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F.No.22013/02/2011-NGO
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated: 27th March, 2015

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 *Hostel and Library* at R.K.Mission Road, Ulubari, Guwahati to Ramakrishna Mission Ashrama, RK Mission Road, Ulubari, Guwahati-781 007, Assam towards full and final instalment for the year 2013-14 as a reimbursement of expenditure during the current financial year 2014-2015.

Sir,

I am directed to convey the sanction of the President of India for Grants-in-aid of Rs.6,41,606/- (Rupees Six Lakh Forty One Thousand Six Hundred and Six only) towards full & final instalment for the year 2013-14 as a reimbursement of expenditure during the current financial year 2014-2015 to Ramakrishna Mission Ashrama, RK Mission Road, Ulubari, Guwahati-781 007, Assam for maintenance and running of ongoing projects of *Hostel and Library* under the scheme of Grants-in-aid to voluntary organizations working for the welfare of scheduled tribes.

2. Since the Grant-in-aid for the year 2013-14 are being sanctioned as reimbursement on the basis of actual expenditure incurred, there is no need for submission of utilization certificate for the year 2013-14, as provided in GFR 212. The list of documents to be maintained as per GFR is indicated in Annexure-II.

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:-

- abide by the conditions of the grants-in-aid by the target dates, if any, specified therein; and
- 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
- 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):-

- 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.

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

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.6.41.606/- (Rupees Six Lakh Forty One Thousand Six Hundred and Six only) towards full and final instalment for the year 2013-14 as a reimbursement of expenditure during the current financial year 2014-2015 for disbursement to the grantee institution through electronic mode of transfer to Ramakrishna Mission Ashrama, RK Mission Road, Ulubari, Guwahati-781 007, Assam in Account No.10119237965 in State Bank of India, Branch at Vinobanagar Branch, PO-Gopinath Nagar, Guwahati, Assam and IFSC Code SBIN0009150.

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.1241/JS&FA/2015 dated 24/03/2015**. 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. 146 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 Ashrama, RK Mission Road, Ulubari, Guwahati-78107, Assam.** (প্রদীপ কুমার সাহা) (P. K. SAHOO) অসমৰ সচিব/Under Secretary জনজাতীয় ক্ষতিপূৰণ বিভাগ Ministry of Tribal Affairs Govt. of India, New Delhi
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-781 006 (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- Kamrup, Guwahati, Assam.**
6. The District Tribal Welfare Officer, **District-Kamrup, Guwahati, 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. 1241/JS&FA/2015 dated 24/03/2015**.
10. The Resident Commissioner, Govt. of Assam, Assam Bhawan, New Delhi.
11. Accountant General, Accountant General's Office, Govt. of Assam, Guwahati.
12. The Director, NIC with the request to post this website on the official website of this Ministry.



(P.K. Sahoo)

Under Secretary to the Govt. of India

(প্রদীপ কুমার সাহা)
(P. K. SAHOO)
অসমৰ সচিব/Under Secretary
জনজাতীয় ক্ষতিপূৰণ বিভাগ
Ministry of Tribal Affairs
Govt. of India, New Delhi

PROJECT NAME-Hostel at Ulubari, Guwahati,
Assam

S.NO	Approved items of expenditure as per financial Norms	Expr. report for 2013-14	Admissible grant for 2013-14 for 32 students
Recurring			
1	Warden (1) @ Rs.4000/-(pm)	0	0
2	Part time Teacher (1) @ Rs.3000/- each p.m.	36075	36000
3	Peon-cum-sweeper-(1) @ Rs.2500/-(p.m.)	38090	30000
4	Cooks -(1) @ Rs.2500/-(p.m.) each	66080	30000
5	Helper to Cook (1) @ Rs.1500 per month	46540	18000
6	Watchman-(1) @ Rs.2500/-(p.m.)	47320	30000
7	Aya (1) @ Rs.2500/- per month	0	0
8	Office Assistant-cum-Typist -(1) @ Rs.2000/-(p.m.)	33600	24000
9	Doctor -(Part-time) (1)@ Rs.4,000/-(p.m.)	48500	48000
10	Part time accountant (1) @ Rs.2800 per month	81492	33600
Total Salary		397697	249600
11	Maintenance of Building @ 30% of Rs.6000/- per month for other town	25162	21600
12	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-	216682	211200
13	Medicine @ Rs.10000/-(p.a.)	3259	3200
14	Excursion @ Rs.20,000/-(p.a.)	6505	6400
15	Conveyance and TA for Staff Rs.8,000/-(p.a.)	2595	2560
16	Water & Electricity charges Rs.12000/-(p.a.)	94069	12000
17	Contingencies/office maintenance Rs.10,000/-(p.a.)	3449	3200
18	Cooking Charges Rs.20000/-pa	22887	6400
19	Audit Fee Rs.4000/-(p.a.)	4000	4000
20	Cultural Expenses p.a. Rs.10000/-	3440	3200
21	Sport & Games Equipment's Rs.7500/pa	3474	2400
22	Clothing 3 Uniform sets per student) @ Rs.900/-p.a.	23035	23035
23	Books and Stationery: @ Rs.500/- per student	16036	16000
Total		822290	564795
Less 10% contribution from NGO			56479
Net admissible grant for the year 2013-14			508316

(P. K. SAHOO)

Joint Secretary/Under Secretary
Ministry of Tribal Affairs
New Delhi

F.No. 22013/05/2011-NGO

Name of Project: Library at R.K.Missin Road, Ulubari, Guwahati

S.No	Item of expenditure	Expr. for 2013-14	Admissible amount for 2013-14
1	Librarian @ Rs.3500/-pm(1)	42000	42000
2	Peon cum attendant @ Rs.2500/-pm(1)	48360	30000
3	Part time Accountant-cum Typist @ Rs.1500/- (1)	18000	18000
4	Watchman @ Rs.2500/-pm (1)	46800	30000
Total honorarium		155160	120000
5	Maintenance of Building @ 30% of rent Rs.2000/- pm for other town	9358	7200
6	Water & Electricity Rs.5000/- p.a.	33595	5000
7	News Papers, Magazine @ 700/- p.m.	9707	8400
8	Library maintenance/ Contingency Rs.2500/-p.a.	4042	2500
9	Books Rs.5000/-p.a.	5000	5000
10	Audit Fees Rs.2500/-p.a.	2500	0
Grand Total		219362	148100
Less 10% contribution from NGO			14810
Net admissible grant for the year 2013-14			133290

Summary of Admissible grant for the year 2013-14

<u>S.No.</u>	<u>Name of Project</u>	<u>Total Admissible</u>
1	Hostel	508316
2	Library	<u>133290</u>
Net admissible grant for 2013-14		641606

(सुनील कुमार झा)
 (P. K. SARKAR)
 जल संवर्धन/उप-निर्देशक
 जल संवर्धन विभाग
 Ministry of Water Resources
 Government of India, New Delhi