



F.No.22022/02/2010-NGO (Vol.1)  
Government of India  
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001  
Dated: 30<sup>th</sup> June, 2016

To

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


**Subject: Grant-in-Aid as recurring expenses for running and maintenance of ongoing project of Residential School for 100 ST Students to United Rural Development Services (URDS), Heirok Keittupkpi, PO-Wangjing, Manipur-795148 towards full & final Instalment for the year 2014-15 on reimbursement basis during the year 2016-17.**

Sir,

I am directed to refer to Letter No. 10/4/2008-TD(NGO) dated 15.01.2015 from the Government of Manipur and to convey the sanction of the President of India for Grants-in-aid of **Rs.16,20,270/- (Rupees Sixteen Lakh Twenty Thousand Two Hundred Seventy only)** towards **full & final Instalment for the year 2014-15 on reimbursement basis during the year 2016-17** as per details of Expenditure enclosed as Annexure-I, after adjusting Rs. NIL on account of unspent balance to **United Rural Development Services (URDS), Heirok Keittupkpi, PO-Wangjing, Manipur-795148** for maintenance and running of ongoing project **Residential School for 100 ST Students** under the scheme of Grants-in-aid to voluntary organizations working for the welfare of scheduled tribes. The last grant for the year 2013-14 amounting to **Rs.16,20,270/-** was released on reimbursement basis vide Sanction Order 22022/02/2010-NGO(Vol.I) dated 10.11.2014 by way of reimbursement. Therefore, no utilization certificate is required in terms of Note 1 under the Rule 212(1) of the GFRs. No utilisation certificate is due for rendition. The grant-in-aid shall be subject to provisions of GFR-2005 and terms & conditions of scheme. The list of documents to be maintained as per GFR is indicated in Annexure.II.

2. Since the above grant has been sanctioned by way of reimbursement of expenditure already incurred on the basis of duly audited accounts, no UC is required in respect of grant in aid sanctioned for 2013-14 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.

  
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4. The grantee organization has certified that all the terms & conditions incorporated in the last sanction order have been complied with, and if any violation of the conditions comes to the notice of the Ministry, the grantee institution shall be liable for legal action.

5. The members of the executive committee of the grantee organization has executed bond 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;
- (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.

In the event of the grantee organization 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.

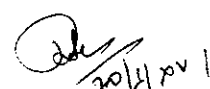
6. Institutions/organizations receiving grants should, irrespective of the amount involved, be required to maintain subsidiary accounts of the Government grant and furnish to the Accounts Officer a set of audited statement of accounts. These audited statements of accounts should be required to be furnished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

7. The accounts of the organisation have been audited by Chartered Accountants of its own choice and in this case by M/s AMD & Associates, Chartered Accountants, Imphal.

8. Provisions of General Financial Rule 211(2)(a) would be applicable where the voluntary organization are being provided assistance for the prescribed amount

9. The grant in aid is sanctioned under the scheme subject to fulfillment of following terms & conditions of the scheme by the VO/NGO and the organization has certified that all the terms & conditions mentioned in the last sanction order have been complied with:-

- 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 grantee institutions/organization shall make reservations for the Scheduled Caste, Scheduled Tribes and Other Backward Class persons in posts and services under its control on the lines of the instructions issued by the Government of India and as amended from time to time.
- c) Salary of Staff: Salary/honorarium of staff involved in implementation of the project is to be paid through cheque/bank only.
- d) 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.
- e) 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.

  
20/11/2011

- f) 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.
- g) That the Ministry is/ 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 have the accounts of the grant-in-aid audited either by Govt. Auditor or Chartered Accountant (AMD & Associates, Chartered Accountants, Imphal), and supplied the copy of the following audited accounts together with utilization certificate, to the Ministry of Tribal Affairs :-
- 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 immediate effect and also take such other actions as it deems fit with or without prior notice.
- n) 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.

  
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- o) 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 has been furnished to the Ministry, along with the audited accounts.
- p) 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.
- q) 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.
- r) The organization shall 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.
- s) 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.
- t) 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.
- u) That the organisation shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department.
- v) That the organisation shall not charge any fees from the beneficiaries.
- w) The organisation shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants.

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

10. The grants cannot be claimed as a matter of right, it depends on sole discretion of Government of India depending on the merit of the project.

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

12. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.16,20,270/- (Rupees Sixteen Lakh Twenty Thousand Two Hundred Seventy only)** for disbursement to the grantee institution through electronic mode of transfer to *United Rural Development Services (URDS), Heirok Keittupkpi, PO-Wangjing, Manipur-795 148* in

  
20/5/2021

**Account No. 10678278529 in State Bank of India, Branch at Manipur Central University Branch, Canchipur, Imphal and IFSC Code SBIN0005320.**

13. The expenditure is debitable to the Demand No. 89 Ministry of Tribal Affairs Major Head "2225" Welfare of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities: 02-Welfare of Scheduled Tribes (Sub-Major Head), 796 Tribal Area Sub Plans (Minor Head) – 13 Umbrella Scheme for Development of STs: Van Bandhu Kalyan Yojana; 02- Aid to Voluntary Organisations working for the welfare of Scheduled Tribes: 13.02.31 Grants-in-Aid General (Plan) for the year 2016-17.

14. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their Dy.No.1573/JS&FA/2016 dated 03.06.2016. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

15. Certified that this sanction has been noted at Sl.No. 21 in the register of grant.

Yours faithfully,

  
(Reema Sharma)

Under Secretary to the Government of India

**Copy for information and necessary action: -**

1. The Secretary, *United Rural Development Services (URDS), Heirok Keittupkpi, PO-Wangjing, Manipur-795 148.*
2. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, Tribal Department Department, Govt. of Manipur, Imphal. (with the request to inspect the organisation and submit the Inspection Report within 6 months)
4. The Director, Tribal Research Institute, Govt. of Manipur, Imphal.
5. The Deputy Commissioner, **District- Thoubal, Manipur.**
6. The District Tribal Welfare Officer, **District- Thoubal, Manipur.**
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. 1573/JS&FA/2016 dated 03.06.2016.**
10. The Resident Commissioner, Govt. of Manipur, Manipur Bhawan, New Delhi.
11. Accountant General, Accountant General's Office, Govt. of Manipur, Imphal.
12. The Director, NIC, Ministry of Tribal Affairs with request to upload this sanction letter on the website of the Ministry.


## Sanction Order.No.22022/02/2010-NGO (Vol.I)

## Grant for the Year-2014-15

Organisation-United Rural Development Services (URDS), Heirok Heituppokpi, PO-Wangjing, District- Thoubal, Manipur  
PROJECT -Residential School (Primary) at Village Heirok Heituppokpi, PO-Wangjing, District- Thoubal, Manipur  
No. of students for which grants-in-aid is calculated -100

S.No	Approved items of expenditure as per financial Norms	Expd. reported for 2014-15	Admissible grant for 2014-15 for 100 students
<b>Non recurring</b>		0	0
<b>Recurring</b>			
1	Head Master/ Mistress (1) (Primary School) @ Rs.5,000/- per month	60000	60000
2	Warden (1) @ Rs.4,000/- per month	48000	48000
3	Teacher (Secondary) (8) @ Rs.5000 pm	0	0
4	Teacher (Primary) (6) @ Rs.4000 pm	288000	288000
5	Peon (1) @ Rs.2500 pm	30000	30000
6	Cooks (2) @ Rs.2500 pm	60000	60000
7	Watchman (1) @ Rs.2500 pm	30000	30000
8	Office Assistant-cum-typist (1) @ Rs.2800 pm	33600	33600
9	Doctor (1) -(Part-time) @ Rs.4000/-(p.m.)	48000	48000
10	Helper to Cook (1) @ Rs.1500/-p.m.	18000	18000
11	Aya (1) @ Rs.2500/ p.m.	30000	30000
12	Sweeper -(2) @ Rs.1800/-(p.m.)	43200	43200
13	Accountant -(1) @ Rs.3500/- pm	42000	42000
14	Physical Instructor /Games Teacher(1) @ Rs.4000/-p.m.	48000	48000
15	Driver (1)	0	0
16	Handiman/Cleaner (1)	0	0
		<b>778800</b>	<b>778800</b>
17	Rent of Building @ Rs.5000/- p.m.for rural area as per norms	60000	60000
18	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-p.m.	825000	660000
19	Medicine @ Rs.10000/-(p.a.)	10000	10000
20	Washing Charges (pre student) @ Rs.200/-(p.a.)	25000	20000
21	Excursion @ Rs.20,000/-(p.a.)	20000	20000
22	Conveyance and TA for Staff Rs.10,000/-(p.a.)	10000	10000
23	Water & Electricity charges Rs.15000/-(p.a.)	15000	15000
24	Contingencies/office maintenance Rs.15,000/-(p.a.)	15000	15000
25	Cooking Charges Rs.20000/- p.a.	20000	20000
26	Audit Fee Rs.4000/-(p.a.)	4000	4000
27	Cultural Expenses p.a. Rs.15000/- p.a.	15000	15000
28	Sport & Games Equipment's Rs.7500/- p.a.	7500	7500
29	Clothing (3 Uniform sets per student) @ Rs.900/-p.a.	112500	90000
30	Books and Stationery: @ Rs.750/- per student,p.a.	93750	75000
31	POL	0	0
	<b>Total</b>	<b>1232750</b>	<b>1021500</b>
	<b>Grand Total</b>	<b>2011550</b>	<b>1800300</b>


Net admissible amount for the year 2014-15	1800300
Less 10% contribution from NGO	180030
Net approved grants-in-aid for 2014-15	1620270
Less unspent balance	0
<b>Net admissible grants for the year 2014-15 as reimbursement of expenditure</b>	<b>1620270</b>

  
20/10/2014

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LIST OF REGISTER TO BE MAINTAINED

1. Admission Register of students.
2. Attendance Register of Students & Member of the Staff.
3. Stock Register Consumables & 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 or stationery 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.

  
20/12/2017

