F.No.22023/02/2011-NGO
Government of India
Ministry of Tribal Affairs

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 projects of Hostel, Mobile Dispensary and Two units of Libraries for STs to Ramakrishna Mission, Laithumkhrah, P.O.Box No.-9, Shillong-793003, Meghalaya towards 2nd and final Instalment for the year 2012-13 during the current financial year 2013-14.

Sir,

I am directed to refer to Letter No. SW(S) 95/2004/V01.I/411-A dated 21st March, 2013 from the Government of Meghalaya and to convey the sanction of the President of India for payment of Grants-in-aid of Rs.8,26,155/- (Rupees Eight Lakh Twenty Six Thousand One Hundred Fifty Five only) towards 2nd and final Instalment for the year 2012-13 as a reimbursement of expenditure during the current financial year 2013-14 for maintenance and running of ongoing projects of Hostel, Mobile Dispensary and Two units of Libraries 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(A) to I(D) to Ramakrishna Mission, Laithumkhrah, P.O.Box No.-9, Shillong-793003, Meghalaya. No utilisation certificate is due for rendition. The list of documents to be maintained as per GFR is indicated in Annexure-II.

2. As the Grant-in-aid is being made as reimbursement of expenditure already incurred on the basis of duly audited accounts, the utilization certificate will not be necessary in this case.

3. 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.

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 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 ten percent per annum thereon or the sum specified under the bond.

Secretary
Govt. of India, New Delhi

Shastri Bhawan, New Delhi 110001
Dated: 12th December, 2013
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.

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.

("Signature")

F. K. Sahoo
Secretary
Ministry of Tribal Affairs
Govt. of India, New Delhi
15. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of Rs.8,26,155/- (Rupees Eight Lakh Twenty Six Thousand One Hundred Fifty Five only) for disbursement to the grantee institution through electronic mode of transfer to Ramakrishna Mission, Laithumkhrah, P.O.Box No.-9, Shillong-793003, Meghalaya in Account No. 10613596070 in State Bank of India, Branch at Laitumkhrah Branch, Shillong, Meghalaya and IFSC Code SBIN0002081.

16. The expenditure is debitable to the Demand No. 95 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), 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 2013-2014.

17. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their Dy.No.1443/J&FA/2013 dated 28.10.13. 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.57 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, Ramakrishna Mission, Laithumkhrah, P.O.Box No.-9, Shillong-793003, Meghalaya.
2. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, Social Welfare Department, Govt. of Meghalaya, Shillong. (with the request to inspect the organisation and submit the Inspection Report within 6 months)
4. The Director, Tribal Research Institute, Govt. of Meghalaya, Shillong.
5. The Deputy Commissioner, District- East Khasi Hills, Shillong, Meghalaya.
6. The District Tribal Welfare Officer, District- East Khasi Hills, Shillong, Meghalaya.
8. Bill Copy/Sanction Folder.
10. The Resident Commissioner, Govt. of Meghalaya, Meghalaya Bhawan, New Delhi.
11. Accountant General, Accountant General’s Office, Govt. of Meghalaya, Shillong.
12. Director, NIC, Ministry of Tribal Affairs with request to upload this sanction letter on the website of the Ministry.

(P.K. Sahoo)
Under Secretary to the Govt. of India
### Calculation of full and final Instalment for the year 2012-13

<table>
<thead>
<tr>
<th>No. of students for which grants-in-aid is calculated - 26 (last year funded)</th>
</tr>
</thead>
</table>

#### Non-Recurring

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cooking vessels &amp; utensils @ Rs.15000/- per annum for 100 students</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Washing Machine</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Shed for Washing &amp; Cleaning of clothes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Furniture &amp; Fixtures @ Rs.60000/- per annum for 100 students</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>Water System Deep Tubewell</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total non-recurring**

