F.No.22032/02/2012-NGO
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated: 24.03.2015

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

Subject:- Grant-in-Aid to BHARAT SEVASHRAM SANGHA (Panjipukur Branch), Village-Panjipukur, PO-Sinhet, District-Hoogly, PIN-712305, West Bengal as recurring expenses for maintenance and running of ongoing projects namely Hostel for 100 students and Library for Scheduled Tribes at Village-Panjipukur, PO-Sinhet, District-Hoogly, West Bengal towards Full & Final Installment for the year 2014-15 during for the year 2014-15.

***

Sir,

I am directed to refer to the letter No.268-TDD/125-35/2014 dated 20.11.2014 from the Government of West Bengal, Tribal Development Department on the subject mentioned above and to convey the sanction of the President of India to grant-in-aid of Rs. 12,85,650/- (Rupees Twelve Lakh Eighty Five Thousand Six Hundred and Fifty only) and to release the same as per details of Recurring expenditure enclosed as Annexure-I and II, for the year 2014-15 during for the year 2014-15 for ongoing projects of Hostel for 100 ST students and Library for STs to the organisation Bharat Sevashram Sangh (Panjipukur Branch), Village-Panjipukur, PO-Sinhet, District-Hoogly, PIN-712305, West Bengal towards Full & Final Instalment for the year 2014-15. No Utilization Certificates are due for rendition and awaited at present.

2. The grant-in-aid shall be subject to the provisions of GFR, 2005. The list of documents to be maintained as per GFR is indicated in Annexure-II.

3. Time Limit: The provisional utilization Certificate for recurring grant sanctioned during the current financial year 2014-15 shall be submitted immediately after the close of the financial year. The audited statement of Accounts along with utilization certificate will be submitted by the grantee institution/organisation to the Ministry within 6 months after the close of the financial year 2014-15.

4. 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 Organisation is called upon to do so.

(S.M. BAHADUR)
Joint Secretary
Ministry of Tribal Affairs
Govt. of India, New Delhi
5. 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 grants or entrust execution of the project to any other Institution(s) 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 fourteen percent per annum thereon or the sum specified under the bond.

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

7. The grantee 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 to the satisfaction of Government of India. These audited statements of accounts should be required to be furnished after utilization of the grants-in-aid or whenever called for.

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

9. The grantee organisation shall not dispose of the assets, acquired wholly or substantially out of Government grants, except those declared as obsolete and unserviceable or condemned in accordance with the procedure laid down in the General Financial Rules, 2005 without obtaining prior approval of the Ministry of Tribal Affairs.

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

(Signed)
(S. K. Sahu)
Ministry of Tribal Affairs
New Delhi, India, New Delhi
The receipt and payment account of grant-in-aid in question for the year:

By first week of July month every year:
accounts, together with utilisation certificate, to the Ministry of Tribal Affairs, at least
Auditor of Central Government and Supply a copy of the utilisation certificate
The utilisation certificate shall have the accounts of the grant-in-aid as attached or certified by
Central Government of India, or concurred Government at any time.
Inspection of by representatives/officials from the office of Controller and Auditor
With the running of the sanctioned project. The accounts will remain open for
at the time of all the instructions made in connection with the
project. A copy of the bank pass book including all transactions made in connection of the
Instructions are required to submitted at the time of all the instructions
above the grant. Instructions must be followed according only. The Grant
Bank in respect of this grant. All receipts and payments involving Rs.10,000/- and

that the organisation shall maintain a separate account in a nationalised/scheduled

employees appointed by the organisation for running the project,

that the Ministry shall not be liable for any kind of payment if the temporary/regular

sanctioned in full under the various projects undertaken by the
Central Government the total Grant-in-aid
failure to abide by the same it will return it to the Government, the said Grant-in-aid
in respect of India or the Central Government will be returned by the
in respect of the President of India or the Central Government to the President of

that the organisation will observe reservations for the scheduled castes and scheduled

the organisation will observe reservations for the scheduled castes and scheduled

condition is specified in the bank account.

