

F.No.22035/01/2011-NGO
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated: 10.09.2013

To

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

Subject: Grant-in-Aid as recurring expenses for maintenance & running of ongoing project of Six Hostel for 1090 ST students, Tribal Youth Training Centre for various trades (i.e. Automobiles Engineering & Tailoring School etc) & Divyayan Unit (Training in Agriculture & Allied Activities) to Ramakrishna Mission Ashrama, At/PO-Narainpur-494 661, Distt-Narainpur, Chhattisgarh towards full and final instalment for the year 2012-13 on reimbursement basis during the current financial year 2013-2013.

Sir,

I am directed to refer to letter no.F-17-29/2012/25-2/AAJAK dated 30.07.2012 from the Government of Chhattisgarh and to convey the sanction of the President of India for Grants-in-aid of Rs.21,49,953/- (**Rupees Twenty One Lakh Forty Nine Thousand Nine Hundred Fifty Three only**) towards *full & final instalment for the year 2012-13 on reimbursement basis* during the current financial year 2013-2014 as per details of Expenditure enclosed as Annexure-IA to IC, after adjusting Rs. 24,28,477/- on account of unspent balance to **Ramakrishna Mission Ashrama, At/PO-Narainpur-494 661, Distt-Narainpur, Chhattisgarh** for maintenance and running of ongoing projects of *Six Hostel for 1090 ST students, Tribal Youth Training Centre for various trades (i.e. Automobiles Engineering & Tailoring School etc) & Divyayan Unit (Training in Agriculture & Allied Activities)* under the scheme of Grants-in-aid to voluntary organizations working for the welfare of scheduled tribes. No utilisation certificate is due for rendition. The list of documents to be maintained as per GFR is indicated in Annexure-II.

2. Since the grant has been sanctioned by way of reimbursement of expenditure already incurred on the basis of duly audited accounts, hence no UC is required in respect of sanctioned amount in terms of Note 1 of Rule No. 212(1) of GFR.

3. The accounts of all grantee Institutions/organizations 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:-

(a) abide by the conditions of the grants-in-aid by the target dates, if any, specified therein; and

- (b) 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(c) or Organisation(s); and
- (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/organizations 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/organizations 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.
- 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.

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Ministry of Tribal Affairs
New Delhi

- b) 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 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.

Copy for information and necessary action: -

1. The Secretary, Ramakrishna Mission Ashrama, A/PO-Narainpur-494 661, Distt-Narainpur, Chhattisgarh.
2. The Director General of Audit, Central Revenue, I.P. Estate, New Delhi.
3. The Secretary, Tribal Development Department, Government of Chhattisgarh, Secretariat, Raipur (with the request to inspect the organisation and submit a Inspection Reports within 6 months)
4. The Resident Commissioner, Government of Chhattisgarh, Chhattisgarh Bhawan, New Delhi.
5. IFD w.r.t. their Dy.No. 462/JS&FA/2013 dated 06.8.2013.
6. Bill Copy/Sanction Folder.
7. Director Tribal Research Institute, Government of Chhattisgarh, Raipur.
8. The Deputy Commissioner, District-Narainpur, Chhattisgarh.
9. The District Social Welfare Officer, District-Narainpur, Chhattisgarh.
10. Chief Controller of Accounts, Ministry of Tribal Affairs.
11. Accountant General, Accountant General's Office, Govt. of Chhattisgarh, Raipur.
12. The Director, NIC, Ministry of Tribal Affairs with the request to post this sanction letter on the website of the Ministry.

(P.K. Sahoo)

Under Secretary to the Government of India.

Annexure-1 A

Name of the NGO- Ramakrishna Mission Ashrama, Narainpur, Chhattisgarh

Name of the project:- Six Hostels at Narainpur, Akabeda, Kutul, Kachchapal, Irakhbhatti, Kundla

Number of beneficiaries claimed in the organisation-1210


No. of students for which grants-in-aid is calculated –1090 (As per last year funded)

