

SBIF/2025-26/ 785A

Date: 31.01.2026

Dr.Vijendra Chauhan,
Secretary,
Himalayan Institute Hospital Trust,
Swami Ram Nagar,PO Jolly Grant,
Dehradun Uttarakhand-248016

Dear Sir,

CORPORATE SOCIAL RESPONSIBILITY
SBIF JIVANAM: ENHANCING ANM COMPETENCIES TO REDUCE MATERNAL & NEWBORN MORTALITY IN UTTARAKHAND
GRANT LETTER

SBI Foundation, a CSR subsidiary of the State Bank of India, has been undertaking CSR initiatives with a vision to improve the socio-economic well-being, particularly of the less fortunate and underprivileged members of the society to enable them to live up to the potential that they all possess.

2. Based on initial discussions and project proposal submitted by Himalayan Institute Hospital Trust on 16th December 2024, we have decided to Partner with Himalayan Institute Hospital Trust for enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand

3. SBI Foundation is pleased to grant a sum of **Rs.1,08,00,000/- (Rupees One Crore Eight Lakhs Only)** for implementation of the project SBIF Jivanam: Enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand for a duration of 24 months starting from **February 2026 till January 2028**, towards the project cost as per the proposal approved budget.

4. A copy of the terms and conditions for utilization of the contribution is attached as Annexures (I) to (VII) to this grant letter and shall form a part of this grant letter. Kindly sign a copy of this grant letter and the Annexures as a token of your acceptance and return it to us.

5. We look forward to an enriching engagement towards this important cause that Himalayan Institute Hospital Trust is partnering with us.

Yours faithfully,


Swapan Dhar
Managing Director
SBI Foundation

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary

Annexure I

1. OBJECTIVES AND PROJECT IMPLEMENTATION PLAN

1.1. Objectives of the Project for which Grant has been provided to Himalayan Institute Hospital Trust (HIHT):

- To enhance the competencies of Auxiliary Nurse Midwives (ANM) to reduce Maternal, Newborn and Infant mortality.
- To enhance the skills and knowledge of ANMs through simulation training.

1.1. Project Implementation Plan

The project implementation plan is given below:

Time-Line : Year-1

Activities	Q1	Q2	Q3	Q4
Conduct a rapid needs assessment to identify key skill gaps among ANMs, and their competencies to ensure that the trainings are designed and delivered according to the specific needs identified across the district.				
Adaptation of the simulation-based training curriculum from the GOI's DAKSHATA training package for training Auxiliary Nurse Midwives (ANMs)				
Coordinate and collaborate with existing healthcare expert				
Pilot the customized simulation- based training module and incorporate feedback for refinement				
Finalize the district wise training schedule and logistic arrangement				
Identify the resource persons and organize a preparation meeting				
Basic orientation for resource persons and instructors				
Program Launch workshop				
Facilitate simulation sessions as per schedule				
Provide supplementary materials and resources for continued learning.				
Implement Monitoring and Evaluation (M&E) Mechanisms				
Post-training competencies of ANMs.				
Collect and analyse data on training effectiveness and areas for improvement.				
Regularly report findings to stakeholders and adjust the program as needed.				
Systematic review and reporting				
Review of training sessions				
Quarterly report				
Annual report and Utilization				

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 Dr. Vijendra Chauhan
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Time-Line : Year-2

Activities	Q1	Q2	Q3	Q4
Conduct Training Sessions for ANMs				
Finalize the district wise training schedule and logistic arrangement				
Basic orientation for resource persons and instructors based on the analysis report of Year 1				
Facilitate simulation sessions as per schedule				
Provide supplementary materials and resources for continued learning.				
Implement Monitoring and Evaluation (M&E) Mechanisms				
Pre- and post-assessment- training competencies of ANMs.				
Collect and analyse data on training effectiveness and areas for improvement.				
Regularly report findings to stakeholders and adjust the program as needed.				
Systematic review and reporting				
Review of training sessions (Monthly and Quarterly)				
Quarterly report				
Annual report and Utilization				
End line assessment				
Program Dissemination workshop				

1.3. Expected Outcomes and Impact Indicators

- Quantitative Targets:**

Sl.	Expected Quantitative outcomes
1	2,035 ANMs will be equipped with advance Maternal and Child Health through simulation-based training, improving MCH outcomes across 13 districts of Uttarakhand
2	52 training batches will be conducted, with around 40 ANMs per batch.
3	A phased training rollout will train 640 ANMs through 16 batches in Year 1 and 1,440 ANMs through 36 batches in Year 2, accounting for potential dropouts, absenteeism, and other reasons.
4	2035 ANM will receive a training kit during the program. (The procurement of training kits will strictly follow institutional and government norms and will be managed by HIHT's Material Management Department (MMD) through a transparent and standardized process.)

For Himalayan Institute Hospital Trust



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- Qualitative Targets**

Sl.	Expected Qualitative outcomes
1	Enhanced clinical competency and confidence among ANMs.
2	Improvement in maternal and neonatal survival rates.
3	Development of IEC training module
4	Simulation-trained ANMs will respond more effectively to emergencies by quickly identifying and managing high-risk cases, leading to faster stabilization, timely referrals, and improved maternal and neonatal outcomes.
5	Skilled ANMs will build stronger community trust through patient-centred care, effective counselling, leading to greater use of institutional deliveries and improved maternal and child health practices.
6	Reduction in Maternal Mortality Rate, Neonatal Mortality Rate and Infant Mortality Rate
7	Increase in institutional deliveries and/ or increase in home births attended by skilled professionals
8	Increase in antenatal and postnatal care coverage
9	Increase in clinical decision – making and emergency management skills

2. GRANT AMOUNT

SBI Foundation is providing a grant of **Rs. 1,08,00,000/-** (Rupees One Crore Eight Lakhs Only) to HIHT for the project SBIF Jivanam - Enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand for a duration of 24 months starting from February 2026 till January 2028.