the organisation is required to observe the

in respect of the President of India or the Central Government to the President of

the organisation will observe reservations for the scheduled castes and scheduled

that the organisation will observe reservations for the scheduled castes and scheduled

that the organisation will observe reservations for the scheduled castes and scheduled

that the organisation will observe reservations for the scheduled castes and scheduled

organisation (VO/Nongovernmental Organisation (NGO))

14. The Grant-in-aid sanctioned under the scheme is subject to fulfillment of following

Government of India sanctions on the merits of; subject to grant-in-aid under the scheme.

fullfil the eligibility criteria as specified in para 2 of the scheme.

there organisation which intends to receive the Grant-in-aid under the scheme will

in amount of at least 10% of the total approved expenditure shall be contributed by

the organisations can not be claimed as a manner of right, it depends on sole discretion of

Government of India, depending on the merit of the project.
b. the income and expenditure accounts of grant-in-aid in question for the year;
c. the balance sheet, indicating assets and liabilities from grant-in-aid in question;
d. the utilization certificate in prescribed format as per General Financial Rules long with the item-wise break-up;
e. the audited accounts of the organisation as a whole for the year.
f. auditor report.

(ix) the organization shall submit performance-cum-achievement report (s) every six months on the project for which it received Grant-in-aid in the prescribed format;

(x) 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.;

(xi) the organization will not obtain grant for the same purpose/ project from any other source, including the 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;

(xii) 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;

(xiii) 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;

(xiv) at the time of renewal of the project any unspent balance out of the grants shall be adjusted by the Ministry in the subsequent admissible grant due;

(xv) no assets acquired wholly or substantially out of this Grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other that for which sanctioned;

(xvi) the organization shall maintain a register in the 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 the officials from the Office of the Comptroller 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;

(xvii) the release of the last instalment of the annual grant will be conditional upon the grantees institutions to provide reasonable evidence or proper utilization of instalment released earlier during the year;
(xviii) the Voluntary Organisations should liaison 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;

(xix) in respect of Voluntary Organisations assisted for running educational institutions like residential schools, non-residential schools etc., the organization shall make efforts for recognition of school/courses by State Governments;

(xx) provisions of General Financial Rule 211(2) (a) would be applicable where the Voluntary Organisation are being provided assistance for the prescribed amount;

(xxi) 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;

(xxii) the organization 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;

(xxiii) 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;

(xxiv) that the organization shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department;

(xxv) that the organization shall not charge any fees from the beneficiaries;

(xxvi) in case of new projects, the organization 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 organization in their bank account;

(xxvii) that the organization shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants;

(xxviii) in the event of a Court case, the organization 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 the VO/NGO and a third party. By accepting the grant, the recipient accepts this condition;

(xxix) for all disputes involving Ministry of Tribal Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi;

\[Signature\]

(P. K. Sahoo)

Under Secretary

Ministry of Tribal Affairs

Govt. of India, New Delhi
(xxx) the organization 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. 12,35,650/- (Rupees Twelve Lakh Eighty Five Thousand Six Hundred and Fifty only) for disbursement to the grantee institution namely BHARAT SEVASHRAM SANGHA (Panjipukur Branch), Village-Panjipukur, PO-Sinhet, District-Hooghly, PIN-712305, West Bengal through RTGS in Saving Bank Account No.11722502476, in State Bank of India, Branch at- HARIT (Distt-Hooghly, West Bengal), Bank Branch Code No.7205, MICR Code of the Bank-712002524 and RTGS Code of the Bank-SBIN0007205, directly.

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 Minorities 02-Welfare of Scheduled Tribes (Sub-Major Head), 796 Tribal 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 2014-15.

17. The sanction is issued with the concurrence of Integrated Finance Division as communicated vide Dy.No.3728/JS&FA/2015 dated 19.03.2015

18. The pattern of assistance governing grant-in-aid has received the approval of the Ministry of Finance.

19. The grantee organization shall voluntarily disclose the assets created, facilities developed and activities undertaken through this grant before the Gram Sabha concerned and also submit an undertaking/certificate in this regard to this Ministry.

