BY SPEED POST

F.No.11025/09/2010-NGO
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated: 01.03.2013

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

Subject: Grant-in-Aid under the Scheme of Coaching for Scheduled Tribes to Community Development Programme Centre, MI Road, Thoubal Achouba, District-Thoubal, Manipur for running coaching at M.I. Road, Thoubal Achouba Manipur as recurring grant for Second and Final Installment of Stipend/B&L charges for the year 2011-12 and First Installment of Stipend/B&L charges for the year 2012-13, Coaching fees and Advertisement charges for 40 ST Students for the year 2012-13.

Sir,

I am directed to convey the sanction of the President of India for payment of Grants-in-aid of Rs. 1220000/- (Rupees Twelve Lakhs Twenty Thousand only) to Community Development Programme Centre, MI Road, Thoubal Achouba, District-Thoubal, Manipur for running coaching at M.I. Road, Thoubal Achouba Manipur as recurring grant towards Second and Final Installment of Stipend/B&L charges for the year 2011-12 and First Installment of Stipend/B&L charges for the year 2012-13, Coaching fees and Advertisement charges for 40 ST Students for the year 2012-13 under the Scheme of “Coaching for Scheduled Tribes” to enable them to appear in competitive examinations and succeed in obtaining an appropriate job in the public/private sector. The details of Coaching Institution-wise courses approved, strength of ST students and location of Coaching Institution are at Annexure-I. No Utilization Certificate is due for rendition.

2. The coaching institution shall submit course-wise details of students with photographs within a period of 15 days. The details of out-station & in-station students with their father name and addresses, name of ST Community as per Government Notification with correct spelling, shall also be submitted along with these details on priority.

3. Time Limit: The provisional utilization Certificate for recurring grant sanctioned during the current financial year 2012-13 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 2012-13.

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 invariably be incorporated in all orders sanctioning grants-in-aid.

5. 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.

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 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, without obtaining prior approval of the Ministry of Tribal Affairs.

8. The grantee organisation has submitted utilization certificate of the earlier grant and no utilization certificate is pending against the grantee organisation under the scheme.

9. **Refund of Unspent Balance:** The Unspent balance, if any, will be surrendered to the Ministry of Tribal Affairs.

10. **Recurring Grant:** The Unspent Balance from this grant/installment will be adjusted from the subsequent grant.

11. **Salary of Staff:** Salary/honorarium of staff involved in implementation of the project is to be paid through cheque/bank only.

12. The grants-in-aid to the organisation is sanctioned on further terms & conditions of the scheme as under:-

   (a) That the organization which intends to receive the Grant-in-aid under the Scheme, will fulfill the requirements as prescribed under 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 proposal and reputation of the coaching institution.
(c) The organization will confirm in writing to the effect at the beginning of each financial year that the conditions contained in this document and that revised from time to time for the implementation of this scheme are acceptable to it.

(d) 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 that 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.

(e) The stipend and support for boarding/lodging to students as provided under the scheme shall be disbursed monthly by the Institute.

(f) The eligibility conditions for candidates shall be as given in paras IV and V of the Scheme.

(g) The institute shall claim grant in respect of ST candidates only. In case it has coaching facilities for other categories also, grant-in-aid will be given only in respect of ST students under this scheme.

(h) The institute shall allow the authorized representatives of this Ministry or of the State Government to inspect actual working of the scheme.

(i) The institute shall maintain ‘Card System’ giving full Bio-data along with a photograph of each admitted candidate on a card with a view to maintain the record and follow up of the coached candidates.

(j) The institute shall accept ST certificates in prescribed proforma duly issued by the Competent Authority like Collector/Deputy Collector/Tehsildar etc.

(k) The grantee institution shall disburse stipends to candidates on monthly basis for the period from the date of actual admission of a candidate up to the last date of his attending the course. Such stipends shall not be disbursed to these candidates who are in receipt of stipend/scholarship under any other scheme of the organization/Government.

(l) The grantee institution shall not utilize the grant for any partisan, political or anti-government propaganda.

(m) The institute shall obtain an undertaking from each of the admitted candidate that once he is admitted for the course he will not leave the course in between without assigning proper justification to the satisfaction of the Ministry of Tribal Affairs otherwise, he is liable to refund back to the Government of India all the expenses incurred on his coaching.

\[Signature\]

Ministry of Tribal Affairs
Government of India, New Delhi
The institute shall also obtain an undertaking from the candidate that he is not receiving/has not received any such coaching under any scheme of Government of India.

After the close of each financial year, the institute shall submit the results declared till then for each exam along with roll numbers of coached ST candidates, the utilization certificate as per General Financial Rules and audited accounts of expenditure.

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 coy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection of 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 Utilization Certificate, to the Ministry of Tribal Affairs latest by first week of July month every year:

a. the receipt and payment account of grant-in-aid in question for the year;
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 along with the item-wise break-up;
e. the audited accounts of the organization as a whole for the year.

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.

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.

The organization will not divert Grant-in-aid or entrust the execution of the project for which Grant-in-aid is sanctioned, to another organization or institution.

If the Government is not satisfied with the progress of the coaching 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 take such actions as it deems fit with or without prior notice.

At the time of renewal of the proposal, any unspent balance out of the grants shall be adjusted by the Ministry in the subsequent admissible grant due.
Provisions of General Financial Rule 211(2) (a) would be applicable where the Private institutions are being provided assistance for the prescribed amount.

The organization shall appropriately display the boards that should be erected at the coaching site indicating that the institution is running under the aegis of Ministry of Tribal Affairs, Government of India.