3. SCHEDULE FOR DISBURSAL

SBI Foundation will directly pay HIHT project SBIF Jivanam - Enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand for a duration of 24 months (February 2026 till January 2028). The disbursement schedule is mentioned below:

S I	Month	Purpose	Installment Rs.	FY-2025-26	FY-2026-27	FY 2027-28
1	Feb 26 – Mar'26	Program Implementation Cost	₹ 2,86,855.00	₹2,86,855.00		
2	Apr'26 – June'26	Program implementation cost	₹4,19,855.00		₹4,19,855.00	
3	July'26 – Sep'26	Program Implementation cost	₹14,81,355.00		₹14,81,355.00	
4	Oct'26 – Dec'26	Program Implementation cost	₹14,81,355.00		₹14,81,355.00	

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5	Jan'27 – Mar'27	Program implementation cost	₹16,54,857.00		₹16,54,857.00	
6	Apr'27 – June '27	Program implementation cost	₹17,03,357.00			₹17,03,357.00
7	July '27 - Sep'27	Program implementation cost	₹16,63,358.00			₹16,63,358.00
8	Oct'27- Jan'28	Program implementation cost	₹18,69,858.00			₹18,69,858.00
9	Contingency (fund can be used for need based activities subject to approval from SBIF)		₹ 2,39,150.00		₹ 2,39,150.00	
Total			₹1,08,00,000.00	₹2,86,855.00	₹50,37,422.00	₹54,75,723.00

4. DISBURSEMENTS

- 4.1. Fund Requisition shall be submitted by HIHT in accordance with the Grant Approved Budget provided in Section 2 of this grant letter.
- 4.2. Disbursements to HIHT shall be made in Indian Rupees. The funds so disbursed shall be deposited and utilized by HIHT only from its designated bank account. The disbursement for the Project shall be made through bank transfer to the designated bank account of HIHT:
- 4.3. The disbursements under the Project shall be as per the table provided in Para (3).
- 4.4. In the event the implementation of the project is not as per the Project Implementation Plan as provided in Para (1) of this Grant Letter, SBI Foundation shall reserve the right to withhold or reduce the grant instalment amount requested by HIHT in the Fund Requisition or stop further disbursement of grant instalments.

In such an event, SBI Foundation shall identify the particular activities, which are not in accordance with the Project Implementation Plan as mentioned in Para (1) together with the effect thereof and inform HIHT in writing. Release of grant instalments shall be made upon rectification of the unsatisfactory work, and on a resolution of the outstanding queries by HIHT to the satisfaction of SBI Foundation.

For Himalayan Institute Hospital Trust


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- 4.5. Each disbursement under the Project is subject to the results achieved under the Project and expected cash flow needs of HIHT as verified by SBI Foundation.
- 4.6. In the event the cumulative disbursements made to the Project are in excess of the expenditure actually incurred in terms of the Project Implementation Plan, HIHT will seek funds for the next instalment after adjusting for unutilized funds. SBI Foundation shall ensure adjustment for the same in the subsequent instalment disbursed to HIHT.
- 4.7. The disbursement to HIHT, shall not exceed the committed amount as stated in Para (3) in Financial Years (FY-2025-26 , FY-2026-27 and FY-2027-28). Any unutilised disbursement lying with HIHT, at the end of the Financial Year i.e. on 31st March of the preceding year, shall be promptly intimated to SBI Foundation, not later than 15 days from the closure of the Financial Year i.e. on or before 15th April.
- 4.8. SBI Foundation discourages funds from Other Sources being used for the specific line items supported by the SBI Foundation unless specified in Section 2 (budget details) of this Grant Letter or if prior approval is taken from SBI Foundation.
- 4.9. Cost overruns, if any, will be borne by your organization and changes in the time-frame of the project will be brought to the notice of SBI Foundation and activities corresponding to the revised timeframe will be undertaken only with prior written approval.
- 4.10. The funds provided to HIHT for the Project shall only be held in the designated bank account of HIHT and shall not be invested in any other instrument except designated bank account linked fixed deposit for a short-term duration not exceeding 3 months. HIHT shall ensure that such investments do not impact the availability of funds required for the implementation of activities under the Project and any penal charges levied by the Bank for liquidation of these investments are not charged to the Project.
- 4.11. No change in the Schedule of Disbursal as stated in Para (3) of this Letter shall be permitted unless accompanied by Fund Utilisation Certificate, duly certified by Auditors till the Quarter prior to the date of request.

5. SEPARATE BANK ACCOUNT

HIHT will maintain a separate bank account (preferably a savings bank account) in State Bank of India for the purpose of this grant and proof of the same should be furnished to SBI Foundation. All receipts and payments related to the said

For Himachal Pradesh State Hospital Trust


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6. BOOKS OF ACCOUNTS

- 6.1. HIHT shall ensure maintenance of accounting books, records, documents and other evidence relating to this Grant Letter, adequate to show, without limitation, all costs incurred and revenues earned by the grantee for the project and the overall progress towards completion of the project.
- 6.2. The Standard Accounting Package used by HIHT should ensure that separate cost centers are maintained for each line item mentioned in the detailed project budget. Additionally, HIHT must ensure that the expenses made towards each of the sub-line items are traceable through the cost center wise statements. Please note that only the actual incurred/paid by HIHT can be charged to this project.
- 6.3. SBI Foundation encourages maintenance of accounts using the licensed version of any Accounting Package, as a prudent practice in the interest of HIHT.

7. CASH PAYMENTS

Cash withdrawals to make payments are permitted where the same are supported by proper vouchers, invoices, and the likes, subject to a maximum cumulative limit of Rs.5,000/- per month. All other payments should be made by crossed Account Payee cheque, Demand Draft or Online Banking.

8. INTEREST EARNED ON GRANT FUNDS

HIHT should avoid keeping idle bank balances and preferably place them in short-term bank deposits based on expected cash flows. The liquidity maintained in the bank account should not exceed a month's requirement. Interest received on grant funds must be reported to SBI Foundation as per the Quarterly Grant Utilization Certificate and should be credited into the dedicated bank account. Interest should be used towards line items stated in the Grant Letter only with prior approval of SBI Foundation.

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



9. FUND REQUISITION

- 9.1. Fund requisition shall be presented to SBI Foundation in the prescribed format as provided in Annexure II of this Grant Letter in accordance with the disbursement schedule provided in Section 3.
- 9.2. The fund requisition shall bear the Grant Letter reference, be numbered sequentially and dated and duly signed by the authorized signatory of HIHT.
- 9.3. All fund requisition shall contain details of expenditure to be incurred by HIHT during the period in accordance with the Section 2 (budget details) of this Grant Letter.
- 9.4. HIHT authorized person shall sign all fund requisitions as follows:
"Certified that the amounts mentioned in this Fund Requisition are required wholly and necessarily for the purpose of SBIF Jivanam: Enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand and have not been claimed before."

10. UTILISATION OF FUND

- 10.1. SBI Foundation will release an instalment after reviewing of the utilization as per the reports (as mentioned in the Grant Letter) submitted by HIHT. A request for the release of the next instalment may be made in advance to mitigate the risk of delay in release of funds.
- 10.2. SBI Foundation discourages funds from Other Sources being used for the specific line items supported by the project unless specified in the Project Budget mentioned in Section 2 of this Grant Letter, or if prior approval is taken from SBI Foundation.
- 10.3. Cost overruns, if any, will be borne by HIHT and changes in the time-frame of the project and activities corresponding to the revised timeframe will be undertaken post written approval from SBI Foundation.
- 10.4. HIHT shall ensure complete utilisation of the sanctioned grant within the stipulated project period of 24 Months (February 2026 – January 2028). In case there is an underutilisation of funds during the project period, HIHT will be required to refund the unspent funds to SBI Foundation within 30 days of the end of the project period.