20. Certified that this sanction has been noted at Sl.No.56 in the register of grant.

Yours faithfully,

(P.K. Sahoo)
Under Secretary to the Govt. of India
Copy for information and necessary action:

1. The Secretary, BHARAT SEVASHRAM SANGHA (Panjipukur Branch), Village-Panjipukur, PO-Sinhet, District-Hoogly, PIN-712305, West Bengal.
2. The Director General of Audit, Central Revenues, I.F. Estate, New Delhi.
3. The Principal Secretary, Tribal Development Department, Government of West Bengal, Writers Building, Kolkata-700 001.
4. The Director, Tribal Research Institute, Government of West Bengal, Kolkata.
5. The District Magistrate, District- HOOGLY (West Bengal).
6. The Project Officer-cum-District Welfare Officer, District-HOOGLY (West Bengal).
7. PPS to Secretary, Ministry of Tribal Affairs, Govt. of India, New Delhi.
8. Bill Copy/Sanction Folder.
10. I.F.D. with reference to their Dy.No.3728/JS&FA/2015 dated 19.03.2015
11. The Resident Commissioner, Govt. of West Bengal, West Bengal Bhavan, New Delhi.
12. Principal Auditor General, Accountant General Office, Kolkata.
13. CCA, Ministry of Tribal Affairs, New Delhi.
14. The Director, NIC with request to upload the sanction letter on the website of this Ministry.

(P.K. Sahoo)
Under Secretary to the Govt. of India
<table>
<thead>
<tr>
<th>S. No</th>
<th>Approved items of expenditure as per financial norms</th>
<th>Budget estimate for the year 2014-15 (page 479-480(c))</th>
<th>Admissible Grant for the year 2014-15</th>
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<tbody>
<tr>
<td></td>
<td>Non-Recurring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Cooking Vessels and utensils</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Furniture including cots for students</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Bedding materials per students per year</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Recurring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Warden (1) @ Rs.4000/- (pm)</td>
<td>48000</td>
<td>48000</td>
</tr>
<tr>
<td>2</td>
<td>Part-time Teacher -(2) @ Rs.3000/- (p.m.) each</td>
<td>72000</td>
<td>72000</td>
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<tr>
<td>3</td>
<td>Peon-cum-sweeper -(1) @ Rs.2500/-p.m.</td>
<td>30000</td>
<td>30000</td>
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<td>4</td>
<td>Watchman-cum-Gen. Operator -(1) @ Rs.2500/- (p.m.)</td>
<td>30000</td>
<td>30000</td>
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<td>5</td>
<td>Cook (2) @ Rs.2500/- (p.m.)</td>
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<td>60000</td>
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<td>6</td>
<td>Helper to cook (1) @ Rs.1500/- (p.m.)</td>
<td>18000</td>
<td>18000</td>
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<td>7</td>
<td>Aya -(1) @ Rs.2500/- (p.m.)</td>
<td>30000</td>
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<td>8</td>
<td>Office Asstl Typist -(1) @ Rs.2000/- p.m.</td>
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<td>24000</td>
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<tr>
<td>9</td>
<td>Part time docor (1) @ Rs.4000/- p.m.</td>
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<td>Part Time Accountant (1) @ Rs.2800/- p.m.</td>
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<td>33600</td>
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<td></td>
<td>Total</td>
<td>393600</td>
<td>393600</td>
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<tr>
<td></td>
<td>Maintenance of building @30% of Rs.5000/-per month for Hostel. (rural area) (Own Building) (Rs.1500x12)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Clothing (3 Uniform sets per student) @Rs.900/-900/-100</td>
<td>90000</td>
<td>90000</td>
</tr>
<tr>
<td></td>
<td>Diet Charges -(per student) (p.m.) for 10 months @ Rs. 420/-each [660*-100*10]</td>
<td>66000</td>
<td>66000</td>
</tr>
<tr>
<td></td>
<td>Medicine @Rs.10000/- (p.a.) for 100 students</td>
<td>12000</td>
<td>10000</td>
</tr>
<tr>
<td></td>
<td>Books and Stationary @ Rs.500/- per student (p.a.) for 100 students</td>
<td>50000</td>
<td>50000</td>
</tr>
<tr>
<td></td>
<td>Excursion @Rs.20000/- (p.a.) for 100 students</td>
<td>20000</td>
<td>20000</td>
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<tr>
<td></td>
<td>Water &amp; Electricity charges Rs. 12000/- (p.a.)</td>
<td>12000</td>
<td>12000</td>
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<td></td>
<td>Contingencies/Misc. Expenditure (including office maintenance) @Rs.10000/- (p.a.) for 100 students</td>
<td>10000</td>
<td>10000</td>
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<tr>
<td></td>
<td>Audit Fee @Rs.4000/- (p.a.)</td>
<td>4000</td>
<td>4000</td>
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<tr>
<td></td>
<td>Cooking Charges @Rs.20000/- p.a. for 100 students</td>
<td>20000</td>
<td>20000</td>
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<td></td>
<td>Cultural Activities @Rs.10000/- for 100 students (p.a.) for 100 students</td>
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<td>0</td>
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<td></td>
<td>Conveyance &amp; TA for staff @Rs.8000/- (p.a.) for 100 students</td>
<td>8000</td>
<td>8000</td>
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<td></td>
<td>Sport &amp; Games materials @Rs.7500/- (p.a.) for 100 students</td>
<td>7500</td>
<td>7500</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>893500</strong></td>
<td><strong>893500</strong></td>
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<td></td>
<td><strong>Grand Total</strong></td>
<td><strong>1287100</strong></td>
<td><strong>1285100</strong></td>
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<td></td>
<td><strong>Less 10% contribution of NGO</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Net admissible grant for the year 2014-15</strong></td>
<td><strong>1166800</strong></td>
<td></td>
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</table>
Organisation - BSS (Panjipukur Branch), Vill - Panjipukur, PO-Sinhet, Distt-Hoogly, WB  
Project - LIBRARY at Vill – Panjipukur, PO-Sinhet, Distt. Hoogly, W.B.