S.No.	Items of expenditure	Amount released for 2011-12	Expenditure reported for 2011-12	Unspent balance	Exp. Reported for 2012-13	Admissible grant for 2012-13 for 1090 students
1	A. Diet charges(Boarding expenses) @ Rs.660/- per month per student for 10 months for Hostel at Narainpur for 550 students (detailed calculation given at bottom)	1155000				
2	B. Diet charges(Boarding expenses) @ Rs.660/- per month per student for 10 months for Hostel at Abujhmaria Girls at Narainpur for 22 girls students	0	109000		109000	109000
3	C. Diet charges(Boarding expenses) @ Rs.660/- per month per student for 10 months for five Hostels at Akabeda, Kutul, Kachchapal, Irakhbhatti, Kundla for 540 students (detailed calculation given at bottom)	1134000				
	Total-I	2289000	109000	2180000	109000	109000
4	a) Clothing (3 uniform sets @ 900/- per student p.a.)for 1090 students (1090x900)	981000	981000	0	981000	981000
5	b) Books & Stationery items @ 500/- per student p.a for 1090 students (1090x500)	545000	545000	0	545000	545000
6	c)Excursion Rs.20000/-p.a for 200 studnets	40000	40000	0	40000	40000
7	d) Contingencies/Misc expenditure @ Rs.10000/-p.a.	10000	10000	0	10000	10000
8	e) Audit Fees @ Rs.4000/p.a.	0	0	0	0	0
9	f) Cultural Activities @ Rs.10000/- for 200 students	20000	20000	0	20000	20000
10	g) Conveyance & T.A. for Staff @ Rs.8000/-p.a.	8000	8000	0	8000	8000
11	h) Games & Sports Equipment @ Rs.7500/-p.a	7500	7500	0	7500	7500
	Total -II	1611500	1611500	0	1611500	1611500
	GRAND TOTAL (I+II)	3900500	1720500	2180000	1720500	1720500

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

1	Net admissible amount for the year 2012-13	1720500
2	Less 10% contribution from NGO(100% grant project is in Scheduled Area)	0
3	Net approved grant-in-aid for the year 2012-13	1720500
4	Less unspent balance	2180000
	Net admissible grant-in-aid for the year 2012-13 (full & final) (3 minus 4)	(-)459500

Name of the NGO- Ramakrishna Mission Ashrama, Narainpur, Chhattisgarh						
Name of the project:- Tribal Youth Training Centre for Various Trades (I.e. Automobiles Engineering & Tailoring School etc)						
S.No.	Items of expenditure	Amount released for 2011-12	Expenditure reported for 2011-12	Unspent balance	Exp. Reported for 2012-13	Admissible grant for 2012-13
I. Recurring Expenditure						
1	Tribal Youth Training Centre Diet charges @ Rs.660/-pm. Per student for 10 month (24 students (660x10x24) (Hostel)	158400	156765	1635	158400	158400
2	1) One Supervisor @ Rs.5000/- p.m. for 12 months	60000	151200	0	151200	60000
3	2) One Instructor (Tailoring) @ 4000/- p.m. for 12 months.	48000				48000
4	3) Part-time clerk-cum-Acctt. (1) @ 1600/- p.m. for 12 months	19200				19200
5	4) One Sweeper/Cleaner(1) @ 2000/- p.m. for 12 months	24000				24000
6	One Instructor (Auto. Engg) #	0				0
7	One Watchman @ Rs.2000/-p.m.	0				0
Total		309600				307965
II. Recurring (other than Honorarium)						
8	Maintenance of Building @ 30% of Rs.1500/- per month for rural area(pre-revised in absence of rent assessment certificate)	5400	5400	0	5400	5400
9	2) Training Material @ 4000/-p.m. for 12 months	48000	54000	0	48000	48000
10	3) Water/Electricity charges @ Rs.800/-pm	9600	9600	0	9600	9600
11	4) Contingencies/Misc. Exp.@ 6000/-p.a.	6000	6000	0	6000	6000
12	5) Maintenance & Repair Mech./Equipments after 1st year Rs.15000/p.a.	15000	15000	0	15000	15000
13	6) Audit Fees	0	0	0	0	0
14	7) Incentives to each trainees(tools kit etc.) #	0	0	0	0	0
Total		84000	90000	0	84000	84000
GRAND TOTAL (I+II)		393600	397965	1635	393600	393600
Calculation of full and final instalment for the year 2012-13						
Net admissible amount for the year 2012-13						393600
Less 10% contribution from NGO(100% grant project is in Scheduled Area)						0
Net approved grant-in-aid for the year 2012-13						393600
Less unspent balance						1635
Net admissible grant-in-aid for the year 2012-13 (full & final)						391965


 Director
 Tribal Youth Training Centre
 Narainpur, Chhattisgarh

Annexure-1 (C)

Name of the NGO- Ramakrishna Mission Ashrama, Narainpur, Chhattisgarh

PROJECT NAME-Divyayan Unit: Training in Agriculture and allied subjects (Divyayan etc.)

Number of Beneficiaries claimed by the Organisation-50.