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
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10.5. Any unutilised fund amount at the end of every financial year i.e. 31st March along with the reasons for pendency, shall be promptly reported to SBI Foundation not later than 15th April. The intimation shall be required to enable the Foundation to make the necessary provisions in its books and intimate the donor organisations, accordingly. SBI Foundation shall not be responsible for any statutory liability, penalties or other liabilities, arising on account of the non-utilisation of the funds and non-submission of the above information, in accordance with this Letter.

11. ANNUAL STATEMENT OF ACCOUNTS

11.1. HIHT shall submit Annual Audited Accounts of the Project for each of the financial years covered by the project. The end of the financial year for the project shall be 31st March every year.

11.2. The Annual Audited Accounts for the financial year, shall also include details pertaining to the creation of any Capital Asset, for the purpose of the project, and the details as stated in 14.2.2. below,

11.3. The Annual Audited Accounts of the Project shall be signed by the Finance Officer/ Authorized person of HIHT and be certified by an independent firm of professional auditors as being a true reflection of the project finances at the relevant time. These accounts should bear a certificate from the auditors confirming the total receipt and expenditure in respect of the Project and also to the effect that the grant was expended in accordance with the terms of this Grant Letter.


11.4. Two copies of the Annual Audited Accounts shall be submitted to SBI Foundation, each bearing original signatures of the auditors by 30th September after the end of the relevant financial year.

12. AUDIT

12.1. In the event of review and audit undertaken by SBI Foundation identifies any errors or inaccuracies in the accounts and records of the Project, HIHT shall within 30 days of a written demand served by the SBI Foundation, carry out suitable rectification in its accounts and records. SBI Foundation shall either adjust excess disbursements arising from errors in accounting by HIHT from future instalments or HIHT would refund the excess disbursement on account of errors to SBI Foundation.

12.2. Any disallowances recommended by the auditor during the course of the audit/review shall be communicated to HIHT and a written explanation shall be requested within 30 days of its communication. SBI Foundation reserves the right to recover/adjust the disallowed amount from the subsequent disbursements of funds to HIHT if the explanations are found to be unsatisfactory.

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



13. PROCUREMENT OF GOODS, SERVICES AND ASSETS

- 13.1. HIHT hereby agrees that all procurement of goods, services and assets under this Grant Letter shall conform to the requirements listed below:
- Based on limits laid down in the Procurement Policy as part of Standard Operating Process of HIHT, procurement shall be made on a competitive basis and based on minimum of 3 competitive quotations invited by HIHT and;
 - Solicitations for goods, services and assets shall be based upon a clear and accurate description of the goods, assets or services to be acquired.
 - Contracts shall be awarded only to responsible contractors that possess the potential ability to successfully perform the contracts.
 - No more than a reasonable price (as determined, for example, by a comparison of price quotations and market prices) shall be paid to obtain goods and services.
- 13.2. HIHT shall maintain records regarding the nature and extent of solicitations of prospective suppliers of goods, assets and services acquired by it and the basis of award of contracts and orders.
- 13.3. All goods, assets and services financed with SBI Foundation's funds shall, unless otherwise agreed upon in writing, be devoted to the Project until its completion or termination of Grant and thereafter, may only be used to further the objectives of this Grant or as SBI Foundation may communicate to the NGO (HIHT) in writing.
- 13.4. All assets procured from SBI Foundation's funds with a useful life of more than one year shall be supported by adequate records, which shall include the following:
- Description of asset;
 - Asset identification number;
 - Date of purchase of asset;
 - Original value;
 - Asset quantity;
 - Location and/or user;
 - Physical condition;
 - Date and value of disposal of asset;
 - Date of last physical verification of the asset;
 - Insurance status of asset.
- 13.5. HIHT shall purchase and register the equipment, if any, for the project, in its name and as per the extant rules & regulations applicable to the area. HIHT will submit all the necessary documents like invoice, insurance, photograph with branding, etc. to SBI Foundation within time for record and verification. Deviation or delay in this regard due to unforeseen reasons, if any, shall be immediately brought to the notice of SBI Foundation.

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
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14. PROJECT CLOSURE REQUIREMENTS

- 14.1. The project closure requirements shall be initiated when:
- The duration of this grant is nearing completion,
 - The stated activities have been completed and outputs/objectives achieved,
 - There is no further amendment to the contract for the extension of the period,
 - In case the Grant period is extended then the project closure shall be applicable after the extended duration of the project has been achieved,
- 14.2. The guidelines for project closure have been provided below:
- 14.2.1. **Fixed Assets:** SBI Foundation has all rights to decide about the fixed assets, if any purchased under the project would be retained by HIHT, any charitable trust or any Govt. agencies upon the closure of the project. An undertaking as stated below would be provided to SBI Foundation that post completion of the Project these assets would be used for similar development related activities.
- 14.2.2. The expenses pertaining to the creation of such Fixed Assets shall be intimated to the Foundation, along with such additional details, as may be required, at the end of every Financial Year.

Declaration / Certification for Fixed Assets under the Project covered by Grant:

Sr. No.	Description	Budget Amount (Rs.)	Cost of Acquisition of Asset (Rs.)	Date of Purchase	Asset Quantity	Fixed Asset Number	Location of Asset	Serial No. of the Assets	Person Responsible

I certify that the details given above are correct and all the assets have been physically verified by us and shall be used for developmental activities or for the purposes of the trust/society.

Chief Functionary

Finance Officer

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



- 14.2.3. **Project Closure Report:** A consolidated audit report, duly audited by a Chartered Accountant and program narrative report for the entire project duration shall be submitted by HIHT within 30 days of the project closure as per the prescribed format.
- 14.2.4. **Interest on Project Funds:** Any interest earned on the Project funds must be reported to SBI Foundation in the Quarterly Project Report and Quarterly Grant Utilization Certificate at the time of submission of the consolidated project closure report as mentioned above and shall be used for the purposes of the Project. Such interest in Project Funds must be utilised for the purpose of the project only.
- 14.2.5. On project closure, any interest, which remains unutilized with HIHT, shall be adjusted at the time of full and final settlement of the Project.
- 14.2.6. **Project Advances:** In case any project advances are not settled by the end of the project duration, the same shall be treated as balance unspent with HIHT and deducted while making full and final settlement.
- 14.2.7. **Final Settlement:** The final settlement of the Project shall be computed on the basis of the consolidated audit report and program narrative report submitted by HIHT. SBI Foundation reserves the right to perform a field visit to verify the project expenditure and project progress as communicated to the SBI Foundation by HIHT.
- 14.2.8. Any disallowances of expenditure, resulting from a desk review of the consolidated report or field visit by the SBI Foundation or its authorized representative prior to the final settlement, shall be communicated HIHT and a written explanation shall be requested from them.
- 14.2.9. The full and final settlement for the Project shall be subject to recovery on account of any such disallowances as may be deemed appropriate by SBI Foundation based on the written explanation provided by HIHT. The full and final settlement shall be made within 30 days after submission of the project closure report by HIHT and SBI Foundation shall issue a final project closure letter to HIHT.
- 14.2.10. **Disallowances after Project Closure:** SBI Foundation retains the right to recover disallowed costs resulting from final audit of the Project performed after the close out of the Project.

