

F.No.22013/04/2011-NGO

Government of India

Ministry of Tribal Affairs

...

Shastri Bhawan, New Delhi 110001

Dated: 26<sup>th</sup> May, 2014

To

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

**Subject:** Grant-in-Aid as recurring expenses for maintenance & running of ongoing projects of *Non-Residential School and Library for ST to Sadau Asom Gramya Puthibharal Sanstha, Teliapatty Chanmari Raod, PO-Haibargaon, PIN-782 002, Distt-Nagaon, Assam* towards full & final Instalment for the year 2011-12 on reimbursement basis during the current financial year 2014-15.


Sir,

I am directed to refer to Letter No. TAD/BC/315/09/PT/128 dated 27.02.2012 from the Government of Assam and to convey the sanction of the President of India for Grants-in-aid of Rs.10,95,750/- (Rupees Ten Lakh Ninety Five Thousand Seven Hundred Fifty only) towards full & final Instalment for the year 2011-12 on reimbursement basis during the current financial year 2014-15 as per details of Expenditure enclosed as Annexure-IA & IB, after adjusting Rs.NIL/- on account of unspent balance to *Sadau Asom Gramya Puthibharal Sanstha, Teliapatty Chanmari Raod, PO-Haibargaon, PIN-782 002, Distt-Nagaon, Assam* for maintenance and running of ongoing projects of *Non-Residential School for 100 ST student and Library for ST* under the scheme of Grants-in-aid to voluntary organizations working for the welfare of scheduled tribes. No utilisation certificate is due for rendition. The list of documents to be maintained as per GFR is indicated in Annexure-II.

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/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 to do so.

4. 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 Institutions(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.

5. The grantee institutions/organizations 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.

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 organisation shall be audited from Chartered Accountants of its own choice.

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

9. Utilisation 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 with regard to implementation of the project of Rs.10,000/- and above, is to be made through cheques by the implementing agency.

14. 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):-

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- 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) 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 project.



- c) 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.
- d) That the organisation 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.
- e) That 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 as 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.
- 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.
- p) 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 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 furnished to the Ministry, along with the audited accounts.
- q) The release of the last instalment of the annual grants will be conditional upon the grantee institutions to provide reasonable evidence or proper utilization of instalment released earlier during the year.
- r) The Voluntary Organisation should liase 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.
- s) In respect of Voluntary Organizations assisted for running educational institutions like residential schools, non-residential schools etc., the organisation shall make efforts for recognition of school/courses by State Governments.
- t) Provisions of General Financial Rule 211(2)(a) would be applicable where the voluntary organization are being provided assistance for the prescribed amount.
- u) The organization shall appropriately 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.



- v) The organisation 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.
- w) The purchase of non-recurring items i.e. furniture etc. should be made only from authorized dealers at competitive prices and subject to vouchers being produced for inspection.
- x) That the organisation shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department.
- y) That the organisation shall not charge any fees from the beneficiaries.
- z) In case of new projects, the organisation 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 organisation in their bank account.
- aa) The organisation shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants.
- bb) 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.
- cc) For all disputes involving Ministry of Tribal Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi.
- dd) The organisation shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

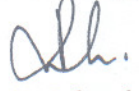
15. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.10,95,750/- (Rupees Ten Lakh Ninety Five Thousand Seven Hundred Fifty only)** for disbursement to the grantee institution through electronic mode of transfer to ***Sadau Asom Gramya Puthibharal Sanstha, Teliapatty Chanmari Raod, PO-Haibargaon, PIN-782 002, Distt-Nagaon, Assam*** in Account No. **10707351168** in **State Bank of India, Branch at Haiborgaon, District Nagaon, Assam Branch** and IFSC Code **SBIN0005462**.

16. 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, 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 2014-2015.

17. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their **Dy.No. 48/JS&FA/2014 dated 29.04.2014**. 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. 1 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 Secretary, *Sadai Asom Gramya Puthibharal Sanstha, Teliapatty Chanmari Raod, PO-Haibargaon, PIN-782 002, Distt-Nagaon, Assam.*
2. The Director General 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 within 6 months)
4. The Director, Tribal Research Institute, Government of Assam.
5. The Deputy Commissioner, **District- Nagaon, Assam.**
6. The District Tribal Welfare Officer, **District-Nagaon, 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. 48/JS&FA/2014 dated 29.04.2014.**
10. The Resident Commissioner, Govt. of Assam, Assam Bhawan, New Delhi.
11. Accountant General, Accountant General's Office, Govt. of Assam, Guwahati.
12. The Directro, NIC with the request to upload this website on the official website of this Ministry.



(P.K. Sahoo)

Under Secretary to the Government of India.

(प्रमोद कुमार साहू)  
(P. K. SAHOO)  
अवर सचिव/Under Secretary  
जनजातीय कार्य मन्त्रालय  
Ministry of Tribal Affairs  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi



						ANNEXURE -I(A)	
Name of the organisation-Sadau Asom Gramya Puthibharal Sanstha, Assam							
PROJECT NAME-Non-Residential School							
Number of beneficiaries claimed in the organisation-110							
No. of students for which grants-in-aid is calculated –100 (last year funded)							
I.Non Recurring							
S.NO	Approved items of expenditure as per financial Norms	Amount released for 2010-11	Expdtr reported for 2010-11	Unspent balance	Expdtr reported for 2011-12	Admissibl e grant for 2011-12 (for 100 ST students)	
Non recurring							
1	Cooking vessels and utensils	0	0	0	0	0	
2	Furnitures & Fixtures	0	0	0	0	0	
3	Bedding materials @ Rs. 600/-per student	0	0	0	0	0	
4	Mini School Bus	0	0	0	0	0	
Total		0	0	0	0	0	
5	Head Master/ Mistress 1 (Primary School) @ 5000/-p.m.	60000	60000	0	60000	60000	
6	Teacher (Primary) (6) @ Rs4000/-p.m.	288000	480000	0	480000	288000	
7	Peon –(1) @ Rs.2500/-(p.m.)	30000	30000	0	30000	30000	
8	Part-time Cook (1) @ Rs.1500/- pm	18000	18000	0	18000	18000	
9	Watchman-cum-sweeper (1) @ Rs.2500/-(p.m.)	30000	30000	0	30000	30000	
10	Office Assistant-cum-Typist -(1) @ Rs.2800/-(p.m.)	33600	33600	0	33600	33600	
11	Doctor –(Part-time) @ Rs.2,000/-(p.m.)	24000	24000	0	24000	24000	
12	Accountant -(1) @ Rs.3500/- pm	42000	42000	0	42000	42000	
13	Physical Instructor /Games Teacher(1) @ Rs.4000/-	48000	48000	0	48000	48000	
Total honorarium		573600	765600	0	765600	573600	
14	Rent of Building @ Rs.3000/- per month for rural area (as per pre-revised norms in absence of rent certificate and assessment certificate)	36000	36000	0	84000	36000	
15	Mid-day meal per working day @ Rs.10/- per students for 10 months (10x22x100x10)	220000	319350	0	243590	220000	
16	Medicine @ Rs.8000/-(p.a.)	8000	8050	0	8080	8000	
17	Excursion @ Rs.15,000/-(p.a.)	15000	15470	0	15296	15000	
18	Conveyance and TA for Staff Rs.6,000/-(p.a.)	6000	6300	0	6090	6000	
19	Water & Electricity charges Rs.10,000/-(p.a.)	10000	10000	0	10000	10000	
20	Contingencies/office maintenance Rs.10,000/-(p a.)	10000	10396	0	13698	10000	
21	Cooking Charges Rs.8000/-	0	0	0	0	0	
22	Audit Fee Rs.4,000/-(p.a.)	4000	4000	0	4000	4000	

