



F.No.22028/02/2010-NGO (Vol.I)
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated the 14 January, 2018

To

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

Subject: Grant-in-Aid towards full & final instalment for the year 2016-17 to Human Development Foundation of Sikkim, GRBA Road, Chongey Tar, PO-Raj Bhawan, Gangtok, East Sikkim-737103, Sikkim for running & maintenance of ongoing project of (i) Residential School for 90 ST students and (ii) Hostel for 100 students at Village-Chongey Tar, PO-Raj Bhawan, Distt East Sikkim-737103, Sikkim on reimbursement basis during current financial year 2017-18 under the scheme of "Grants-in-aid to voluntary organizations working for the welfare of scheduled tribes".

Sir,

I am directed to refer to letter no. 354/SJE & WD/WD dated 25.09.2017 from the Government of Sikkim, Social Justice, Empowerment and Welfare Department on the subject mentioned above and to convey the sanction of the President of India and to release Grant-in-aid of **Rs.26,02,665/- (Rupees Twenty Six Lakh Two Thousand Six Hundred Sixty Five only)** towards full & final instalment for the year 2016-17 on reimbursement of expenditure basis during the current financial year 2017-18 as per details of expenditure enclosed at Annexure-I, after adjusting unspent balance of Rs.NIL/- to Human Development Foundation of Sikkim, GRBA Road, Chongey Tar, PO-Raj Bhawan, Gangtok, East Sikkim-737103, Sikkim (NGO Darpan Unique ID - SK/2016/0100325) for running & maintenance of ongoing project of Residential School for 90 ST students and Hostel for 100 students at Village-Chongey Tar, PO-Raj Bhawan, Distt East Sikkim-737103, Sikkim. The last grant for the year 2014-15 & 2015-16 amounting to Rs.52,05,330/- was released during 2016-17 vide Sanction Order No.22028/02/2010-NGO(Vol.I) dated 27.03.2017 by way of reimbursement. Therefore, no utilization certificate is required in terms of Rule 238(3) of the GFRs 2017. No utilisation certificate is due for rendition. The grant-in-aid shall be subject to provisions of GFR-2017 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 2016-17 in terms of Rule No. 238(3) of GFR, 2017.

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

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Office of the Ministry or Department, whenever the Institution or organization is called to do so.

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 Organization(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.

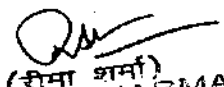
6. Institutions/organizations receiving grants should, irrespective of the amount involved, be required to maintain subsidiary accounts of the Government grant and furnish to the Accounts Officer a set of audited statement of accounts. These audited statements of accounts should be required to be furnished 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 organization have been audited by Chartered Accountants of its own choice and in this case by M/s Y M & Associates., Chartered Accountants, Near Water Supply Control Office, Sonam Gyastso Marg, Gangtok.


8. Provisions of General Financial Rule 236(2)(i) of GFR, 2017 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) Salary of Staff: Salary/honorarium of staff involved in implementation of the project is to be paid through cheque/bank only.
- c) 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.
- d) 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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- e) That the organization 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.
- f) 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 (M/s Y M & Associates., Chartered Accountants, Near Water Supply Control Office, Sonam Gyastso Marg, Gangtok.) 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 utilization certificate in prescribed format as per General Financial Rules along with the item-wise break-up.
 - the audited accounts of the organization as a whole for the year.
- g) The organization shall submit performance-cum-achievement report(s) every six months on the project for which it received Grants-in-aid in the prescribed format.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) 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.
- m) 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


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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.


- n) The Voluntary Organization should lease 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.
- o) In respect of Voluntary Organizations assisted for running educational institutions like residential schools, non-residential schools etc., the organization shall get recognition of school/courses by State Governments.
- p) 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, NGO Darpan Unique ID, year of beginning of project, Total project cost borne by MoTA, Location of project, Name of the NGO with its headquarters.
- q) 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.
- r) The purchase of non-recurring items i.e. furniture etc. should be made only reputed dealers at competitive prices subject to vouchers being produced for inspection.
- s) That the organization shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department.
- t) That the organization shall not charge any fees from the beneficiaries.
- u) The organization shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants.