15. UTILISATION OF GRANT

- 15.1. HIHT shall **NOT** use the aforementioned grant for any purpose other than in connection with the purpose as described and agreed in Para (1) and (2) of this Grant Letter.

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



15.2. Any deviation from the same will require prior written approval of SBI Foundation.

16. FINANCIAL TERMS & CONDITIONS

16.1 HIHT shall not divert or use the funds for any purpose other than the purpose for which the funds are released as described and agreed in Paras (1) and (2) of this Grant Letter.

16.2 HIHT agrees that the funds shall be fully utilized for the stated purpose within the time period finalized herein.

16.3 SBI Foundation will support the expenses of HIHT as per the proposal submitted by it and specified in Para (2) of this Grant Letter.

16.4 HIHT shall maintain separate books of accounts for the purpose herein mentioned and shall be responsible for keeping all the supporting documents.

16.5 Any portion of the grant amount unutilized at the completion of the project or at the termination date of this project shall be repaid to SBI Foundation within 30 days, unless SBI Foundation, in writing, at its own discretion authorizes otherwise.

16.6 HIHT shall maintain complete and accurate records and reports (along with the supporting documents) of the direct as well as indirect expenditure incurred from the Grant provided by SBI Foundation.

17. MONITORING AND REPORTING

17.1. HIHT shall report on the following output indicators and metrics mentioned in the Log-frame and Gantt Chart submitted by it at the time project sanction and the same shall be tracked and reported on a monthly, quarterly and annual basis through the progress reports:

Output Indicators

- Number of training sessions conducted quarterly for ANMs via simulation-based learning
- Number of ANMs trained per batch-Approximately 40 ANMs/batch (2035 ANMs through 52 training sessions)
- Number of ANMs equipped with training tool kit (including supplementary resource material, audio-visuals etc.)

Output Metrics

- Baseline / Rapid need assessment report



- Simulation -based training curriculum (Adaptation from GOI's DAKSHATA Training package)
- Relevant Approvals and/or Collaboration letters to conduct training sessions for ANMs
- Documentation of training sessions-attendance, photographs, training schedules
- District-wise project data
- Post training assessments
- ANM's testimonial
- Pregnancy outcomes supported by trained ANMs, highlighting cases managed and lives saved
- Mortality and morbidity statistics.
- Data showing patient volume ad care quality.

17.2. HIHT shall submit the **quarterly progress report (Annexure IV)**, covering the following information:

- An update on all activities/components of the project.
- The progress made according to a set agenda or timeline.
- Key milestones achieved in the reporting period.
- A monthly and quarterly action plan for the upcoming objectives.

The primary purpose of this report is to communicate/indicate the status of the project. In addition to reporting on the output indicators and metrics mentioned in the Log-frame and Gantt chart, the project status report must include few photos, training schedules, and feedbacks and shall be submitted within 20 days of the end of the period to SBI Foundation. The report shall also mention the details on the utilization of funds during the reporting quarter.

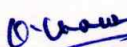
17.3. **An annual project report (Annexure V)** incorporating the output indicators and metrics mentioned in the Log-frame and Gantt Chart, the activities carried out, outcome of the project, and learning experiences shall be submitted to the SBI Foundation by HIHT along with a few photographs, case studies and any other relevant information useful to show the utilization of the Grant within 30 days of the end of the period.

17.4. HIHT shall submit the progress reports like **quarterly progress report and annual project report** as per the timeline mentioned in the Annexure III.

17.5. SBI Foundation will provide access to an application/software/dashboard for uploading the required data and photographs etc., with the facility of geo-tagging to HIHT for uploading the data and photographs on a monthly/ quarterly/ annual basis for monitoring purpose.

17.6. SBI Foundation will conduct visits to the project location to monitor the project developments. SBI Foundation may provide prior information before the visit or without any information to conduct a surprise visit to the project site.

For Himalayan Institute Hospital Trust



Dr. Vijendra Chauhan
Secretary



18. OBLIGATIONS OF HIHT

- 18.1 To perform all the activities as mentioned in Para (1) in the best possible manner and in the interest of the project.
- 18.2 To provide and account for all the expenditure incurred by HIHT towards meeting the agreed objective mentioned in Para (1).
- 18.3 HIHT shall ensure that the project is executed and completed in the best possible manner in keeping with the highest standards.
- 18.4 HIHT will permit SBI Foundation to carry out assessment of the project and track the fulfillment of the agreed objectives.
- 18.5 HIHT shall also provide access to SBI Foundation and its nominated auditors to verify their accounts and get them audited.
- 18.6 HIHT shall provide all information about administrative/project personnel, particularly who are directly/indirectly involved or associated with the project.
- 18.7 HIHT agrees to submit monthly project status reports and quarterly progress reports on the progress, challenges and other issues concerning the objective being achieved under this project.
- 18.8 HIHT shall submit a **quarterly utilization of grants** report to SBI Foundation duly certified by the Chartered Accountant.
- 18.9 HIHT has confirmed that all the activities carried out by it are in compliance with all the existing laws, rules, regulations as applicable and that it has never been blacklisted by any entities. HIHT shall indemnify and keep indemnified SBI Foundation, including its directors, its employees against all actions, claims, demands, losses, costs, damages or liability whatsoever, arising by reason of any breach of the terms & conditions of the grant.
- 18.10 HIHT shall comply in all respects with the provisions of statutes, ordinances, rules and regulations as may be applicable to it and shall obtain and keep in force all necessary registrations, licenses, approvals and consents under the laws applicable for compliance with all regulations and necessary safeguards in carrying out its responsibilities under this Project.

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



- 18.11 HIHT shall take full responsibility to extend the best quality of support to the beneficiaries of this project. In case of any shortcomings or challenges faced in implementation of the project HIHT shall take full responsibility, must undertake all the necessary remedial measures without any additional cost to the SBI Foundation. It should be noted that SBI Foundation are supporting the project financially and are in no way responsible and liable for any adverse consequences due to which the project is affected in any manner by the complaints against the either HIHT or SBI Foundation. Further, in such circumstances, SBI Foundation reserves right to cancel the grant and stop further support.
- 18.12 That the grant amount will at all times be used for the purpose set out in the project and that no funds will be used for lobbying, political activity, private benefit, illegal activity or in any way inconsistent with the purpose set out in the project.
- 18.13 Due credit and recognition shall be given to SBI Foundation for all the activities performed by HIHT as envisaged under this project. HIHT shall endeavor to carry a suitable marker linking the same to SBI Foundation.

