



F.No.22023/02/2011-NGO
Government of India
Ministry of Tribal Affairs

...

Shastri Bhawan, New Delhi 110001

Dated: 21.11. 2012

To

The Pay and Accounts Officer,
Ministry of Tribal Affairs,
Shastri Bhawan,
New Delhi.

Sub: Grant-in-Aid as recurring expenses for maintenance & running of ongoing projects of *Hostel, Mobile Dispensary and Two units of Libraries* for STs to *Ramakrishna Mission, Laithumkhrach, P.O.Box No.-9, Shillong-793003, Meghalaya* towards *first Instalment for the year 2012-13* during the current financial year 2012-13.

Sir,


I am directed to convey the sanction of the President of India for payment of Grants-in-aid of Rs. 8,29,365/- (Rupees Eight Lakh Twenty Nine Thousand Three Hundred Sixty Five only) towards *first Instalment for the year 2012-13* during the current financial year 2012-13 for maintenance and running of ongoing projects of *Hostel, Mobile Dispensary and Two units of Libraries* under the scheme of Grants-in-aid to voluntary organizations working for the welfare of schedule tribes as per details of expenditure enclosed as Annexure-I(A) to I(D) to *Ramakrishna Mission, Laithumkhrach, P.O.Box No.-9, Shillong-793003, Meghalaya*. No utilisation certificate is due for rendition. The list of documents to be maintained as per GFR is indicated in Annexure-II.

2. **Time Limit:** The provisional utilization Certificate for recurring grant sanctioned during the current financial year 2012-13 shall be submitted immediately after the close of the financial year. The audited statement of Accounts alongwith utilisation certificate will be submitted by the grantee institution/organisation to the Ministry within 6 months after the close of the financial year 2012-13.

3. The accounts of all grantee Institutions/organisations shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor-General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry or Department, whenever the Institution or organization is called to do so.

4. The members of the executive committee of the grantee organisation should execute bonds in a prescribed format that they themselves jointly and severally:-

- abide by the conditions of the grants-in-aid by the target dates, if any, specified therein; and
- utilize the grants for the purpose for which it has been sanctioned and not divert the grants or entrust execution of the project to any other Institutions(s) or Organisation(s); and


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(c) abide by any other conditions specified in the agreement governing the grants-in-aid.

In the event of the grantee organisation failing to comply with the conditions or committing breach of the conditions of the bond, the signatories to the bond shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest at ten percent per annum thereon or the sum specified under the bond.

5. The grantee institutions/organisations shall observe the reservations for Scheduled Caste, Scheduled Tribes and Other Backward Class persons in posts and services under its control on the lines indicated by the Government of India.

6. Institutions/organisations receiving grants should, irrespective of the amount involved, be required to maintain subsidiary accounts of the Government grant and furnish to the Accounts Officer a set of audited statement of accounts. These audited statements of accounts should be required to be furnished after utilization of the grants-in-aid or whenever called for.

7. The accounts of the organisation shall be audited from Chartered Accountants of its own choice.

8. The grantee organisation has submitted utilisation certificate of the earlier grant and no utilisation certificate is pending against the grantee organisation under the scheme.

9. Utilisation certificate in the prescribed form under GFR-19A duly signed by the competent authority relating to previous grants is enclosed herewith.

10. **Refund of Unspent Balance:** The Unspent balance, if any, will be surrendered to the Ministry of Tribal Affairs.

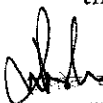
11. **Recurring Grant:** The Unspent Balance from this grant/installment will be adjusted from the subsequent grant.

12. **Salary of Staff:** Salary/honorarium of staff involved in implementation of the project is to be paid through cheque/bank only.


13. Other payments with regard to implementation of the project of Rs.10,000/- and above, is to be made through cheques by the implementing agency.