<table>
<thead>
<tr>
<th>SN</th>
<th>Approved items of expenditure as per financial Norms</th>
<th>Budget estimate for the year 2014-15 at page 546/c</th>
<th>Admissible grant for the year 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-Recurring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Furniture (including Racks etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recurring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Library (1) @Rs.3500 p.m.</td>
<td>42000</td>
<td>42000</td>
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<tr>
<td>2.</td>
<td>Peon/Attendant(1) @Rs.2500/- p.m.</td>
<td>30000</td>
<td>30000</td>
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<tr>
<td>3.</td>
<td>Part-time Actt. Cum Typist(1) @Rs.1500/- p.m.</td>
<td>18000</td>
<td>18000</td>
</tr>
<tr>
<td>4.</td>
<td>Watchman(1) @Rs.2500/- p.m.</td>
<td>30400</td>
<td>30000</td>
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<tr>
<td>5.</td>
<td>Rent of building (Own Building)</td>
<td>0</td>
<td>0</td>
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<td>6.</td>
<td>Water &amp; Electricity charges @Rs.5000/- p.a.</td>
<td>5000</td>
<td>5000</td>
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<td>7.</td>
<td>Newspaper, Magazine etc. @ Rs.700/- p.m.</td>
<td>8400</td>
<td>8400</td>
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<td>8.</td>
<td>Library Maintenance &amp; contingency @ 2500 p.a</td>
<td>2500</td>
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<td>9.</td>
<td>Audit Fees @ Rs.2500/- p.a.</td>
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<td>2500</td>
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<td>10</td>
<td>Books @ Rs.5000/- p.a.</td>
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<td>Total</td>
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<td>143400</td>
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<td>Less 10% contribution of NGO</td>
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<td>Total admissible grant for the year 2014-15</td>
<td></td>
<td>129060</td>
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**SUMMARY OF GRANTS FOR THE YEAR 2014-15**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of the Project</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Hostel for 100 ST s</td>
<td>1156590</td>
</tr>
<tr>
<td>2.</td>
<td>Library for STs</td>
<td>129060</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>1285650</td>
</tr>
</tbody>
</table>


(Chetan Kumar Chaudhary)  
(P. K. Bahadur)  
Ministry of Tribal Affairs  
Govt. of India, New Delhi