19. PERIOD OF COMPLETION OF PROJECT / TASK/ ACTIVITY AND AUDIT

- 19.1. The term of the Project for which the Grant is being provided is for **February 2026 to January 2028.**
- 19.2. SBI Foundation reserves the right to conduct an audit, by itself or any Third Party, on the books of accounts and project progress of HIHT in respect of the project grant, if in its opinion the same is necessary and HIHT will assure that it shall co-operate in the matter.
- 19.3. In the event that funds granted by SBI Foundation are being misused or improperly used or not used for the purpose of the grant then SBI Foundation shall cease to make any further payments and will also be entitled to demand refund of the grant for willful breach of the arrangement.

20. EVALUATION AND IMPACT ASSESSMENT

SBI Foundation shall undertake or cause to be undertaken, evaluation of the impact and cost-effectiveness of the Project. Such evaluation shall be carried out 1 year after completion of the project. If so, SBI Foundation will specify, in consultation HIHT, the terms of reference for the evaluation and an appropriate schedule for conducting it. HIHT shall, when required, give SBI Foundation or its representative's reasonable co-operation and access to its records in connection with the grant.

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



21. CONFIDENTIALITY

Parties (HIHT and SBI Foundation) shall maintain confidentiality of and shall not disclose any of the terms of this grant letter and any other sensitive information related to the other Party or its representatives or affiliates ("Confidential Information") except to the extent required for the purpose of fulfilling disclosing Party's obligations under this grant letter, by any law, rule or regulation (provided that any Party so required shall if legally permissible and reasonably practical inform the other Party about disclosure). This provision shall not apply where Confidential Information properly enters the public domain or if it is already in possession of the Party receiving the Confidential Information before it is disclosed to it under this Grant Letter by the disclosing party, or if it is independently developed by the receiving Party without reference to the Confidential Information of the disclosing Party.

This section shall not prohibit the Parties from disclosure of Confidential Information to their professional indemnity insurers or advisers, in which event they may do so in confidence only. Further Information may be shared by a Party with its affiliates, associates, agents and member firms on a need-to-know basis, and may be accessed by other parties who facilitate the administration of the disclosing Party's business or support its infrastructure. The disclosing Party shall remain responsible for preserving confidentiality, if Confidential, Information is shared with such affiliates, associates, agents and member firms or accessed by such other parties. This section shall survive termination.

22. VISIBILITY

22.1. HIHT will endeavor to provide maximum visibility to SBI Foundation by branding the training and IEC tools.kits and other relevant assets, if any with the legend '**Supported by SBI Foundation**'. Any visibility material (standees, fliers) distributed by HIHT or any communication collateral (newsletter, annual report, brochure, etc.) will recognize the support SBI Foundation on its website and on all other forums. Any communication collateral (newsletter, annual report, brochure, etc.) developed under this project will be co-branded. HIHT will acknowledge the support of SBI Foundation on its website and in all other forums. It is understood that all press releases or other public communications of any sort relating to this grant, including the method of release of the publication other than the announcement approved below, and shall be subject to the mutual approval of SBI Foundation HIHT. Additionally, a suitable outreach and visibility plan will be shared with HIHT.

22.2. The Parties (**HIHT & SBI Foundation**) shall own their respective creations, trademarks, copyrights and other intellectual property rights. To the extent this Grant Letter envisages permitted use of each other's logo, mark or name, the Party to which such logo, mark or name belongs shall deemed to have licensed such permitted use to the other Party under this Grant Letter. Notwithstanding, the Parties will take the written consent of the other Party, before using other Party's logo or mark.

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



23. ABANDONMENT OR PREMATURE TERMINATION

In case of abandonment, or earlier termination of the Project without its completion, the total advance paid to HIHT or such unutilized funds taking into account the portion of the Project completed, and after deducting the proportionate funds of expenses incurred for completion of such sessions, shall be returned immediately to the SBI Foundation by the HIHT. The amount so deducted and refunded shall be realistic and acceptable to SBI Foundation.

24. ARBITRATION & FORCE MAJEURE

24.1. If any dispute arises out of this MOU between the Parties, then the Parties shall resolve that dispute by negotiations in good faith. If the dispute cannot be resolved within sixty (60) days of the commencement of negotiations, then the same will be referred to arbitration. The arbitration tribunal shall comprise of three arbitrators, one to be appointed by each Party and the third arbitrator to be appointed by the two arbitrators so appointed. Such arbitration shall be governed by the Arbitration and Conciliation Act 1996. The arbitration proceedings shall be in the English language. The venue of arbitration shall be Mumbai, India. The arbitral award shall be final and binding upon the Parties, and each Party agrees to bear its own costs of arbitration and to equally share the fees of the arbitration tribunal unless the arbitration tribunal decides otherwise. The validity and interpretation of this MOU shall be governed by the laws of India and Parties shall be subject to the exclusive jurisdiction of the Courts of Mumbai to entertain any suits relating to the enforcement of the award and/or any injunctive relief.

24.2. Notwithstanding anything else contained in this Grant Letter, the Grant Letter shall stand terminated if either of the parties become incapable of acting as is provided for in the Grant Letter, due to courses/conditions beyond the reasonable control of any Party, including without limitations, warfare, earthquake, flood, storms or other natural disasters, terrorism, epidemics, pandemic & any other circumstances (Natural and/or otherwise) legal and regulatory changes directly affecting the performance of the Project.

25. COMPLIANCE WITH LAWS

25.1. HIHT agrees that it has the necessary legal right, authority, powers, internal and organizational approvals to enter into this Grant Partnership and render its deliverables.

25.2. HIHT agrees that it will perform, it has all necessary wherewithal and is capable of rendering its deliverables consistent with the professional and international standards of skill, care, and diligence.