14. The grants-in-aid sanctioned under the scheme is subject fulfillment of following conditions, and the terms & conditions laid down under the scheme, by the Voluntary Organisation(VO)/Non-Governmental Organisation (NGO):-

- a) That the organisation which intends to receive the Grant-in-aid under the Scheme, will fulfill the eligibility criteria as specified in para 2 of the scheme.
- b) The grants can not be claimed as a matter of right, it depends on sole discretion of Government of India depending on the merit of the project.
- c) An amount of at least 10% of the total approved expenditure shall be contributed by the Organization from its own resources (if applicable), as soon as the grant from this Ministry is received in their bank account.
- d) That the organisation will confirm in writing to the effect at the beginning of each financial year that the conditions contained in this document and as revised from time to time for the implementation of this scheme are acceptable to it.

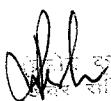

उत्तर सिंह/P.K. SAHOO
वरिष्ठ अधिकारी/Principal Officer
जनजातीय
Ministry of Tribal Affairs
भारत सरकार
Govt. of India

- e) That the Organization will also execute a bond on Non-judicial Stamp Paper of Rs.20/- in favour of the President of India to the effect that it will abide by terms and conditions attached to the grant and as revised from time to time and that in case of its failure to abide by the same, it will refund to the Government the total Grant-in-aid sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal action as per law.
- f) That the organisation will make reservations for the Scheduled Castes and Scheduled Tribes, etc. in the posts/services under their control on the lines of the instructions issued by the Government of India and as amended from time to time.
- g) That the Ministry shall not be liable for any kind of payment to the temporary/regular employees appointed by the organisation for running the project.
- h) That the organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving Rs.10,000/- and above of the grantee institution must be through cheques only. The grantee institutions are required to submit, at the time of seeking grant for continuation of the project, a copy of bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection by representatives/officers from the office of Comptroller and Auditor General of India, Government of India, or concerned State Government at any time. The organization shall have the accounts of the grant-in-aid audited either by Govt. Auditor or Chartered Accountant and supply a copy of the following audited accounts, together with Utilisation Certificate, to the Ministry of Tribal Affairs latest by first week of July month every year:-
- the receipt and payment account of grant-in-aid in question for the year.
 - the income and expenditure accounts of grant-in-aid in question for the year.
 - the balance sheet, indicating assets and liabilities from the grant-in-aid in question.
 - the utilisation certificate in prescribed format as per General Financial Rules along with the item-wise break-up.
 - the audited accounts of the organisation as a whole for the year.
- i) The organisation shall submit performance-cum-achievement report(s) every six months on the project for which it received Grants-in-aid in the prescribed format.
- j) That the facilities to be extended with the help of the Grant-in-aid will be available for the welfare of all STs irrespective of creed, religion, colour etc.
- k) The organization will not obtain grant for the same purpose/project from any other source, including Government sources. In case, it receives grant for the same project from other sources also, the same will be intimated to Ministry of Tribal Affairs immediately after receipt with proper reference.
- l) The organization will utilize the grants for the purpose it has been sanctioned, and not divert Grant-in-aid or entrust the execution of the project for which grant-in-aid is sanctioned, to another organization or institution.
- m) That if the Government is not satisfied with the progress of the project or considers that the guidelines of the scheme, terms & conditions of the sanction, etc. are being violated, it reserves the right to terminate the Grant-in-aid with


MINISTER
GOVT. OF INDIA

immediate effect and also take such other actions as it deems fit with or without prior notice.

