F.No. 2011/05/2003-NGO (Vol II)
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110015
Dated 20.02.2014

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

Subject: Grant-in-Aid as recurring grant for maintenance and running of ongoing project namely Residential School for Scheduled Tribes at K.S.R Memorial Charitable Trust for Rural Development H.No.2-1-68/A, Bazaar Street, Naidupeta Town & Mandal, SPSR Nellore (Dist.) Andhra Pradesh towards full & final instalment for the year 2011-12 as a reimbursement of the expenditure during the current financial year 2013-14.

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Sir,

I am directed to refer to letter No. 12530/GCC, 1/2011 dated 30.08.2011 from the Government of Andhra Pradesh, Tribal Welfare Department and to convey the sanction of the President of India for payment of Grants-in-aid of Rs. 20,12,220/- (Rupees Twenty Lakh Twelve Thousand Two Hundred Twenty only) in favour of K.S.R Memorial Charitable Trust for Rural Development H.No.2-1-68/A, Bazaar Street, Naidupeta Town & Mandal, SPSR Nellore (Dist.) Andhra Pradesh for maintenance & running of ongoing project Residential School for Scheduled Tribes towards Full & final instalment of 2011-12 on reimbursement basis during the year 2013-14 and approval of competent authority is also conveyed for conversion of Non-Residential School project into Residential School project. The details of Expenditure as per norms are enclosed in Annexure-I. The grant-in-aid shall be subject to provisions of GFR-2005. The list of documents to be maintained as per GFR is indicated in Annexure-II. No Utilization certificate is due for rendition.

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/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 upon to do so.
4. The members of the executive committee of the grantee organization shall execute bonds in a prescribed format that they themselves jointly and severally
   (a) abide by the conditions of the grants-in-aid by the terms dated, if any, specified therein; and
   (b) utilize the grants for the purpose for which it has been sanctioned and not divert the
       grants-in-aid or entrust execution of the project to any other Institution(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.

5. The grantee institutions/organizations shall observe the reservations for Scheduled Caste,
   Scheduled Tribes and OBC in posts and services under its control on the lines indicated by the
   Government of India.

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.

7. The accounts of the organization shall be audited from Chartered Accountants of its own
   choice.

8. The grantee organization 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.

9. Utilization certificate in the prescribed form under GFR-19A duly signed by the
   competent authority relating to previous grants is enclosed herewith.

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 payments with regard to implementation of the project of
    Rs.10,000/- and above, is to be made through cheques by the implementing agency.
The grants in aid sanctioned under the scheme are subject to fulfillment of following conditions, and the terms & conditions laid down under the scheme by the Voluntary Organization (VO)/Non-Governmental Organization (NGO):

a) The grant is provided to Voluntary Agencies working in their field of operation. It is an additive funding to their existing efforts based on the discretion of the Government.

b) The Grant-in-aid may be terminated at any time at the sole discretion of the Government.

c) The jurisdiction in respect of or arising out of any or all disputes pertaining to the grant-in-aid under the scheme shall alone be of the Courts in Delhi.

d) The assets acquired for and/on behalf of the Voluntary Organizations out of the grant-in-aid shall be the property of the Government. On termination of grant, the property shall vest in the Social Welfare Department of the State Government/District Collector.

e) An amount of at least 10% of the total approved expenditure shall be borne by the Organization from its own resources.

f) The details of funds approved for the financial year in respect of the Voluntary Organizations is enclosed.

g) The Organization shall confirm in writing that the Terms and Conditions hereof, and the terms & conditions laid down under the scheme are acceptable to it.

h) The Organization shall also execute a bond in favour of the President of India committing that it shall abide by the Terms and Conditions attached to the grant-in-aid and that in case of failure to abide by the same, it shall refund to the Government the total amount of grant-in-aid sanctioned to it for the purpose with interest thereon at the prevailing rates. In case any fraud or misrepresentation is detected, the organization and its President/Secretary in addition to recovery will also be liable for criminal charges.

i) The organization shall maintain separate accounts in a nationalized/scheduled Bank in respect of this grant. 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 by Chartered Accountant and supply a copy of the following audited accounts together with Utilization Certificate, to the Ministry of Tribal Affairs:-

1. The Receipt and Payment Account of grant-in-aid in question for the year.
2. The Income and expenditure accounts of grant-in-aid in question for the year.
3. The Balance Sheet indicating assets and liabilities from the grant-in-aid in question.
4. The Utilization Certificate along with the item-wise break-up.
5. The Audited Accounts of the organization as a whole for the year.
The organization shall submit to the Ministry of Tribal Affairs every three months a performance cum achievement report on the project for which financial assistance has been granted.