No. of students for which grants-in-aid is calculated -50

S.No	Approved items of expenditure as per financial Norms	Grants released for 2011-12	Expdtr reported for 2011-12	Unspent balance	Exp. Reported for the year 2012-13	Admissible amount for 50 STs for 2012-13
I. Recurring						
1	Training Organisor @ 10000/- pm (1)	120000				120000
2	Training Associates (2) @ Rs. 7,000/- each	168000				168000
3	Assistant to Trainers (2) @ Rs. 5000/- each	120000				120000
4	Training Attendent (2) @ Rs. 5000/- each	120000				120000
5	Senior Accountant (1) @ Rs.5600/-	67200				67200
6	Accounts Assistant (1) @ Rs.3000/-(p.m.)	0				0
7	Warden(1) @ Rs. 4000/- pm	48000				48000
8	Computer Operator (1)@ Rs. 3000/-pm	36000				36000
9	Stores Assistant (1) @ Rs. 3000/- p.m.	36000				36000
10	Field Assistant @ one Field Asstt. Per 10 Centers (3) @ Rs. 3000/-each	108000	885988	246812	1132800	108000
11	Driver @ Rs. 2500/-each (1) (2500x1x12)	30000				30000
12	Helper to Driver (1) @ Rs.1500/-	18000				18000
13	Clerk-cum-Typist/ Assistant (2) @ Rs.2500/-(p.m.) each	60000				60000
14	Electrician-cum-Generator Operator(1) @ Rs. 2000/-p.m.	24000				24000
15	Machanic for Maintenance of Machinerics (1) @ Rs.2500/- pm	0				0
16	Watchman (2) @ Rs. 2000/- each	48000				48000
17	Peon/Messenger (1) @ Rs.2500/-	30000				30000
18	Cook (2) @ Rs2500/-pm each	60000				60000
19	Helper to Cook (1) @ Rs. 1500/-	18000				18000
20	Sweeper (1) @ Rs.1800/-	21600				21600
II Total of honorarium		1132800	885988	246812	1132800	1132800
21	Board and Lodging @ Rs.1000/- per trainee (for 50 trainee)	600000	600000	0	600000	600000

22	Working Uniform 2 sets per trainee Rs.600/-p.trainee pa (for 50 trainee)	30000	30000	0	30000	30000
23	Washing and Cleaning charges Rs. 300/- per trainee p.a. (for 50 trainee)	15000	15000	0	15000	15000
24	MedicalExpense @ Rs. 350/- per trainee p.a.(for 50)	15000	15000	0	15000	15000
25	Electricity and Water charges Rs. 6000/- pm	72000	72000	0	72000	72000
26	Building Repairs/maintenance Rs. 3000/-pm	36000	36000	0	36000	36000
27	Maintenance of equipments, computer etc. @ Rs.3500/pm	42000	42000	0	42000	42000
28	Maintenance of Vehicles (1) @ Rs. 6000/- pm ***	0	0	0	0	0
29	POL @ Rs. 15000/- pm for i vehicles	180000	180000	0	180000	180000
30	Rent and Taxes @ 1000/- pm	12000	12000	0	12000	12000
31	Printing and Stationary @ Rs. 3500/- pm	42000	42000	0	42000	42000
32	Postage and Telephone @ Rs. 6000/- pm (for 50)	35000	35000	0	35000	35000
33	TA for staff @ Rs.4000/- pm (for 50 Tra.)	24000	24000	0	24000	24000
34	Contingencies/Misc. expenses @ Rs.2000/- pm	24000	24000	0	24000	24000
35	Excursion for trainees Rs.20000/-p.a.(for 50 trainees)	10000	10000	0	10000	10000
36	Cooking charges @ Rs. 25000 pa(for 50 trainees)	12500	12500	0	12500	12500
37	Audit fee 5000/- pa	5000	5000	0	5000	5000
38	Tool Kit/Books/Training material/Raw material depends upon trade material	60000	60000	0	60000	60000
39	Kishan Melas (5 meals @ Rs.3000/- per meal per annum) (5 Melas x 3000)	15000	15000	0	15000	15000
40	Ex-trainees annual Sememar Food + TA, DA @ Rs. 50/- per day for 200 Ex-trainees for 3 days 200*50*3 (Stopped from 2008-09)	0	0	0	0	0
41	(a) Printing stationary/MUL	0	0	0	0	0
42	(b) Resource Persons	0	0	0	0	0
43	Divyayan Samachar Monthly NewsBulletin 1000*12*5p.a.(for 50 Trainee)	30000	30000	0	30000	30000
	Monthly Follow up meeting with 2 representatives/Contact persons from each Village from 50 villages (total 50*2=100 participants) @ Rs. 60 (TA+Meal per day) (60*100*12)	72000	72000	0	72000	72000
	TOTAL	1331500	1331500	246812	1331500	1331500
	GRAND TOTAL (I+II)	2464300	2218488	246812	2464300	2464300

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

1	Net admissible amount for the year 2012-13	2464300
2	Less 10% contribution from NGO(100% grant project is in Scheduled Area)	0
3	Net approved grant-in-aid for the year 2012-13	2464300
4	Less unspent balance	246812
5	Net admissible grant-in-aid for the year 2012-13 (full & final)	2217488

Summary of Admissible grants to be released as Full & final Instalment for 2012-13

1	Six Hostels	(-) 459500
2	Tribal Youth Training Centre for various Trades (i.e. Automobiles Engineering & Tailoring School etc)	391965
3	Divyayan Unit	2217488
4	Net amount to be released as Full & final instalment for 2012-13 (100% grant) (2+3 minus 1)	2149953

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