



F.No.22013/06/2011-NGO (Vol.I)

**Government of India
Ministry of Tribal Affairs**

**Shastri Bhawan, New Delhi 110001
Dated: 2nd July, 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 of Vocational Training Centre for 100 tribals at Vill-Dhopatari, PO-Changsari, Distt-Kamrup, Assam to *Dr. Ambedkar Mission, Assam, Vill-Dhopatari, PO-Changsari, Distt-Kamrup, Assam* towards 2nd and final Instalment for the year 2012-13 and full and final instalment for the year 2013-14 on reimbursement basis during the current financial year 2014-2015.

Sir,

I am directed to refer to Letter No. TAD/BC/315/09/Pt./181 dated 29.9.2012 from the Government of Assam and to convey the sanction of the President of India for Rs. 30,60,000/- for the year 2012-13 and to release payment amounting to Rs. **41,12,000/- (Rupees Forty One Lakh Twelve Thousand only)** (Rs. 10,84,000/- towards 2nd and final instalment for the year 2012-13 and Rs. 30,28,000/- as full and final instalment for the year 2013-14) on reimbursement basis during the current financial year 2014-2015 after adjusting unspent balance of Rs. nil to *Dr. Ambedkar Mission, Assam, Vill-Dhopatari, PO-Changsari, Distt-Kamrup, Assam* for running & maintenance of ongoing project of Vocational Training Centre for 100 trainees at Vill-Dhopatari, PO-Changsari, Distt-Kamrup, Assam imparting training in (a) Computer Software (b) Computer Hardware (c) Fashion Designing (d) Garment Technology (e) Consumer Electronics (20 students in each trade) **under the scheme of Vocational Training Centre in tribal areas.** No utilisation certificate is due for rendition. The list of documents to be maintained as per GFR is indicated in Annexure-II.

Admissible grant for the year 2012-13

S.No.	Item	Amt.
1.	Amount sanctioned for the year 2012-13	30,60,000/-
2.	Amount released for the year 2012-13 as 1 st instalment for the year 2012-13 as per availability of funds at that time	19,44,000/-
3.	Balance 2 nd and final instalment for the year 2012-13 (1 minus 2) to be reimbursed during the year 2014-15	11,16,000/-
4.	Deduction of that amount which has been incurred less than the provisions of the scheme for procurement of raw material because instead of Rs. 1,92,000/- only an amount of Rs. 1,60,000/- has been incurred.	32,000/-
5	Net amount to be released for 2nd and final instalment for the year 2012-13 (3 minus 4)	10,84,000/-


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Grant for the year 2013-14.

S.No.	Item	Amt. in Rs.
1.	Admissible grant for 100 trainees 100 x Rs. 30,000/- per year (30,000x100)	30,00,000/-
2.	Rent for building @ Rs. 5,000/- (12 X 5000) as per per old norms in absence of rent assessment certificate	60,000/-
3.	Total admissible grant for the year 2013-14 for 100 trainees	30,60,000/-
4.	Deduction of that amount which has been incurred less than the provisions of the scheme for procurement of raw material because instead of Rs. 1,92,000/- only an amount of Rs. 1,60,000/- has been incurred.	32,000/-
5.	Net grant to be reimbursement for the year 2013-14 (3 minus 4)	30,28,000/-

Total admissible grant is as under:-

S.No.	Item	Amt. in Rs.
1.	2 nd and final instalment for the year 2012-13 on reimbursement basis	10,84,000/-
2.	Full and final grant for the year 2013-14 on reimbursement basis	30,28,000/-
	Total	41,12,000/-

2. Since the 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 sanctioned amount in terms of Note 1 of Rule No. 212(1) of GFR.

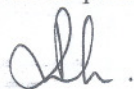
3. The accounts of all grantee Institutions/organisations shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor-General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry or Department, whenever the Institution invariably be incorporated in all orders sanctioning grants-in-aid.

4. The members of the executive committee of the grantee organisation should execute bonds in a prescribed format that they themselves jointly and severally:-

- abide by the conditions of the grants-in-aid by the target dates, if any, specified therein; and
- not to divert the grants or entrust execution of the scheme or work concerned to another Institutions(s) or Organisation(s); and
- abide by any other conditions specified in the agreement governing the grants-in-aid.

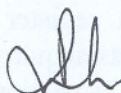
In the event of the grantee organisation failing to comply with the conditions or committing breach of the conditions of the bond, the signatories to the bond shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest at ten percent per annum thereon or the sum specified under the bond.