- n) At the time of renewal of the project any unspent balance out of this grant shall be adjusted by the Ministry in the subsequent admissible grants due.
- o) No asset acquired wholly or substantially out of this Grant-in-aid will be disposed off or encumbered and or otherwise utilized for any purpose other than that for which sanctioned.
- p) The organization shall maintain a register as per GFR 19 of permanent and semi-permanent assets acquired wholly or in part out of this grant-in-aid. This register shall remain open for inspection to officials from the office of Controller and Auditor General of India, Government of India/State Government/Union Territories. The register shall be maintained separately in respect of this grant and a copy thereof furnished to the Ministry, along with the audited accounts.
- q) The release of the last instalment of the annual grants will be conditional upon the grantee institutions to provide reasonable evidence or proper utilization of instalment released earlier during the year.
- r) The Voluntary Organisation should liaise with District Administration for convergence of other existing services for the welfare of Scheduled Tribes. It should also maintain contact and seek cooperation of local Panchayati Raj Institutions. It should also have institutional arrangements for seeking community participation.
- s) In respect of Voluntary Organizations assisted for running educational institutions like residential schools, non-residential schools etc., the organisation shall make efforts for recognition of school/courses by State Governments.
- t) Provisions of General Financial Rule 211(2) (a) would be applicable where the voluntary organization are being provided assistance for the prescribed amount.
- u) The organization shall appropriately display the boards that should be erected at the project site indicating that the organization is running under the aegis of Ministry of Tribal Affairs, Government of India.
- v) The organisation shall ensure annual inspection of the project within the first quarter of the financial year in the prescribed format from the District Collector/district authorities.
- w) The purchase of non-recurring items i.e. furniture etc. should be made only from authorized dealers at competitive prices and subject to vouchers being produced for inspection.
- x) That the organisation shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department.
- y) That the organisation shall not charge any fees from the beneficiaries.
- z) In case of new projects, the organisation shall intimate this Ministry and the State Tribal Welfare Department about the date of commencement of project and that should be within 15 days from the receipt of funds by the organisation in their bank account.
- aa) The organisation shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants.


Secretary, Ministry of Tribal Affairs
Government of India
New Delhi

bb) In the event of a Court Case, the organisation shall not be entitled to any grant-in-aid till the matter is pending in the Court of Law; the Ministry shall not be responsible for any legal/intellectual/contractual disputes between VO/NGO and a third party. By accepting the grant, the recipient accepts this condition.

cc) For all disputes involving Ministry of Tribal Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi.

dd) The organisation shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

15. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs. 8,29,365/- (Rupees Eight Lakh Twenty Nine Thousand Three Hundred Sixty Five only)** for disbursement to the grantee institution through electronic mode of transfer to **Ramakrishna Mission, Laithumkhrach, P.O.Box No.-9, Shillong-793003, Meghalaya** in Account No. 10613596070 in State Bank of India, Branch at Laitumkhrach Branch, Shillong, Meghalaya and IFSC Code **SBIN0002081**.

16. The expenditure is debitable to the Demand No. 95 Ministry of Tribal Affairs Major Head "2225" Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes: 02-Welfare of Scheduled Tribes (Sub-Major Head), 796- Scheduled Tribe Sub Plans (Minor Head), 09 – Welfare of Scheduled Tribes- Other Expenditure, 05- Grant-in-aid to NGOs for STs including Coaching and Allied Scheme and Award for exemplary service: 09.05.31 Grants-in-Aid General (Plan) for the year 2012-2013.

17. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their **Dy.No. 514/JS&FA/2012 dated 13.10.2012**. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

18. Certified that this sanction has been noted at Sl.No. 38 in the register of grant.

Yours faithfully,


(P.K. Sahoo)

Under Secretary to the Government of India.

Copy for information and necessary action: -

1. The Secretary, **Ramakrishna Mission, Laithumkhrach, P.O.Box No.-9, Shillong-793003, Meghalaya.**
2. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, Social Welfare Department, Govt. of Meghalaya, Shillong. (with the request to inspect the organisation and submit the Inspection Report within 6 months)
4. The Director, Tribal Research Institute, Govt. of Meghalaya, Shillong.
5. The Deputy Commissioner, **District- East Khasi Hills, Shillong, Meghalaya.**
6. The District Tribal Welfare Officer, **District- East Khasi Hills, Shillong, Meghalaya.**
7. Chief Controller of Accounts, Ministry of Tribal Affairs, New Delhi.
8. Bill Copy/Sanction Folder.
9. I.F.D. with reference to their **Dy.No. 514/JS&FA/2012 dated 13.10.2012**.
10. The Resident Commissioner, Govt. of Meghalaya, Meghalaya Bhawan, New Delhi.
11. Accountant General, Accountant General's Office, Govt. of Meghalaya, Shillong.
12. The Director, NIC, Ministry of Tribal Affairs with request to post this sanction letter on the website of the Ministry for at least three months.


(P.K. Sahoo)

Under Secretary to the Government of India.

(Under Secretary to the Government of India)
Ministry of Tribal Affairs
New Delhi

Name of the organisation-Ramakrishna Mission, Shillong, Meghalaya.

