

Financial Inclusion Department

**Format for submission of Proposal by RRBs & CCBs
for setting up of Financial Literacy Centres (FLCs)**

1	Name of the Bank (As per the guidelines governing the scheme only RRBs & CCBs are eligible)	
2	Name of the State	
3	Number of FLCs proposed	
4	Location of FLC (Name of the Block and District may be clearly indicated along with the complete address)	
5	Whether any FLC has been sanctioned to the bank in the proposed Block / District	
6	Name and Address of the controlling office	
7	Telephone No	
8	Fax No.	
9	Email	
10	Name of the designated officer and contact no.	
11	Activity proposed to be undertaken by the FLC to be set up. <ul style="list-style-type: none">• Financial Counselling services in a non-intimidating/non-commercial environment• Enabling people to make informed choices• Awareness about advantages of connecting with formal financial sector.• Education on financial planning, responsible borrowing, savings, etc.• Plan for social security cover post productive years through suitable insurance and pension products.	
12	Human resource structure proposed for the FLC (Name , Qualification and contact details of the FLC Counselor and other staff identified for the proposed FLC)	
13	Budget proposed by the bank	
	Particulars	Amount
(a)	Capital Cost (CAPEX)	
(i)	Cost of Furniture	
(ii)	Cost of LCD /Projector	
(iii)	Computer (Desktop /Laptop) &Printer	

(iv)	Public Address System	
(v)	Screen for PowerPoint presentation	
(vi)	Portable power system	
	Total capital cost (a)	
(b)	Operating Cost (OPEX) (for one year)	
(i)	Rent of Premises	
(ii)	Salary of staff	
(ii)	Electricity charges	
(iv)	Telephone/ internet charges	
(v)	Cost of organising camps/seminars at the field level	
(vi)	Cost of Printing & Stationery and publications to be used for publicity purposes	
	Total operating cost (b)	
	Grand Total (CAPEX) + (OPEX for one year)	
14	Dimensions of the dedicated room identified for the proposed FLC	
15	Submission and acceptance of General Agreement (As per guidelines governing the scheme, banks availing grant under FIF & FITF have to sign General Agreement which will be valid for all the projects sanctioned to the respective bank)	

Date

Signature

Office seal

Name of the authorized signatory

Designation