The organization 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. Rule 87 "Direct Benefit Transfer" of General Financial Rules, 2017, wherever applicable, shall be complied with.


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13. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.26,02,665/- (Rupees Twenty Six Lakh Two Thousand Six Hundred Sixty Five only)** for disbursement to the grantee institution through electronic mode of transfer to Human Development Foundation of Sikkim, GRBA Road, Chongey Tar, PO-Raj Bhawan, Gangtok, East Sikkim-737103, Sikkim in Account No. **11018600178** in State Bank of India, Branch at Main Branch, Metro Point, Gangtok and IFSC Code **SBIN0000232**, directly.

14. The expenditure is debitable to the Demand No. 96 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) – 21 Umbrella Programme for Development of Scheduled Tribes: Van Bandhu Kalyan Yojana; 03- Aid to Voluntary Organisations working for the welfare of Scheduled Tribes: 21.03.31 Grants-in-Aid General (Plan) for the year 2017-18.

15. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their **Dy.No.3119/JS&FA/2018 dated 08.01.2018**. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

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

Yours faithfully,


(Reema Sharma)

Under Secretary to the Government of India

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Copy for information and necessary action.

1. The Secretary, Human Development Foundation of Sikkim, GRBA Road, Chongey Tar, PO-Raj Bhawan, Gangtok, East Sikkim-737103, Sikkim.
2. The Secretary, Government of Sikkim, Social Justice, Empowerment and Welfare Deptt. (with the request to inspect the organization and submit a Inspection Report within 6 months).
3. The Director of Audit, Central Revenues, I.P. Estate, New Delhi.
4. Accountant General, Accountant General's Office, Government of Sikkim.
5. The Commissioner, Tribal Development Department, Government of Sikkim.
6. Director, TCR&I, Government of Sikkim.
7. The Resident Commissioner, Govt. of Sikkim, Sikkim Bhawan, New Delhi.
8. Integrated Finance Division (IFD).
9. Bill Copy/Sanction Folder.
10. Director Tribal Research Institute, Government of Sikkim.
11. The Deputy Commissioner, East District-Gangtok, Sikkim.
12. The District Tribal Welfare Officer, East District-Gangtok, Sikkim.
13. The Chief Controller of Accounts, Ministry of Tribal Affairs.
14. The Director, NIC, Ministry of Tribal Affairs with request to upload this sanction letter on the website of the Ministry.

Organisation-Human Development Foundation of Sikkim

PROJECT – Residential School (Primary) for 90 ST students At Village-Chongey Tar, Block/Mandal-Rongney, PO-Raj Bhawan, Distrust East, Sikkim-737103

Number of beneficiaries claimed in the organisation-90 STs

No. of students for which grants-in-aid is calculated –90 ST students (as per last year funded)

Sl. No.	Approved items of expenditure as per financial Norms	Expd. reported for 2016-17	Admissible grant for 2016-17 (In Rs.)
Recurring			
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	0	0
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.	Bus Driver (1) @ Rs.2500/- p.m.	30000	30000
	Total Salary	778800	778800
16.	Rent of Building @ 30% of Rs.5000/- p.m. for rural areas as per norms.	14400	14400
17.	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-p.m.	594000	594000
18.	Medicine @ Rs.10000/-(p.a.)	9000	9000
19.	Washing Charges (per student) @ Rs.200/-(p.a.)	18000	18000
20.	Excursion @ Rs. 20,000/-(p.a.)	18000	18000
21.	Conveyance and TA for Staff Rs. 10,000/-(p.a.)	9000	9000
22.	Water & Electricity charges Rs.15000/-(p.a.)	13500	13500
23.	Contingencies/office maintenance Rs. 15,000/-(p.a.)	13500	13500
24.	Cooking Charges Rs.20000/- p.a.	18000	18000
25.	Audit Fee Rs.4000/-(p.a.)	0	0
26.	Cultural Expenses p.a. Rs.15000/- p.a.	13500	13500
27.	Sport & Games Equipment's Rs.7500/- p.a.	6750	6750
28.	Clothing (2 Uniform sets per student) @ Rs.900/-p.a.	54000	54000
29.	Books and Stationery: @ Rs.750/- per student, p.a.	67500	67500
	Total recurring expenses	849150	849150
	Grand Total	1627950	1627950