The organization shall not charge any fees from the beneficiaries.

The organization shall advertise the scheme as much as possible through hoardings, print media/electronic media, etc.

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.

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

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

13. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of Rs. 1220000/- (Rupees Twelve Lakhs Twenty Thousand only) for disbursement to the grantee institution through RTGS to Community Development Programme Centre, MI Road, Thoubal Achouba, District-Thoubal, Manipur in Current Bank Account No.10678276452 in State Bank of India, Branch at-Manipur University Campus Branch, P.O. Canchipur, Imphal West – 795003, Manipur, MICR Code-795002005, and RTGS Code of the Bank-SBIN0005320, directly.

14. The above amount is debitable to the Grant No. 95 of Ministry of Tribal Affairs Major Head 2225 – Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes, Sub Major Head-02-Welfare of Scheduled Tribes, Minor Head – 796 – Tribal Area Sub Plan, 08 – Welfare of Scheduled Tribes – Education, 03 – Grant-in-aid to NGOs for STs including Coaching and Allied Scheme and Award for Exemplary Service, 08.03.31 – Grant –in-aid General (Plan) for the year 2012-13

15. The sanction is issued with the concurrence of Integrated Finance Division as communicated vide Dy.No. 716/JS&FA/12 dated 26.12.2012. 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. 2 in the register of grant.

Yours faithfully,

(P.K. Sahoo)

Under Secretary to the Government of India.
Copy for information and necessary action:

1. The Director, Community Development Programme Centre, MI Road, Thoubal Achouba, District-Thoubal, Manipur. With the request to supply the under mentioned documents immediately i.e. (a) An agreement bond in the enclosed format (copy enclosed) duly executed on a Rs.20/- Non-judicial stamp paper; (b) A copy of the terms and conditions enclosed with this sanction letter is required to be signed by the grantee institution in acceptance of the terms and conditions, (c) The organisation is required to furnish 'a certificate that I have no reason to believe that the grantee institution is involved in any corrupt practices' to the Ministry with the bond papers etc. (d) Authorization Letter along with bank account number, name & address of bank, branch code, MICR/RTGS/IFSC Code number of the bank etc., if there is any change, intimate to the Ministry at the earliest possible.

2. The Director General of Audit, Central Revenue, IP Estate, New Delhi.

3. The Accountant General, Accountant General Office, Govt. of Manipur, Imphal.

4. The Secretary, Tribal Welfare Department, Government of Manipur, Imphal.

5. The Resident Commissioner, Government of Manipur, Manipur Bhawan, New Delhi.


8. Bill Copy/Sanction Folder.

9. The District Collector, Distt.-Thoubal(Manipur).

10. The District Social Welfare Officer/Tribal Welfare Officer, Disttt-Thoubal(Manipur).

11. PPS to Secretary (TA).

12. The Chief Controller of Accounts, Ministry of Tribal Affairs.

13. The Director, NIC with request to place the sanction letter on the website of this Ministry for at least three months

(P.K. Sahoo)
Under Secretary to the Government of India.
### Annexure-I to sanction order no. 11025/09/2010-NGO

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name of the Course</th>
<th>Duration of Course</th>
<th>No. of Beneficiaries</th>
<th>Items</th>
<th>Total Admissible Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>In-Station</td>
<td>Out-Station</td>
<td>Coaching Fees to institution per candidate (in Rs.)</td>
</tr>
<tr>
<td>1.</td>
<td>PMT</td>
<td>6 Months</td>
<td>10</td>
<td>30</td>
<td>Rs.6,00,000/- (@Rs.15000/- per candidate)</td>
</tr>
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<td></td>
<td></td>
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**GRAND TOTAL AMOUNT FOR COACHING FEE AND ADVERTISMENT CHARGES FOR THE YEAR 2012-13 (full and final)**

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<td>Out-Stn.</td>
<td>Stipend Charges for In-Station &amp; Out-station students</td>
</tr>
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<td>1.</td>
<td>PMT</td>
<td>6 Months</td>
<td>10</td>
<td>30</td>
<td>40x1000x6 =240000/-</td>
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**GRAND TOTAL AMOUNT FOR STIPEND/BOARDING&LODGING CHARGES TO BE RELEASED FOR 2011-12**

Rs 600000/-

**LESS 50% OF GRAND TOTAL AMOUNT ALREADY RELEASED AS FIRST INSTALMENT FOR 2011-12**

Rs.300000/-

**BALANCE OF GRANT TO BE RELEASED AS SECOND AND FINAL INSTALLMENT FOR THE YEAR 2011-12**

Rs.300000/-

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[Signature]

Ministry of Social Justice

Govt. of India, New Delhi
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<td>6 Months</td>
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<td>30</td>
<td>40x1000x6 =240000/-</td>
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</table>

GRAND TOTAL AMOUNT FOR STIPEND/BOARDING&LODGING CHARGES TO BE RELEASED FOR 2012-13: Rs 600000/-

50% OF GRAND TOTAL AMOUNT TO BE RELEASED AS FIRST INSTALMENT FOR 2012-13: Rs.300000/-

d) The total amount to be released would be as follows:

(i) Coaching fees and Advertisement charges : Rs. 6,20,000/-
(ii) Stipend/Boarding & Lodging charges (Second Installment for the year 2011-12) : Rs. 3,00,000/-
(iii) Stipend/Boarding & Lodging charges (First Installment for the year 2012-13) : Rs. 3,00,000/-

Total : Rs. 12,20,000/-
LIST OF REGISTER TO BE MAINTAINED

1. Admission Register of students.

2. Attendance Register of students & Member of the staff.


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 of stationary 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.