- 25.3. HIHT shall comply with all applicable central, state and local laws, regulations and guidance documents including, but not limited to, privacy and data protection laws, regulations and guidelines; tax laws and regulations; labour laws and regulations, as amended from time to time.
- 25.4. HIHT shall obtain and keep in full force and effect any licenses, certifications, permits or registrations necessary to render its deliverables.
- 25.5. HIHT shall represent and warrant that they are now in compliance with and undertakes that in performance of obligations under this grant letter shall continue to comply with, all applicable laws, regulations and industry codes of practice. Without limiting the generality of the foregoing, HIHT represents, warrants and undertakes that they will continue to be in compliance with all applicable anti-corruption laws and regulations. HIHT also, represents and undertakes that it and all persons employed or acting on its behalf (including employees, agents, consultants, or approved sub-contractors) **will not:**
- 25.5.1. Give, or offer to give, directly or indirectly, any contribution, fee, gift, bribe, rebate, payoff, travel expense, entertainment, influence payment, kickback or any other payment, regardless of form, whether in money, services or anything else of value to any person/government official to secure a business advantage or a favorable treatment in respect of this Project.
- 25.5.2. Provide any facilitation or grease payment to any government official or employee of a government agency to expedite routine government actions that the official or employee is already bound to perform.
- 25.6. Further, HIHT shall represent that:
- 25.6.1. It has not identified any conduct requiring disclosure or made any disclosure to a government agency with respect to any alleged act or omission arising under any applicable laws, including anti-corruption laws.
- 25.6.2. No government person, agency or entity or any other person has requested, conducted or required HIHT to conduct any audit relating to anti-corruption.
- 25.6.3. Neither HIHT nor any of its affiliates or agents has received any written notice or other written communication from any government person or agency regarding any actual, alleged or potential violation of, or failure to comply with, any anti-corruption law; or any actual or threatened revocation, withdrawal, suspension, cancellation, termination or modification of any registration or governmental order; or any actual, alleged or potential obligation on the part of HIHT or any of its affiliates or agents to undertake, or to bear all or any portion of the cost of, any remedial action related to anti-corruption.

For Himalayan Institute Hospital Trust


Dr. Vjendra Chauhan
Secretary



25.6.4. No government person, agency or entity has initiated, or threatened to initiate, an action against HIHT or any of its directors, officers, consultants, employees, agents or subcontractors asserting that we are not in compliance with any applicable anti-corruption law.

26. NOTICE

All notices, requests, consents, demands and communications provided for by this Grant Letter shall be in writing and shall (unless otherwise specifically provided herein) be deemed given when mailed via by registered post or by a reputed courier addressed to the address of the Parties as provided in this section.

27. Please acknowledge the receipt of this grant letter duly signed in full having agreed to the terms and conditions mentioned above.

Swapan Dhar
Managing Director
SBI Foundation

I have agreed to above terms and conditions and declare that they are binding on us.

Authorized Signatory of
HIHT

Name: Dr.Vijendra Chauhan
Designation: Secretary
Date:

For Himalayan Institute Hospital Trust

Dr. Vijendra Chauhan
Secretary



ANNEXURE II
GRANT INSTALMENT FUND REQUISITION
(On the letterhead of the Implementing Partner)

Fund Requisition for the Period: February 2026– March 2026
(Fund Requisition No. __)

To,
XXXXX,
XXXXX
<Address of Donor>

Date: XX-XXX-20XX

Dear Sir/Madam,

**Subject: Fund requisition for the period _____ for the Project titled _____
in pursuance of Grant Letter No. _____**

With reference to the above subject, we hereby request you to kindly release funds amounting to Rs. _____ for the period _____ as per the details provided in Annexure to this requisition.

We hereby confirm that the unspent fund balance for the '**SBIF Jivanam - Enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand**' as on 1st (Month), 20XX is Rs. _____ and the same shall be utilized during the period Month, 2026 – Month, 2026 for the purposes of the Project.

Regards,

Authorized Signatory
(Name & designation of the Signatory)
Name of the Implementing Partner

FOR OFFICE USE ONLY	
Amount requested Rs.	Initiated by
Amount deducted Rs. (details of deductions made)	Authorized by (Program Manager/Coordinator)
	Authorized by (Managing Director)
Amount disbursed Rs.	

Annexure to Fund Requisition
(Please provide details of activities for which funds have been requested)

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



ANNEXURE III
PROJECT REPORT SUBMISSION SCHEDULE

Sr. No.	Reporting Period	Report to be Submitted	Due for Submission
1.	Feb 2026 March 2026	<ul style="list-style-type: none"> • Baseline/Rapid Need Assessment Report • Simulation based training curriculum • Relevant Approvals and/or Collaboration letters to conduct training sessions for ANMs • Quarterly Report • Quarterly Audited GUC 	10 th April 2026
2.	April 2026 May 2026 June 2026	Simulation based Training Curriculum Quarterly Audited GUC Quarterly Progress Report Relevant Project Documents	10 th July 2026
3.	July 2026 August 2026 September 2026	Quarterly Audited GUC Quarterly Progress Report Relevant Project Documents and invoices	10 th October 2026
4.	October 2026 November 2026 December 2026	Quarterly Audited GUC Quarterly Progress Report Relevant Project Documents	10 th January 2027
5.	January 2027 February 2027 March 2027	Annual Progress Report	10 th Februar y 2027
		Quarterly Audited GUC Quarterly Progress Report Relevant Project Documents	10 th April 2027
6.	April 2027 May 2027 June 2027	Quarterly Audited GUC Quarterly Progress Report Relevant Project Documents	10 th July 2027
7.	July 2027 August 2027 September 2027	Quarterly Audited GUC Quarterly Progress Report Relevant Project Documents	10 th October 2027
8.	October 2027 November 2027 December 2027 January 2028	Quarterly Audited GUC Quarterly Progress Report Annual Audited GUC Annual Progress Reports Project Dissemination Workshop Relevant Project Documents and invoices Endline Assessment Report	10 th Februar y 2028

For Himalayan Institute Hospital Trust

(Signature)
Dr. Vijendra Chauhan
Secretary



ANNEXURE IV

SBIF Jivanam – Enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand

Quarterly Progress Report – (Period)

NGO Name:

Project Location:

Project Period:

Quarterly Updates:

1. Budget Status

Particulars	Amount
Total Grant Sanctioned	
Total Grant Released (Date)	
Fund Utilized during the quarter	
Total Grant Utilized (In the reporting quarter)	
Total Unspent Amount (As per the grant released)	

(Any other details related to Budget/ Finance can also be mentioned in this space)

2. Project Progress for the quarter

(Brief on activities implemented during the quarter with supportive data, outcome, etc.)

Space for Photos: (Relevant/Appropriate Photographs)

Details/Narration (Briefly & Point wise)

Quantitative Report

Sr. No.	Particulars	Target for Project period (Feb'26-Jan'27)	Target		Achievement	
			Feb'26 – [Reporting Month]	[Reporting Month] (e.g. Feb'26)	Feb'26 – [Reporting Month]	[Reporting Month] (e.g. Feb'26)
1	Number of training sessions conducted for ANMs via simulation-based learning					
2	Number of ANMs trained per batch					
3	Number of ANMs equipped with training tool kit.					

For Himalayan Institute Hospital Trust


Dr. Vjendra Chauhan
Secretary



3. Events/Visits by Govt. or SBI/SBIF/NGO officials

(Please mention about major events during the month other than regular activities/Visit of Any Dignitaries like MP/MLA/SBI/SBIF/NGO/Govt. Authorities, etc.)