Calculation of full and final instalment for the year 2016-17

Net admissible amount for the year 2016-17	1627950
Less 10% contribution from NGO	162795
Net approved grants-in-aid for 2016-17	1465155
Less unspent balance	0
Net admissible grants for the year 2016-17 as reimbursement of expenditure	1465155


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Project -Hostel for 100 ST Students

Number of beneficiaries claimed in the organization- 100 ST students

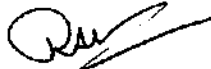
Sl. NO	Approved items of expenditure as per financial Norms	Expenditure reported for 2016-17	Admissible grant for the year 2016-17 (In Rs.)
Recurring			
1.	Warden (1) @ Rs.4000/-(pm)	48000	48000
2.	Part time Teacher (2) @ Rs.3000/- p.m. each	72000	72000
3.	Peon-cum-sweeper-(1) @ Rs.2500/-(p.m.)	30000	30000
4.	Watchman-cum-generator operator (1) @ Rs.2500/-(p.m.)	30000	30000
5.	Cooks -(2) @ Rs.2500/-(p.m.)	60000	60000
6.	Helper to Cook (1) @ Rs.1500 per month	18000	18000
7.	Aya (1) @ Rs.2500/- per month	14400	14400
8.	Office Assistant-cum-Typist -(1) @ Rs.2000/-(p.m.)	24000	24000
9.	Doctor -(Part-time) (1) @ Rs.4000/-(p.m.)	48000	48000
10.	Part-time Accountant -(1) @ Rs.2800/- pm	33600	33600
Total Honorarium		378000	378000
11.	Maintenance of building @ 30% of Rs.5000/- p.m. for (rural area) as per norms.	14400	14400
12.	Clothing (2) Uniform sets per student) @ Rs.900/-p.a.	60000	60000
13.	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-	660000	660000
14.	Medicine @ Rs.10000/-(p.a.)	10000	10000
15.	Books and Stationery: @ Rs.500/- per student	50000	50000
16.	Excursion @ Rs. 20,000/-(p.a.)	20000	20000
17.	Water & Electricity charges Rs.12000/-(p.a.)	12000	12000
18.	Contingencies/office maintenance Rs. 10,000/-(p.a.)	10000	10000
19.	Audit Fee Rs.4000/-(p.a.)	4000	4000
20.	Cooking Charges Rs.20000/- per annum	20000	20000
21.	Cultural Expenses p.a. Rs.10000/-	10000	10000
22.	Conveyance and TA for Staff Rs. 8,000/-(p.a.)	8000	8000
23.	Sport & Games Equipment's @ Rs.7500 per annum	7500	7500
Total recurring expenses		885900	885900
Grand Total		1263900	1263900

Calculation of full and final instalment for the year 2016-17

Net admissible amount for the year 2016-17	1263900
Less 10% contribution from NGO	126390
Less unspent balance	0
Net grants for the year 2016-17 full & final instalment)	1137510

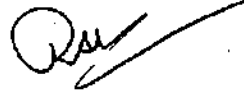
SUMMARY OF EXPENDITURE FOR THE YEAR 2015-16

(I) Residential School for 90 ST Students	Rs.14,65,155/-
(II) Hostel for 100 ST students	Rs.11,37,510/-
Grant Total	Rs.26,02,665/-


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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.



(RE)
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