| 0 | 0 | 0 | 0 | 0 | 0 |

#### Recurring (honorarium)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>6</td>
<td>Warden (1) @ Rs.4000 pm</td>
<td>48000</td>
<td>48000</td>
<td>0</td>
<td>5100</td>
<td>48000</td>
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<tr>
<td>7</td>
<td>Part-time teachers (1) @ Rs.3000/- pm</td>
<td>26000</td>
<td>41000</td>
<td>0</td>
<td>3400</td>
<td>36000</td>
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<tr>
<td>8</td>
<td>Peon-cum-sweeper (1) @ Rs.2500/- pm</td>
<td>30000</td>
<td>52320</td>
<td>0</td>
<td>45644</td>
<td>30000</td>
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<tr>
<td>9</td>
<td>Aya (1) @ Rs.3500/- pm</td>
<td>30000</td>
<td>32835</td>
<td>0</td>
<td>3520</td>
<td>30000</td>
</tr>
<tr>
<td>10</td>
<td>Watchman (1) @ Rs.2500/- pm</td>
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<td>32835</td>
<td>0</td>
<td>3520</td>
<td>30000</td>
</tr>
<tr>
<td>11</td>
<td>Cook (1) @ Rs.2500/- pm</td>
<td>30000</td>
<td>41138</td>
<td>0</td>
<td>42337</td>
<td>30000</td>
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<tr>
<td>12</td>
<td>Helper to cook (1) @ Rs.1500/- pm</td>
<td>1800</td>
<td>48524</td>
<td>0</td>
<td>1302</td>
<td>18000</td>
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<td>13</td>
<td>Office-Assist-typist (1) @ Rs.2000/- pm</td>
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<td>47050</td>
<td>0</td>
<td>46125</td>
<td>24000</td>
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<td>14</td>
<td>Part-time Doctor (1) @ Rs.4000/- pm</td>
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<td>48000</td>
<td>0</td>
<td>48000</td>
<td>48000</td>
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<td>15</td>
<td>Part-time Accnt. (1) @ Rs.2800/- pm</td>
<td>33600</td>
<td>33600</td>
<td>0</td>
<td>33600</td>
<td>33600</td>
</tr>
</tbody>
</table>

**Total honorarium**

| 327600 | 428312 | 0 | 399034 | 327600 |

#### Calculation of full and final Instalment for the year 2012-13

- **Non-Recurring**
  - Maintenance of Building @ 30% of rent Rs.4000/- per month for rural area (pre-revised norms in absence of rent assessment of PWD/CPWD)
  - Diet charges @ Rs.660/- per month for 10 months
  - Medicines @ Rs.10000/- per annum per 100 student
  - Uniforms (3 sets of uniforms per students @ Rs.900/- per student)
  - Books & Stationery @ Rs.500/- per student
  - Excursion for 76 students @ Rs.20000/- per 100 students
  - Conveyance TA for staff @ Rs.8000/- per annum
  - Water & electricity charges @ Rs.12000/- per annum per 100 students
  - Contingencies/Misc. Expn including office maintenance @ Rs.1000/- per annum
  - Audit fee
  - Cultural activities @ Rs.10000/- per annum per 100 students
  - Cooling charges @ Rs.20000/- per annum per 100 student
  - Games & sports equipments @ Rs.7500/- per annum per 100 student

**Total**

| 269630 | 499549 | 0 | 699442 | 237120 |

**Grand Total**

| 558230 | 924861 | 0 | 1087444 | 525870 |

**Net admissible amount for the year 2012-13**

50% of total admissible grant as Ist installment for the year 2012-13 already released

50% of total admissible grant as 2nd installment for the year 2012-13 to be released.

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**Calculation of full and final Instalment for the year 2012-13**

- **Net admissible amount for the year 2012-13**
  - 699442

- **Net approved grant-in-aid for the year 2012-13**
  - 588329

- **50% of total admissible grant as Ist installment for the year 2012-13 already release**
  - 349119