23	Cultural Expenses p.a. Rs.6000/-	2500	6150	0	2500	2500
24	Sport & Games Equipment's @ Rs. 2,500 Per Annum	2500	2720	0	3270	2500
25	Clothing (3 Uniform sets per student) @ Rs.900/-p.a.	90000	130500	0	105600	90000
26	Books and Stationery: @ Rs.750/- per student	75000	109000	0	82500	75000
<b>Total</b>		<b>479000</b>	<b>657936</b>	<b>0</b>	<b>578624</b>	<b>479000</b>
<b>Grand Total</b>		<b>1052600</b>	<b>1423536</b>	<b>0</b>	<b>1344224</b>	<b>1052600</b>
<b>Calculation for the year 2011-12</b>						
	Net admissible amount for the year 2011-12					1052600
	Less 10% contribution from NGO					105260
	Total approved expenditure for 2011-12					947340
	Less unspent balance					0
	Net admissible grants for the year 2011-12 (full & final)					947340
	as reimbursement of expenditure					



(प्रमोद कुमार साहू)  
(P. K. SAHOO)  
अवर सचिव/Under Secretary  
जनजातीय कार्य मन्त्रालय  
Ministry of Tribal Affairs  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi



## Annexure-1/B

Name of the organisation :Sadau Asom Gramya Puthibharal Sanstha, Assam						
Name of the project-Library						
Number of Beneficiaries :1300						
S.No	Item of expenditure	Amount released for 2010-11	Expenditure reported for 2010-11	Unspent balance	Expdtr reported for 2011-12	Admissible amount for 2011-12
<b>Non-recurring (once in five years)</b>						
1	Furniture (including Racks etc.)	0	0	0	0	0
2	Typewriter 1 No.	0	0	0	0	0
3	Books	0	0	0	0	0
<b>Total non-recurring</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>recurring</b>						
4	Librarian (1) @ Rs.3500/- pm	42000	42000	0	42000	42000
5	Peon/attendant (1) @ Rs.2500/- per month	30000	30000	0	30000	30000
6	Part-time Accountant.cum Typist (1) @ Rs.1500/- p.m.	18000	18000	0	18000	18000
7	Watchman (1) @ Rs.2500/- pm	30000	30000	0	30000	30000
<b>Total honorarium</b>		<b>120000</b>	<b>120000</b>	<b>0</b>	<b>120000</b>	<b>120000</b>
8	Rent of Building @ Rs.2000/- p.m.(other town) as per old norms & I.R. at p.87/c	24000	24000	0	24000	24000
9	Water & Electricity charges @ Rs.5000/- per annum	5000	5000	0	5000	5000
10	News Papers, Magazine, etc @ Rs.700/- per month	8400	8770	0	8450	8400
11	Library maintenance & Contingency @ Rs.2500/- per annum	2500	2695	0	2871	2500
12	Books @ Rs.5000/- per annum	5000	5800	0	5300	5000
13	Audit Fees @ Rs.2500/- per annum	0	2500	0	2500	0
<b>Total</b>		<b>44900</b>	<b>48765</b>	<b>0</b>	<b>48121</b>	<b>44900</b>
<b>Grand Total</b>		<b>164900</b>	<b>168765</b>	<b>0</b>	<b>168121</b>	<b>164900</b>
<b>Calculation for the year 2011-12</b>						
Net admissible amount for the year 2011-12						164900
Less 10% contribution from NGO						16490
Total approved expenditure for 2011-12						148410
Less unspent balance						0
Net admissible grants for the year 2011-12 (full & final)						148410
as reimbursement of expenditure						

## Summary of Grant for the year 2011-12

(i)	Grant for Non-Residential School	= 9,47,340/-
(ii)	Grant for Library	= 1,48,410/-
<b>Total</b>		<b>= 10,95,750/-</b>