not integrated with PFMS, **validation** of the account will not take place. **It will, therefore, not be possible to release ATL grant online in the bank account of the school, if the bank’s portal is not integrated with PFMS**.
3. Name of the agency as per bank record (i.e. bank of the bank account holder) should be the full name of the school without prefixing or suffixing anything. Prefixing of SDMC (School Development Management Committee) or Vidyalaya Vikas Samiti, Principal etc. is not permitted. The account should be operated by the Principal by designation and not by name. Operation of ATL account by SDMC/Chairman of the Trust/Society/Board etc. is not permitted.
4. Only name of the town/village etc. may be suffixed with the name of the bank account holder.
5. The word **ATL** should also be suffixed with the name to signify that the account is exclusively for ATL grant.
6. Full name of the school should be used while opening the bank account without using acronyms/ abbreviations.
7. Appropriate spaces and punctuation marks may be used to correctly display the name of the school. It may also be ensured that the name of the school matches with the name registered as agency in PFMS (see serial number 3 above).
8. **PAN**: It may be ensured that personal PAN of the Principal or any other personal is not linked with bank account. The school should have its own PAN for linking with bank account.
9. Here are some examples of incorrect and correct name of the bank account holder:
 |
|  |  |  |  | **Incorrect Name** | **Correct Name** |
|  |  |  |  | PRINCIPALARAFAVIDYAKENDRA | Arafa Vidya Kendra, Puttur |
|  |  |  |  | STUDENT FUND SCHOOL PATHURIA | Plus 2 High School Pathuria |
|  |  |  |  | AVM SENIOR SECONDRY SCHOOL NAINWA | Adarsh Vidya Mandir Sr. Sec. School, Maninwa |
|  |  |  |  | PRINICIPAL APSWRS OR PRINICIPAL RMSA | Andhra Pradesh Social Welfare Residential Society School Junior College Girls, Srikalahasti |
|  |  |  |  | PRINCIPAL (C.W.F.C.)G.S.S.PABRA | Government Sr. Secondary School, Pabra |
|  |  |  |  | SARVASHIKSHANAABHIYANASAMITHI | Bondala Jagannatha Shetty Memorial Government High School, Shambhoor |
|  |  |  |  | CHALAVARAHSSATLGRANTS | Chalavara Higher Secondary School - ATL |
| 2 | Branch address |  |  |  |  |
| 3 | Branch name |  |  |  |  |
| 4 | Account Number |  |  |  |  |
| 5 | Agency name as per bank |  |  |  |  |

**B. Agencies (schools) already registered on PFMS for some other scheme;**

1. Please send the **UNIQUE CODE** already allotted by PFMS.
2. **New Bank Account:** Open a **new bank account exclusively for ATL Grant** in the name of the school. Existing bank accounts of other schemes like SSA (Sarva Shiksha Abhiyan), RMSA (Rashtriya Madhyamik Shiksha Abhiyan) or existing accounts of school funds will not be accepted for ATL. Other funds of any kind are not allowed to be mixed with the grant money.

 **Send the Bank Details along with a scanned copy of the bank passbook or a declaration letter duly attested by the Branch Manager, including Principal’ seal and signature.**