k) That the facilities to be extended with the help of the grant-in-aid shall be available for the welfare of all Scheduled Tribes irrespective of creed, religion, color etc.

l) The organization shall not obtain grant for the same purpose from any other source, including Government sources.

m) The organization shall utilize the grants for the purpose for which it has sanctioned and not divert grant-in-aid or entrust the execution of the project for which grant-in-aid is sanctioned to any other organization or institution.

n) That if the government is not satisfied with the progress of the project or finds that the conditions are being violated, it reserves the right to terminate the grant-in-aid.

c) Any unspent balance out of this grant shall be refunded by the organization immediately after the close of the current financial year unless adjusted by the Government from the subsequent grants due.

p) No asset made/created wholly or in part from or out of this grant-in-aid shall be disposed off, transferred or encumbered or otherwise utilized for any purpose other than for which sanctioned.

q) The organization shall maintain a register as per GFR 19 (Performa attached) of permanent and semi-permanent assets acquired wholly or in part out of this grant-in-aid. This register shall remain open for inspection by officials from the office of Comptroller and Auditor General of India, Government of India, or concerned State Government. The register shall be maintained separately in respect of this grant and a copy furnished to the Ministry, along with the audited accounts.

r) The release of the last instalment of the annual grant will be conditional upon grantee organization/institution providing reasonable evidence of proper utilization of instalment released earlier during the year.

s) Organizations funded for the educational programme shall submit (a) quarterly reports indicating the number of students class wise separately for boys and girls, amount spent on Recurring and Non-recurring items during the period under report, number of students admitted, number of drop-outs if any, amount spent on payment of honorarium and amount spent on food, and (b) Annual report of number of students continuing education after finishing last class of the funded education project.

t) The organization be funded for the 10 bedded hospital and Mobile Dispensary shall submit a quarterly progress report indicating the number of patients attended, number of patients admitted (name and address) with details of ailments, number of patients to bigger hospital,
number of deaths, details of vehicles used, purchase and issue of medicines, consumption of petrol, distance covered, amount spent on Recurring and Non-recurring items during the period under report.

u) The organization running Vocational Training Center shall have to furnish progress report as to the trade-wise number of Trainees admitted, amount spent on Recurring and Non-recurring, amount spent on raw material, amount recouped through marketing of finished articles etc. action taken to give the trainees hands on training and their placement or self employment.

v) Voluntary organization shall display boards that should be erected at each project site clearly indicating that the organization is running under the aegis of the Ministry of Tribal Affairs, Government of India and indicating the funds received year-wise, for each of the project.

w) An inspection of the project is conducted within six months.

x) The purchase of non-recurring items that is furniture etc. should be made only from authorized dealers at competitive prices and subject to vouchers being produced for inspection.

y) It is ensured that no fee is realized from the beneficiaries.

z) The organization has to intimate this Ministry, Tribal Welfare Department of the State Government and District Collector about the date of commencement of the project within one month from the issue of the sanction order, pending which no further grant would be considered.

aa) 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.

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

cc) 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;

dd) 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.20,12,220/- (Rupees Twenty Lakh Twelve Thousand Two Hundred Twenty only) for Rs.20,12,220/- (Rupees Twenty Lakh Twelve Thousand Two Hundred Twenty only) for disbursement to the grantee institution through Telegraphic/Electronic transfer to namely K.S.R Memorial Charitable Trust for Rural Development H.No.2-1-68/A, Bazaar Street, Naidupeta Town & Mandal, SPSR Nellore (Dist.) Andhra Pradesh, in Saving/Current Bank Account No.11336108026 State Bank of India Branch at Naidupeta, Nellore District, Andhra Pradesh, IFSC code SBIN0005917 directly.