PROJECT NAME-Hostel at Laithumkhrah, Shillong, Meghalaya

Number of beneficiaries claimed in the organisation-26

No. of students for which grants-in-aid is calculated -26 (last year funded)

ANNEX. I (A)

I-Non Recurring

S.No.	Items of expenditure	Grants released for 2011-12	Expdtr reported for 2011-12 at page 175/c	Unspent balance	Budget estimates for 2012-13 at p.136-140/c	Admissible grant for 2012-13 for 26 students
Non-recurring						
1	Cooking vessels & utensils @ Rs.15000/- per annum for 100 students	0	0	0	0	0
2	Washing Machine	0	0	0	0	
3	Shed for Washing & Cleaning of cloths	0	0	0	0	0
4	Furniture & Fixtures @ Rs.60000/- per annum for 100 students	0	0	0	117000	0
5	Water System Deep Tubewell	0	0	0	0	0
Total non-recurring		0	0	0	117000	0
Recurring (honorarium)						
6	Warden (1) @ Rs.4000 pm	48000	48000	0	120000	48000
7	Part-time teachers (1) @ Rs.3000/- pm	36000	41000	0	42000	36000
8	Peon-cum-sweeper (1) @ Rs.2500/- pm	30000	52320	0	48000	30000
9	Aya (1) @ Rs.2500/- pm	30000	32835	0	48000	30000
10	Watchman (1) @ Rs.2500/- pm	30000	32835	0	48000	30000
11	Cook (1) @ Rs.2500/- pm	30000	41138	0	60000	30000
12	Helper to cook (1) @ Rs.1500pm	18000	48524	0	48000	18000
13	Office-Asstt.-typist (1) @ Rs.2000/- pm	24000	47060	0	54000	24000
14	Part-time Doctor (1) @Rs.4000/- pm	48000	48000	0	60000	48000
15	Part-time Acctt. (1) @ Rs.2800/- pm	33600	33600	0	42000	33600
Total honorarium		327600	425312	0	570000	327600
16	Maintenance of Building @ 30% of rent Rs.4000/- per month for rural area (pre-revised norms in absence of rent assessment of PWD/CPWD)	14400	15652	0	100000	14400
17	Diet charges @ Rs.660/- per month for 10 months	171600	342438	0	286000	171600
18	Medicines @ Rs.10000/- per annum per 100 student	2600	3002	0	5000	2600
19	Uniforms (3 sets of uniforms per students @ Rs.900/- per students)	23400	27388	0	39000	23400
20	Books & Stationery @ Rs.500/- per student	13000	21969	0	52000	13000
21	Excursion for 26 students @ Rs.20000/- per 100 students	5200	5650	0	7000	5200
22	Conveyance TA for staff @ Rs.8000/- per annum	2080	3800	0	5000	2080
23	Water & electricity charges @ Rs.12000/- per annum per 100 student	12000	50875	0	18000	12000
24	Contingencies/Misc. Expdtr including Office maintenance @ Rs.10000/- per annum	2600	9222	0	7000	2600
25	Audit fee	4000	5000	0	10000	4000
26	Cultural activities @ Rs.10000/- per annum per 100 students	2600	5702	0	5000	2600
27	Cooking charges @ Rs.20000/- per annum per 100 student	5200	5936	0	10000	5200
28	Games & sports equipments @ Rs.7500/- per annum per 100 student	1950	2915	0	5000	1950
Total		260630	499549	0	549000	260630
Grand Total		588230	924861	0	1236000	588230

(Signature)
 Director
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 Minister

Calculation of full and final instalment for the year 2012-13

Net admissible amount for the year 2012-13

588230

Less unspent balance

0

Net approved grant-in-aid for the year 2012-13

588230

50% of total admissible grant as 1st Instalment for the year 2012-13
to be released

294115



(प्रमोद कुमार) (K. SAROU)
अवर सचिव Secretary
राज्य सरकार
अर्थ विभाग
लखनऊ
Uttar Pradesh
Lucknow
Uttar Pradesh
Lucknow

Name of the organisation-Ramakrishna Mission, Shillong, Meghalaya.
PROJECT NAME-Mobile Dispensary.

