

F.No.22032/01/2011-NGO

Government of India
Ministry of Tribal Affairs

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Shastri Bhawan, New Delhi 110001

Dated 1st August 2014

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 project of *Hostel-cum-Residential School for STs to Ramakrishna Mission Boy's Home, At/PO-Rahara, Distt-North-24-Paraganas, Kolkata- 700118, West Bengal towards full & final instalment for the year 2013-14 as a reimbursement of the expenditure during the current financial year 2014-2015.*

Sir,

I am directed to refer to Letter No.4116-BCW/6S-39/2012 dated 9th December, 2013 from the Government of West Bengal and to convey the sanction of the President of India for payment of Grants-in-aid of Rs.16,00,830/- (Rupees Sixteen Lakh Eight Hundred Thirty only) towards *full & final instalment for the year 2013-14 during the current financial year 2014-2015* for maintenance and running of ongoing project of *Hostel-cum-Residential School for 100 ST Students* 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, after adjusting Rs. NIL/- on account of unspent balance to *Ramakrishna Mission Boy's Home, At/PO-Rahara, Distt-North-24-Paraganas, Kolkata- 700118, West Bengal*. Since the Grant-in-aid is being sanctioned as reimbursement on the basis of actual expenditure incurred, there is no need for submission of utilization certificate for the year 2013-14, as provided in GFR 212. No utilisation certificate is due for rendition. The list of documents to be maintained as per GFR is indicated in Annexure-II.

2. 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.

3. 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(s) or Organisation(s); and
- (c) abide by any other conditions specified in the agreement governing the grants-in-aid.

(प्रमोद कुमार साहू)
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अवर सचिव/Under Secretary
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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.



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- 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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- 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 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 liase 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.



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- 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.
- 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.16,00,830/- (Rupees Sixteen Lakh Eight Hundred Thirty only)** for disbursement to the grantee institution through electronic mode of transfer to **Ramakrishna Mission Boy's Home, At/PO-Rahara, Distt-North-24-Paraganas, Kolkata- 700118, West Bengal** in Account No. **11294522101** in **State Bank of India, Branch at Khardah, Kolkata** and IFSC Code **SBIN0001899**.

16. The expenditure is debitable to the Demand No. 97 Ministry of Tribal Affairs Major Head "2225" Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes and minoritites: 02-Welfare of Scheduled Tribes (Sub-Major Head), 796- Traibal Area 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 2014-2015.

17. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their **Dy.No.186/JS&FA/2014 dated 07.07.2014**. 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. 25** in the register of grant.

Yours faithfully,



(P.K. Sahoo)

Under Secretary to the Government of India

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Annexure to sanction order NO. F.No.2052/01/2011-NGO dated 20/11/2011
Project: Hostel-cum-Residential school at Rahara

S.NO	Approved items of expenditure as per financial Norms	Amount released for the year 2012-13	Expenditure reported for 2012-13	Unspent Balance	Expr. Report for 2013-14	Admissible grant for 2013-14 for 100 ST Students
Recurring						
1	Head Master/ Mistress (Secondary) 1 @ 6000/-p.m.	0		0		
2	Head Master/ Mistress (primary) 1 @ 5000/-p.m.	60000		0	211805	60000
3	Warden (1) @ Rs.4000/-(pm)	48000		0	105592	48000
4	Teacher (Secondary) (2) @ Rs.5000/- pm	120000		0	222143	120000
5	Teacher (Primary) (4) @ Rs.4000/- p.m.	192000		0	432636	192000
6	Peon -(1) @ Rs.2500/-(p.m.)	30000		0	103378	30000
7	Cooks -(2) @ Rs.2500/-(p.m.) each	60000		0	215857	60000
8	Watchman cum gen. op.-(1) @ Rs.2500/-(p.m.)	30000		0	83867	30000
9	Office Assistant-cum-Typist -(1) @ Rs.2800/-(p.m.)	33600		0	104399	33600
10	Doctor -(Part-time) (1) @ Rs.4,000/-(p.m.)	48000		0	83201	48000
11	Helper to Cook (1) @ Rs.1500/-	18000		0	101472	18000
12	Aya (1) @ Rs.2500/ p.m.	30000		0	55182	30000
13	Sweeper -(2) @ Rs.1800/-(p.m.) each	43200		0	152813	43200
14	Accountant -(1) @ Rs.3500/- pm	42000		0	114549	42000
15	Physical Instructor /Games Teacher(1) @ Rs.4000/-(p.m.)	48000		0	108945	48000
Total Salary		802800	1885054	0	2095839	802800
16	Maintenance of Building @ 30% of Rs.4000/- per month (as per pre-revised norms in absence of rent assessment certificate)	14400	25125	0	60375	14400
17	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/- per student	660000	1498206	0	1671917	660000
18	Medicine @ Rs.10000/-(p.a.)	10000	17570	0	16150	10000
19	Washing Charges (pre student) @ Rs.200/-(p.a.)	20000	25048	0	60552	20000
20	Excursion @ Rs.20,000/-(p.a.)	20000	25092	0	31890	20000
21	Conveyance and TA for Staff Rs.10,000/-(p.a.)	10000	10177	0	14198	10000
22	Water & Electricity charges Rs.15000/-(p.a.)	15000	136100	0	175900	15000
23	Contingencies/office maintenance Rs.15,000/-(p.a.)	15000	19838	0	22193	15000
24	Cooking Charges Rs.20000/-p.a	20000	25871	0	24794	20000
25	Audit Fee Rs.4000/-(p.a.)	4000	5000	0	5000	4000
26	Cultural Expenses p.a. Rs.15000/-	15000	16310	0	17694	15000
27	Sport & Games Equipment's Rs.7500/p.a.	7500	13449	0	11570	7500
28	Clothing (3 Uniform sets per student) @ Rs.900/-(p.a.)	90000	102534	0	95939	90000
29	Books and Stationery: @ Rs.750/- per student p.a.	75000	88652	0	84335	75000
Total		975900	2008972	0	4388346	975900
Grand Total		1778700	3894026	0		1778700
Less unspent balance		0				0
Less 10% contribution from NGO		177870				177870
Net approved grant-in-aid for the year 2012-13 (full & final instt.)		1600830				1600830

(प्रदीप कुमार साहू)

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