[Signature]
### PROJECT NAME - Residential School

**KSR Memorial Charitable Trust for Rural Development**, Naidupeta Mandal of Nellore District, Andhra Pradesh

**PROJECT NAME** - Residential School Total Students 150

Number of beneficiaries claimed by the organization for 2011-12: 150

No. of students for which grants-in-aid is calculated: 140

<table>
<thead>
<tr>
<th>S. No</th>
<th>Approved Items of Expenditure as per financial norms</th>
<th>Exp. Reported for the year 2011-12</th>
<th>Admissible grant for 140 students for 2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Head Master/ Mistress 1 (Primary School) @ Rs.4000/-pm.</td>
<td>72000</td>
<td>60000</td>
</tr>
<tr>
<td>2</td>
<td>Warden (1) @ Rs.4000/- (pm)</td>
<td>48000</td>
<td>48000</td>
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<tr>
<td>3</td>
<td>Teacher (Primary) (1) @ Rs.4000/- (pm)</td>
<td>480000</td>
<td>336000</td>
</tr>
<tr>
<td>4</td>
<td>Peon -(1) @ Rs.2500/- (pm)</td>
<td>30000</td>
<td>30000</td>
</tr>
<tr>
<td>5</td>
<td>Cooks -(2) @ Rs.2500/- (pm) each</td>
<td>60000</td>
<td>60000</td>
</tr>
<tr>
<td>6</td>
<td>Watchman -(1) @ Rs.2500/- (pm)</td>
<td>59000</td>
<td>30000</td>
</tr>
<tr>
<td>7</td>
<td>Office Assistant-cum-Typist -(1) @ Rs.2800/- (pm)</td>
<td>33600</td>
<td>33600</td>
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<tr>
<td>8</td>
<td>Doctor -(Part-time) @ Rs.4,000/- (pm)</td>
<td>48000</td>
<td>48000</td>
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<tr>
<td>9</td>
<td>Helper to Cook (1) @ Rs.1500/- (pm)</td>
<td>18000</td>
<td>18000</td>
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<tr>
<td>10</td>
<td>Aya (1) @ Rs.2500/- (pm)</td>
<td>30000</td>
<td>30000</td>
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<tr>
<td>11</td>
<td>Sweeper -(2) @ Rs1800/- (pm)</td>
<td>43200</td>
<td>43200</td>
</tr>
<tr>
<td>12</td>
<td>Accountant -(1) @ Rs.3500/- (pm)</td>
<td>42000</td>
<td>42000</td>
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<tr>
<td>13</td>
<td>Physical Instructor / Games Teacher (1) @ Rs.4000/- (pm)</td>
<td>48000</td>
<td>48000</td>
</tr>
<tr>
<td>14</td>
<td>Rent of Building Rs.6,000/- (pm) as per old norms</td>
<td>84000</td>
<td>72000</td>
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<tr>
<td>15</td>
<td>Diet Charges (per student) (p.m.) for 10 months @ Rs.660/- each</td>
<td>996500</td>
<td>924000</td>
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<tr>
<td>16</td>
<td>Medicine @ Rs.10,000/- (p.a.)</td>
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<td>15000</td>
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<tr>
<td>17</td>
<td>Washing Charges (per student) @ Rs.200/- (p.a.)</td>
<td>32500</td>
<td>28000</td>
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<td>18</td>
<td>Excursion @ Rs.20,000/- (p.a.)</td>
<td>30000</td>
<td>28000</td>
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<tr>
<td>19</td>
<td>Conveyance and TA for Staff Rs.10,000/- (p.a)</td>
<td>10000</td>
<td>10000</td>
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<tr>
<td>20</td>
<td>Water &amp; Electricity charges Rs.15,000/- (p.a)</td>
<td>29500</td>
<td>22500</td>
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<tr>
<td>21</td>
<td>Contingencies/office maintenance Rs.15,000/- (p.a)</td>
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<td>15000</td>
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<tr>
<td>22</td>
<td>Cooking Charges Rs.20,000/- (p.a)</td>
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<td>28000</td>
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<tr>
<td>23</td>
<td>Audit Fee Rs.4,000/- (p.a)</td>
<td>4000</td>
<td>4000</td>
</tr>
<tr>
<td>24</td>
<td>Cultural Expenses p.a. Rs.15000/-</td>
<td>22900</td>
<td>21000</td>
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<tr>
<td>25</td>
<td>Sport &amp; Games Equipment’s (p.a)7500</td>
<td>11250</td>
<td>10500</td>
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<tr>
<td>26</td>
<td>Clothing (3 Uniform sets per student) @ Rs.900/- (p.a)</td>
<td>135000</td>
<td>126000</td>
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<tr>
<td>27</td>
<td>Books and Stationery: @ Rs.750/- per student</td>
<td>115500</td>
<td>105000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>257950</td>
<td>1409000</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>991800</strong></td>
<td><strong>826800</strong></td>
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A. Net admissible amount for the year 2011-12: 2235800

B. Less 10% NGO Contribution: 2235800

C. Total approved expenditure for 2011-12: 2012220