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



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New Delhi

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 utilisation of the grants-in-aid or whenever called for.
7. The accounts of the organisation shall be audited from Chartered Accountants of its own choice.
8. 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.
9. The grantee organisation has submitted utilisation certificate of the earlier grant and no utilisation certificate is pending against the grantee organisation under the scheme.
10. Utilisation certificate in the prescribed form under GFR-19A duly signed by the competent authority relating to previous grants is enclosed herewith.
11. **Refund of Unspent Balance:** The Unspent balance, if any, will be surrendered to the Ministry of Tribal Affairs.
12. **Recurring Grant:** The Unspent Balance from this grant/installment will be adjusted from the subsequent grant.
13. **Salary of Staff:** Salary/honorarium of staff involved in implementation of the project is to be paid through cheque/bank only.
14. **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.
15. The grants-in-aid sanctioned under the scheme is subject fulfillment of following conditions, and the terms & conditions laid down under the scheme, by the Voluntary Organisation(VO)/Non-Governmental Organisation (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 required for on or behalf of the Voluntary Organizations from 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) The details of funds approved for the financial year in respect of the Voluntary Organizations is enclosed.



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- f) The Organization shall confirm in writing that the Terms and Conditions hereof are acceptable to it.
- g) 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.
- h) 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 Controller 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:-
- 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 along with the item-wise break-up.
 - The Audited Accounts of the organization as a whole for the year.
- i) 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.
- j) 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, colour etc.
- k) The organization shall not obtain grant for the same purpose from any other source, including Government sources.
- l) The organization shall 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.
- m) 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.
- n) 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.
- o) 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.
- p) The organization shall maintain a register as per GFR 19 (proforma 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 Controller

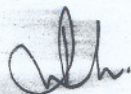
and Auditor General of India, Government of India, or concerned State Government. The register shall be maintained separately in respect of this grant and a copy furnished to the Ministry, along with the audited accounts.

- q) 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.
- r) 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.
- s) 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.
- t) An inspection of the project is conducted within six months.
- u) The purchase of non-recurring items that is furniture etc. should be made only from authorized dealers at competitive prizes and subject to vouchers being produced for inspection.
- v) It is ensured that no fee is realized from the beneficiaries.
- w) 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.

16. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs. 41,12,000/- (Rupees Forty One Lakh Twelve Thousand only)** for disbursement to the grantee institution through Telegraphic transfer to **Dr. Ambedkar Mission, Assam, Vill-Dhopatari, PO-Changsari, Distt-Kamrup, Assam in Account No. 32271009620 in State Bank of India, Branch at West Guwahati Branch, Bharalumukh, Distt- Kamrup, Guwahati, Assam and IFSC Code SBIN0006878.**

17. The expenditure is debitable to the Demand No. 97 Ministry of Tribal Affairs Major Head "2225" Welfare of Scheduled Castes, Scheduled Tribes, other Backward Classes and Minorities (Major Head): 02-Welfare of Scheduled Tribes (Sub-Major Head), 796- Tribal Area Sub Plans (Minor Head), 09- Welfare of Scheduled Tribes -Other Expenditure, 09-Vocational Training in Tribal Areas: 09.09.31- Grants-in-Aid General (Plan) for the year 2014-2015.

18. *The stipend @ Rs. 700/- p.m. per trainee and Rs. 1600/- per trainee per annum for procurement of tools, raw material etc. must be transfer in the bank accounts of the trainees and not disburse them in cash and attach documentary evidence in support thereof for the following grant.*



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Joint Secretary
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19. The sanction is issued with the concurrence of Integrated Finance Division as communicated vide **Dy.No. 2998/JS&FA/14 dated 24.6.2014**. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

20. 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 Govt. of India

Copy for information and necessary action: -

1. The Secretary, *Dr. Ambedkar Mission, Assam, Vill-Dhopatari, PO-Changsari, Distt-Kamrup, Assam.*
2. The Director of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, Department of WPT & BC, Govt. of Assam, Dispur, Guwahati-06. (with the request to inspect the organisation and submit the Inspection Report with 6 months)
4. The Director, Tribal Research Institute, Government of Assam.
5. The Deputy Commissioner, **District- Kamrup, Guwhati, Assam.**
6. The District Tribal Welfare Officer, **District- Kamrup, Guwhati, Assam.**
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.No. 2998/JS&FA/14 dated 24.6.2014**.
10. The Resident Commissioner, Govt. of Assam, Assam Bhawan, New Delhi.
11. Auditor General, Accountant General Office, Govt. of Assam, Guwahati.
12. The Director, NIC with the request to upload this sanction letter on the official website of this Ministry.



(P.K. Sahoo)

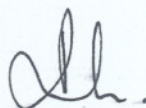
Under Secretary to the Govt. of India

(P. K. SAHOO)
Under Secretary
Ministry of Tribal Affairs
New Delhi, New Delhi
Govt. of India, New Delhi

ANNEXURE-II

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.



(प्रधान सचिव साहू)
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