4. Key Challenges Faced during the implementation

(Please mention about the key challenges faced, if any in the ground/village level problem/others and proposed measures to resolve the issue with timelines)

5. Branding and Media Coverage

(Comment on the quality of branding of the project and media coverage status – NGO social media handles, Newspapers, TV, etc. worth name and number, etc.)

6. Impact Stories

(In Impact stories mention the beneficiary details, Pre & Post intervention situation, Process involved, etc.)

NGO Program Coordinator

NGO Director/ CEO

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



Audited Grant Utilization
SBIF Jivanam-Enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand
Auditor's Report
REPORT ON THE UTILIZATION OF FUNDS

We have audited the Utilization Certificate for the Quarter (_____) of the project SBIF Jivanam: Enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand '–prepared by _____ which comprises the Receipt/Income (Cash & Bank), Expenditure/Utilization and Cash & Bank Balances for the period of XX-XX-20XX to XX-XX-20XX. We have duly verified the Books of Account with supporting bills/vouchers and all relevant documents related to the above-mentioned project, which forms the basis of our opinion presented below.

Opinion/Observations/Notes –

In our opinion and according to the explanations given to us,

1. The fund provided for the Project: _____ has been utilized exclusively for the project for which the fund was sanctioned.
2. Proper entries in the books of account have been made of the Receipt(s) & expenditure(s) incurred and balances (cash and bank) are matched with the books of account and
3. The Utilization certificate presents a true and fair view of the financial status of HIHT for the above-stated project.

Summary of the Budget:

Particulars	Amount
Total Grant Sanctioned	
Total Grant Released (Date:XX-XX-20XX)	
1 st Instalment released on	
2 nd Instalment released on	
3 rd Instalment released on	
4 th Instalment released on	
5 th Instalment released on	
Fund Utilized during the quarter	
Total Grant Utilized (Till the reporting month)	
Total Unspent Amount (As per the grant released)	

Signature of the Auditor

Seal of the Organisation

Details:

M. No:

UDIN:

Place

Date:

Organization's Name:

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



Audited Grant Utilization Summary

NGO Name _____
 Month/Year _____

SBI FOUNDATION <i>Service Beyond Boundaries</i>		GRANT UTILISATION CERTIFICATE										<Insert Implementation Partner's Logo here>					
Name of Implementation Partner Name of the Project Thematic Area		Project Period Total Grant Received ₹ MM/YYYY to MM/YYYY Total Utilised Amount ₹ DD/MM/YYYY to DD/MM/YYYY Expenses Statement for DD/MM/YYYY to DD/MM/YYYY															
Sr. No.	Budget Head	Budget Sanctioned (in INR)					Actual Utilisation (in INR)					Variance (in INR)		Variance in %		Reasons for Variance	
		Total Sanctioned Amount	Total Revised Budget, if any	Up to Previous Reporting Period	Current Period DD/MM/YYYY to DD/MM/YYYY	Up to Current Period (DD/MM/YYYY)	Up to Previous Reporting Period	Current Period DD/MM/YYYY to DD/MM/YYYY	Up to Current Period (DD/MM/YYYY)	Current Period DD/MM/YYYY to DD/MM/YYYY	(A+B) = C	(D+E) = F	(B-E) = G	(C-F) = H	GB %		HIC %
1 SALARY & BENEFITS																	
1.1.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
1.2.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
1.3.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
1.4.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
1.5.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
	Sub Total - SALARY & BENEFITS	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
2 OFFICE ADMINISTRATION COST (5%)																	
2.1.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
2.2.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
2.3.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
2.4.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
2.5.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
	Sub Total - OFFICE ADMINISTRATION COST	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
3 TRAVEL & RELATED EXPENSES																	
3.1.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
3.2.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
3.3.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
3.4.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
3.5.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
	Sub Total - TRAVEL & RELATED EXPENSES	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
4 AUDIT, EVALUATION, BRANDING AND LEARNING																	
4.1.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
4.2.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
4.3.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
4.4.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
4.5.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
	Sub Total - AUDIT, EVALUATION, BRANDING AND LEARNING	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
5 PROGRAMME RELATED EXPENSES																	
5.1.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
5.2.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
5.3.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
5.4.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
5.5.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
	Sub Total - PROGRAMME RELATED EXPENSES	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
6 Any other																	
6.1.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
6.2.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
6.3.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
6.4.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
6.5.		₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
	Sub Total - Any Other	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
	Contingency Fee, if any	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0
	GRAND TOTAL (1 to 7)	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0

For Himalayan Institute Hospital Trust

Chauhan
 Dr. Vijendra Chauhan
 Secretary



Reconciliation of the Grant for the period from DD/MM/YYYY

Opening Balance in Hand - <Insert date>	
Add Grant Received During Current Period	₹ 0
Add Interest Received on Grant from SBIF	
Less Expenditure During Current Period	₹ 0
Balance - <Insert date>	₹ 0
Less Unutilised Grant Amount Refunded Back	₹ 0
Balance of Funds in Hand/ Closing Balance (I)	₹ 0

Bank Details for Fund Transfer

A/C Name:
 Name of Bank:
 A/C Number:
 Nature of A/C: Savings/ Current
 Place:
 Date:

Closing Balance Represented by:	
Cash Balance	
Bank Balance (*)	
Fixed Deposits	
Deposits	
Advances to staff	
Advances for services	
Liabilities Payable	
Total (J)	₹ 0

(*) Balance of Funds in Hand is equal to "Total of Cash in Hand" & "Bank Balance", if not please provide reconciliation.

Reconciliation of "Balance of Funds in hand" and "Total"	
Balance of funds in hand	₹ 0
Add: payables as on <Insert date>	
Less: Receivable from other donor	
Less: Receivables and prepaid	
Actual balance of funds in hand	₹ 0

Difference (I-J)	
Difference should be nil, or explanation should be provided	₹ 0

- Note:**
- (1) The quarterly grant utilisation certificate should be accompanied by a pointwise explanation for all line items showing a variance.
 - (2) Funds cannot be used for purposes other than sanctioned in the approved budget, unless prior permission is sought and obtained in writing from SBI Foundation. Similarly, no adjustments may be made across line items unless written permission for the same is obtained from SBI Foundation.
 - (3) Please justify the request for further installments if the balance is high.
 - (4) The variance is to be given against the Revised Budget, if any.