- **50% of total admissible grant as 2nd installment for the year 2012-13 to be released**
  - 239200
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item of expenditure</th>
<th>Grant released for 2011-12</th>
<th>Expenditure reported for 2011-12</th>
<th>Unspent balance</th>
<th>Budget estimate for 2012-13</th>
<th>Admissible grant for 2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Furniture &amp; Fixtures @ Rs. 100000</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2</td>
<td>Medical equipments @ Rs. 150000</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Mobile Van</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total non-recurring</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Doctor (1) @ Rs. 15000/- pm</td>
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<td>188400</td>
<td>0</td>
<td>182400</td>
<td>180000</td>
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<tr>
<td>5</td>
<td>Compounder/Nurse (1) @ Rs. 4000/- per month</td>
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<td>38923</td>
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<td>60228</td>
<td>48000</td>
</tr>
<tr>
<td>6</td>
<td>Driver (1) @ Rs. 2500/- per month</td>
<td>30000</td>
<td>71175</td>
<td>0</td>
<td>93659</td>
<td>30000</td>
</tr>
<tr>
<td>7</td>
<td>Helper/handiman (1) @ Rs. 1500/- per month</td>
<td>18000</td>
<td>29012</td>
<td>0</td>
<td>23330</td>
<td>18000</td>
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<tr>
<td>8</td>
<td>Part-time Office Asst.-cum-acct. (1) @ Rs. 2500/- per month</td>
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<td>36150</td>
<td>0</td>
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<td></td>
<td>Total Honorarium</td>
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<td>383660</td>
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<td>407109</td>
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<td>Fuel (POL) Hilly area @ Rs. 168000/- per annum</td>
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<td>10</td>
<td>Drugs @ Rs. 200000/- per annum</td>
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<td>Contingencies/Misc. Expend @ Rs. 10000/- per annum</td>
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<td>11451</td>
<td>10000</td>
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<td>12</td>
<td>Audit fee @ Rs. 4000/- per annum</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>13</td>
<td>Maintenance &amp; repair of vehicle &amp; medical equipments @ Rs. 30000/- per annum</td>
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<td>72068</td>
<td>0</td>
<td>50400</td>
<td>30000</td>
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<td>14</td>
<td>Advertisement &amp; Publicity @ Rs. 7500/- per annum</td>
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<td>7500</td>
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<td>7500</td>
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<tr>
<td>15</td>
<td>Daily allowance for visiting medical team @ Rs. 5000/- per month</td>
<td>60000</td>
<td>61582</td>
<td>0</td>
<td>60742</td>
<td>60000</td>
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<td>638842</td>
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<td>872588</td>
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<td>Grand Total</td>
<td>781500</td>
<td>1014502</td>
<td>0</td>
<td>979697</td>
<td>781500</td>
</tr>
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</table>

**Calculation of full and final instalment for the year 2012-13**

- Net admissible amount for the year 2012-13: 781500
- Less unspent balance: 0
- Net approved grant-in-aid for the year 2012-13: 781500

Net instalment for the year 2012-13 already released: 300750

1st instalment for the year 2012-13 to be released: 380750
**PROJECT NAME:** Library-I (Brahmananda)

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Name of the project</th>
<th>Amount admissible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hostel for 26 Boys</td>
<td>280805</td>
</tr>
<tr>
<td>2</td>
<td>Mobile Dispensary</td>
<td>380750</td>
</tr>
<tr>
<td>3</td>
<td>Library (Vivekananda)</td>
<td>72250</td>
</tr>
<tr>
<td>4</td>
<td>Library (Brahmananda)</td>
<td>72250</td>
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<td>Total</td>
<td></td>
<td>825155</td>
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</tbody>
</table>

**Calculation of full and final instalment for the year 2012-13**

Net admissible amount for the year 2012-13: 144500

Less unspent balance: 0

Net approved grant-in-aid for the year 2012-13: 144500

1st Instalment for the year 2012-13 already released: 72250

2nd Instalment for the year 2012-13 to be released: 72250

**Summary of Admissible grants to be released as 2nd full & final instalment for 2012-13**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Name of the project</th>
<th>Amount admissible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hostel for 26 Boys</td>
<td>280805</td>
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<tr>
<td>2</td>
<td>Mobile Dispensary</td>
<td>380750</td>
</tr>
<tr>
<td>3</td>
<td>Library (Vivekananda)</td>
<td>72250</td>
</tr>
<tr>
<td>4</td>
<td>Library (Brahmananda)</td>
<td>72250</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>825155</td>
</tr>
</tbody>
</table>