



# National Adventure Foundation

(Registration No.S/10595 dated 6 Nov 1979)

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Mayur Vihar Phase-I, Extension,  
Delhi – 110 091

## PRESIDENT

Lt Gen Raman Dhawan, AVSM, VSM\*\*, ADC (Retd)

## EXECUTIVE DIRECTOR

Lt Col RK Bhushan (Retd)

*Recognized as "All India Organisation (AIO) for National Programme For Youth And Adolescent Development (NPYAD)" by Ministry of Youth Affairs & Sports, Government of India.*

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NNAF/DC/2020/

19 Oct 2020

To

**ALL NAF CHAPTER DIRECTORS / HEADS OF AFFILIATES**

### **NOTICE: CHAPTER DIRECTOR MEETING**

1. The next Directors and Affiliate Heads Conference of the National Adventure Foundation in two parts is scheduled to be held on Sun, 22 Nov, 2020 at Maini's Green Leaf, 1<sup>st</sup> floor, Star City Mall, Mayur Vihar Phase –I Extension Delhi 110091.

- (a) Part-I 1430 – 1530 hrs (Only for Chapter Directors)
- (b) Part-II 1530 – 1600 hrs (Affiliate Heads & Chapter Directors)

### **PROGRAMME OF WORK**

#### **2. Preliminaries**

- (a) Opening Remarks by the President.
- (b) Executive Director to seek Ratification of the Minutes of the last Directors' Meeting held on 22 Sep 2019.

3. Agenda Points as Appendix attached. (Points by Chapter Director if any be forwarded by 10 Nov 2020.

4. Closing Remarks by the President.

### **ATTENDANCE AT THE MEETING**

6. You are requested to kindly make it convenient to attend the meeting

7. You are also cordially invited to join for lunch at 1330 hrs at the same venue before the Director's Conference deliberations. Please confirm attendance.

**Lt Col RK Bhushan (Retd)**  
**Executive Director**

**Encl: As above**

**DIRECTOR CONFERENCE- 22 NOV 2020**  
**AGENDA POINTS**

**ITEM NO.I: Conduct of Ministry Programmes:**

1. To discuss the following issues:-
  - (a) The Importance of ensuring full Compliance with instructions as issued by the Ministry in the interests of the NAF.
  - (b) **The Modalities for:-**
    - (i) Selection and composition of Beneficiaries/Participants
    - (ii) Consultations with Panchyati Raj Institutions/NYK and NSS
    - (iii) Inviting VIP/Officials of appropriate level
  - (c) Monitoring & Evaluation by NYK Officer on behalf of Ministry.
  - (d) Conduct of Seminars

**ITEM NO.II: Procedure for Allotment and Payment of Govt Programmes.**

2.
  - (a) Our consolidated proposal is sent to the Ministry in the month of Apr/May 2021 for the next FY.
  - (b) Once the Ministry of Youth Affairs & Sports sanctions the programmes, 50% of amount is released by the Ministry.
  - (c) After receipt of sanction, HQ NAF allots the programmes to Chapters and the Directors are informed as to what action has they are supposed to do within the time frame.
  - (d) After receipt of reply from Chapter Director, the dates and venues are consolidated and forwarded to the Ministry by the HQ NAF for obtaining their 'Go Ahead'.
  - (e) After obtaining the 'Go Ahead' the 50% of the money is released to the Chapters through PFMS portal as per their programmes which they are to conduct.
  - (f) Chapter Directors after finishing the programmes sends the Utilization Certificates(UC) duly signed by their CA, Bills (GST duly paid of complete amount), Nominal Roll of participants, Activity Report and three photographs of activity.
  - (g) Once the papers are found in order, HQ NAF release 50% of balance amount from its own funds ie by taking loan from bank as per the instructions of PFMS.
  - (h) HQ NAF prepared a consolidated report alongwith UC duly signed by the CA of HQ NAF which is then forwarded to the Ministry.
  - (i) Then the Ministry releases the remaining 50% of amount.
  - (j) The revenue lost by HQ NAF because of paying from own funds are recouped from the respective Chapters.

**ITEM NO.III: Financial Support from Chapters****ITEM NO.IV: Applicability of GST to HQ NAF.**

3. Discussion on points received from Chapter Directors.
4. Any other point from Chapter Director.