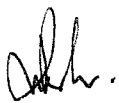
Non-recurring

S.No	Items of expenditure	Grants released for 2011-12	Expdtr reported for 2011-12 at p 179/c	Unspent balance	Budget estimates for 2012-13 at p.150-153/c	Admissible grant for 2012-13
Non-recurring						
1	Furniture & Fixtures @ Rs.10000	0	0	0	0	0
2	Medial equipments @ Rs.150000	0	0	0	0	0
3	Mobile Van	0	0	0	0	0
Total non-recurring		0	0	0	0	0
Recurring (honorarium)						
4	Doctor (1) @ Rs.15000/- pm	180000	188400	0	240000	180000
5	Compounder/Nurse (1) @ Rs.4000/- per month	48000	58923	0	60000	48000
6	Driver (1) @ Rs.2500/- per month	30000	71175	0	96000	30000
7	Helper/handiman (1) @ Rs.1500/- per month	18000	29012	0	48000	18000
8	Part-time Office Asstt.-cum-acctt. (1) @ Rs.2500/- per month	30000	36150	0	36000	30000
Total honorarium		306000	383660	0	480000	306000
9	Fuel (POL) Hilly area @ Rs.168000/- per annum	168000	258361	0	240000	168000
10	Drugs @ Rs.200000/- per annum	200000	212542	0	300000	200000
11	Contingencies/Misc. Expdtr @ Rs.10000/- per annum	10000	18789	0	20000	10000
12	Audit fee @ Rs.4000/- per annum	0	0	0	5000	0
13	Maintenance & repair of vehicle & medical equipments @ Rs.30000/- per annum	30000	72068	0	80000	30000
14	Advertisement & Publicity @ Rs.7500/- per annum	7500	7500	0	10000	7500
15	Daily allowance for visiting medical team @ Rs.5000/- per month	60000	61582	0	72000	60000
Total		475500	630842	0	727000	475500
Grand Total		781500	1014502	0	1207000	781500

Calculation of full and final instalment for the year 2012-13

Net admissible amount for the year 2012-13	781500
Less unspent balance	0
Net approved grant-in-aid for the year 2012-13	781500

50% of total admissible grant as 1st Instalment for the year 2012-13 to be released **390750**


(श्री) कृष्ण साहू/P.K. SAHOO
अवर सचिव/Under
सचिव/Secretary
Ministry
आरोग्य
Govt. of

Name of the organisation-RK Mission, Shillong.
PROJECT NAME-Library-II (Brahmananda)

S.No	Approved items of expenditure as per financial Norms	Amount released for 2011-12	Expenditure reported for 2011-12 at page- 177/c	Unspent Balance	Budget Estimates for 2012-13 page-169-171/c	Admissible grant for 2012-13
Non-recurring						
1	Furniture (including racks etc.) @ Rs.25000/- per annum	0	0	0	0	0
2	Books (not available under new norms)	0	0	0	0	0
3	Computer with Printer	0	0	0	0	0
Total non-recurring		0	0	0	0	0
Recurring (honorarium)						
4	Librarian (1) @ Rs.3500/- pm	42000	88251	0	96000	42000
5	Peon-cum-Attendant (1) @ Rs.2500/pm	30000	37771	0	48000	30000
6	Part-time Acctt.-cum-typist (1) @ Rs.1500/- per month	18000	47540	0	36000	18000
7	Watchman (1) @ Rs.2500/- p.m.	30000	37771	0	48000	30000
Total honorarium		120000	211333	0	228000	120000
8	Maintenance of building @ 30% of rent of Rs.1000/- per month (pre-revised norms in absent of rent assessment of PWD/CPWD)	3600	13260	0	36000	3600
9	Water & electricity charge @ Rs.5000/- per annum	5000	13660	0	12000	5000
10	Newspaper & Magazines @ Rs.700/- per month	8400	12039	0	15000	8400
11	Library maintenance & contingencies @ Rs.2500/- p.a.	2500	2509	0	5000	2500
12	Books @ Rs.5000/- per annum	5000	11817	0	35000	5000
13	Audit fee @ Rs.2500/- per annum	0	0	0	5000	0
Total		24500	53285	0	108000	24500
Grand Total		144500	264618	0	336000	144500