For <Insert Name of Implementation Partner here>

Director/ Authorised Signatory

<Insert Name of Authorised Signatory>

Summary Table

Total Grant Released (Date:XX-XX-20XX)	
Instalment released on	
Fund Utilized during the year	
Total Grant Utilized (Till the reporting month)	
Total Unspent Amount (As per the grant released)	

NGO Program Coordinator

NGO Director/ CEO

Auditor (Stamp & Signature)

For Himalayan Institute Hospital Trust

Dr. Vijendra Chauhan
 Dr. Vijendra Chauhan
 Secretary



ANNEXURE V

SBIF Jivanam-Enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand

Annual Progress Report – (Period)

NGO Name:

Project Location:

Project Period:

Annual Updates:

1. Budget Status

Particulars	Amount
Total Grant Sanctioned	
Total Grant Released (Date)	
Total Grant Utilized (In the reporting period)	
Total Unspent Amount (As per the grant released)	

(Any other details related to Budget/ finance can also be mentioned in this space)

2. Annual Project Progress

(Brief on activities implemented during the month with supportive data, outcome)

Space for Photos: (Relevant/Appropriate Photographs)

Please detail about various aspects of the program like implementation in brief as mentioned in the log frame and Gantt chart, etc.

3. Outcome of the Project

Sr. No.	Particulars	Target for Project period (Feb'26-Jan'27)	Target		Achievement	
			Feb'26 – [Reporting Month]	[Reporting Month] (e.g. Feb'26)	Feb'26 – [Reporting Month]	[Reporting Month] (e.g. Feb'26)
1	Number of training sessions conducted for ANMs via simulation-based learning					
2	Number of ANMs trained per batch					
3	Number of ANMs equipped with training tool kit.					

(Please mention about major outcomes as per output indicators metrics mentioned in the Log-frame and Gantt chart)

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



4. Events/Visits by Govt. or SBI/SBIF/NGO officials

(Please mention about major events during the month other than regular activities/Visit of Any Dignitaries like MP/MLA/SBI/SBIF/NGO/Govt. Authorities, etc.)

5. Key Challenges Faced during the implementation

(Please mention about the key challenges faced, if any in the ground/village level problem/others and proposed measures to resolve the issue with timelines)

6. Branding and Media Coverage

(Comment on the quality of branding in the villages and media coverage status – NGO social media handles, Newspapers, TV, etc. worth name and number, etc.)

7. Impact Stories/ Case Study

(In Impact stories/ Case studies mention the beneficiary details, Pre & Post intervention situation, Process involved, participation during the intervention)

NGO Program Coordinator

NGO Director/ CEO

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary



ANNEXURE VI

BUDGET SHEET: : SBIF Jivanam: Enhancing ANM Competencies to reduce Maternal & Newborn mortality in Uttarakhand

SBI Jivanam Enhancing ANM Competencies to Reduce Maternal & Newborn Mortality in Uttarakhand										
Proposed by:		Himalayan Institute Hospital Trust								
Total Budget:		₹ 1,08,00,000.00								
Project Duration:		2 Years								
Sr. No.	Budget Head/ Budget Line Item	Unit	Unit Type	Quantity/ Price per Frequency Unit	Year 1	Unit	Quantity/ Price per Frequency Unit	Year 2	Total	
1. Programmatic Cost										
1.1.	Training kit	635	No. of ANMs	1 ₹ 200.00	₹ 1,27,000.00	1400	1	₹ 200.00	₹ 2,80,000.00	₹ 4,07,000.00
1.2.	Boarding lodging	635	No. of ANMs	2 ₹ 1,000.00	₹ 12,70,000.00	1400	2	₹ 1,000.00	₹ 28,00,000.00	₹ 40,70,000.00
1.3.	Participants Travel	635	No. of ANMs	1 ₹ 1,200.00	₹ 7,62,000.00	1400	1	₹ 1,200.00	₹ 16,80,000.00	₹ 24,42,000.00
1.4.	Resource Person Fee	6	NO. of Resource Persons per batch	16 ₹ 1,000.00	₹ 96,000.00	6	36	₹ 1,000.00	₹ 2,16,000.00	₹ 3,12,000.00
1.5.	Charges of Simulation Lab	16	NO. of batch	2 ₹ 1,500.00	₹ 48,000.00	36	2	₹ 1,500.00	₹ 1,08,000.00	₹ 1,56,000.00
1.6.	Program dissemination workshop	50	No. of participants	0 0	0	50	1	₹ 1,000.00	₹ 50,000.00	₹ 50,000.00
1.7.	Program Launch workshop	50	No. of participants	1 ₹ 1,000.00	₹ 50,000.00	0	0	₹ 0.00	₹ 0.00	₹ 50,000.00
1.8.	Branding of program	1	No. of quarter	4 ₹ 10,000.00	₹ 40,000.00	1	4	₹ 10,000.00	₹ 40,000.00	₹ 80,000.00
Sub Total					₹ 23,93,000.00			₹ 51,74,000.00	₹ 75,67,000.00	
2. Personnel Cost (Project HR Cost)										
2.1.	Program Manager	1	No. of person	12 ₹ 50,000.00	₹ 6,00,000.00	1	12	₹ 55,000.00	₹ 6,60,000.00	₹ 12,60,000.00
2.3.	Assiant Program Manager	1	No. of person	12 ₹ 35,000.00	₹ 4,20,000.00	1	12	₹ 38,500.00	₹ 4,62,000.00	₹ 8,82,000.00
Sub Total					₹ 10,20,000.00			₹ 11,22,000.00	₹ 21,42,000.00	
3. Travel & Transportation Cost (including field level travel)										
3.1.	Travel	2	No. of person	12 ₹ 4,000.00	₹ 96,000.00	2	12	₹ 4,000.00	₹ 96,000.00	₹ 1,92,000.00
Sub Total					₹ 96,000.00			₹ 96,000.00	₹ 1,92,000.00	
4. Audit & Impact Assessment Cost										
4.1.	Auditor Fee	1	No. of Audit	4 5000	₹ 20,000.00	1	5	₹ 5,000.00	₹ 25,000.00	₹ 45,000.00
4.2.	1. Baseline/ Rapid needs assessment 2. Endline assesments	1	No. of Audit	1 50000	₹ 50,000.00	1	1	₹ 50,000.00	₹ 50,000.00	₹ 1,00,000.00
Sub Total					₹ 70,000.00			₹ 75,000.00	₹ 1,45,000.00	
Subtotal I					₹ 35,79,000.00			₹ 64,67,000.00	₹ 1,00,46,000.00	
6.1.	Contingency Fee (on approval of SBI Foundation)<3%				₹ 83,475.00				₹ 1,55,675.00	₹ 2,39,150.00
Sub Total II					₹ 36,62,475.00			₹ 0.00	₹ 66,22,675.00	₹ 1,02,85,150.00
Administrative cost (<5%)					₹ 1,83,420.00	1	1	₹ 0.00	₹ 3,31,430.00	₹ 5,14,850.00
Total Budget					₹ 38,45,895.00			₹ 69,54,105.00	₹ 1,08,00,000.00	

For Himalayan Institute Hospital Trust


Dr. Vijendra Chauhan
Secretary