Calculation of full and final instalment for the year 2012-13

Net admissible amount for the year 2012-13	144500
Less unspent balance	0
Net approved grant-in-aid for the year 2012-13	144500

50% of total admissible grant as 1st Instalment for the year 2012-13 to be released **72250**



(R.K. SAHOO / R.K. SAHOO)
OFF. SEAL
M.A.
11/11/12

Name of the organisation-RK Mission, Shillong.
PROJECT NAME-Library-I (Vivekananda)

S.No	Approved items of expenditure as per financial Norms	Amount released for 2011-12	Expenditure reported for 2011-12 at page-177/c	Unspent Balance	Budget Estimates for 2012-13 page-160-162/c	Admissible grant for 2012-13
Non-recurring						
1	Furniture (including racks etc.) @ Rs.25000/- per annum	0	0	0	0	0
2	Books (not available under new norms)	0	0	0	0	0
3	Computer with Printer	0	0	0	0	0
Total non-recurring		0	0	0	0	0
Recurring (honorarium)						
4	Librarian (1) @ Rs.3500/- pm	42000	42000	0	96000	42000
5	Peon-cum-Attendant (1) @ Rs.2500/pm	30000	31546	0	48000	30000
6	Part-time Acctt.-cum-typist (1) @ Rs.1500/- per month	18000	25150	0	36000	18000
7	Watchman (1) @ Rs.2500/- p.m.	30000	31225	0	48000	30000
Total honorarium		120000	129921	0	228000	120000
8	Maintenance of building @ 30% of rent of Rs.1000/- per month for rural area (pre-revised norms in absent of rent assessment of PWD/CPWD)	3600	57178	0	36000	3600
9	Water & electricity charge @ Rs.5000/- per annum	5000	58980	0	12000	5000
10	Newspaper & Magazines @ Rs.700/- per month	8400	15559	0	15000	8400
11	Library maintenance & contingencies @ Rs.2500/- p.a.	2500	2608	0	5000	2500
12	Books @ Rs.5000/- per annum	5000	5425	0	15000	5000
13	Audit fee @ Rs.2500/- per annum	0	0	0	5000	0
Total		24500	139750	0	88000	24500
Grand Total		144500	269671	0	316000	144500

Calculation of full and final instalment for the year 2012-13

Net admissible amount for the year 2012-13	144500
Less unspent balance	0
Net approved grant-in-aid for the year 2012-13	144500
50% of total admissible grant as 1st Instalment for the year 2012-13 to be released	72250



(प्रमोद कुमार साहो/P.K. SAHGO)
अध्यक्ष, टी.जी.सी. (T.G.S.I.)
शिल्लोंग, मेघालय

Summary of Admissible grants to be released as First instalment for 2012-13

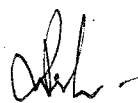
<u>S.No.</u>	<u>Name of the project</u>	<u>Amount admissible</u>	<u>calculation at page I</u>
1	Hcstel for 26 Boys	294115	
2	Mobile Dispensary	390750	
3	Library (Vivekananda)	72250	
4	Library (Brahmananda)	<u>72250</u>	
	Total	<u>829365</u>	



शुभे कुमार साह/PA
अपर सचिव/Under Sec
उत्तरजातीय कार्य मन्त्रालय
Ministry of Tribal Affairs
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

LIST OF REGISTER TO BE MAINTAINED

1. Admission Register of students.
2. Attendance Register of students & Member of the staff.
3. Stock Register Consumable & Non-consumable items.
4. Records showing the details of daily consumption of food articles.
5. Register showing issue of medicine to the students and dates of visits of the doctor.
6. Register reflecting issue of uniforms and books of stationary items to the students.
7. Honorarium Payment Register.
8. Bio-data/Personal files of both teaching and non-teaching staff.
9. Stock Register/Ledger and Vouchers Registers.
10. Maintenance of year-wise records of Minutes of the General Body and Managing Committee.



(प्रमोद कुमार शर्मा) P. K. SHARMA
अवर सचिव/
जनजात
Minister
भारत
Govt. of Madhya Pradesh