



18

F.No.22036/05/2011-NGO
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated: 24.03.2015

To


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

Sub: Grant-in-Aid to *Ramakrishna Mission Vivekananda Society, L-Road, Bistupur, Jamshedpur-831 001, Jharkhand* as recurring expenses for maintenance & running of ongoing projects of (i) *Hostel*, (ii) *Mobile Dispensary*, (iii) *Mobile Library-cum-AV Unit*, (iv) *Typing Training Centre* (v) *Computer Training Centre*, for STs at *Ramakrishna Mission Vivekananda Society, L-Road, Bistupur, Jamshedpur-831 001, Jharkhand* towards full & final instalment for the year 2013-14 on reimbursement basis during the current financial year 2014-15.

Sir,

I am directed to refer to Letter No. 7/NGO-09/2013-ka/2446 dated 09.10.2014 from the Government of Jharkhand and to convey the sanction of the President of India for Grants-in-aid of Rs.19,62,677/- (Rupees Nineteen Lakh Sixty Two Thousand Six Hundred and Seventy Seven only) as per details of expenditure enclosed as Annexure-I-A to I-E, as expenditure towards recurring expenditure after adjusting unspent balance Nil towards full & final instalment for the year 2013-14 for maintenance and running of ongoing projects of *Hostel for 65 Students, Mobile Dispensary Mobile Library-cum-AV Unit, Typing Training Centre, and Computer Training Centre for 30 Students, to Ramakrishna Mission Vivekananda Society, L-Road, Bistupur, Jamshedpur-831 001, Jharkhand* during the current financial year 2014-15 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, hence 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 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:-


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

- (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 fourteen 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.

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 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 to 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.


(सहसचिव कुलपति आशु)
(P. K. SAHOO)
उप सचिव/Under Secretary
जनजातीय कार्य विभाग
Ministry of Tribal Affairs
आयुक्त कार्यालय, नई दिल्ली
Govt. of India, New Delhi

- 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:-
 - o the receipt and payment account of grant-in-aid in question for the year.
 - o the income and expenditure accounts of grant-in-aid in question for the year.
 - o the balance sheet, indicating assets and liabilities from the grant-in-aid in question.
 - o the utilisation certificate in prescribed format as per General Financial Rules along with the item-wise break-up.
 - o 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


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

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.

(प्रमोद कुमार साहू)
(P. K. SAHOO)

अवर सचिव/Under Secretary
जनजातीय कल्याण विभाग
Ministry of Tribal Affairs
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Govt. of India

- 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.19,62,677/- (Rupees Nineteen Lakh Sixty Two Thousand Six Hundred and Seventy Seven only) for disbursement to the grantee institution through electronic mode of transfer to Ramakrishna Mission Vivekananda Society, L-Road, Bistupur, Jamshedpur-831 001, Jharkhand in Account No. 11008729568 in State Bank of India, Branch at Main Branch, Bistupur, Jamshedpur and IFSC Code SBIN0000096.

16. The expenditure is debitable to the Demand No. 97 Ministry of Tribal Affairs Major Head "2225" Welfare of Scheduled Castes Scheduled Tribes and 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 2014-15.

17. The grantee organization shall voluntarily disclose the assets created, facilities developed and activities undertaken through this grant before the Gram Sabha concerned and also submit an undertaking/certificate in this regard to this Ministry.

18. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their Dy.No.1266/JS&FA/2015 dated 25.02.2015. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

19. Certified that this sanction has been noted at Sl.No. 140 in the register of grant.

Yours faithfully,

(P.K. Sahoo)

Under Secretary to the Govt. of India

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

Copy for information and necessary action: -

1. The Secretary, *Ramakrishna Mission Vivekananda Society, L-Road, Bistupur, Jamshedpur-831 001, Jharkhand.*
2. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, Tribal Department Department, Govt. of Jharkhand, Ranchi. (with the request to inspect the organisation and submit the Inspection Report within 6 months)
4. The Director, Tribal Research Institute, Govt. of Jharkhand, Ranchi.
5. The Deputy Commissioner, District- Jamshedpur, Jharkhand.
6. The District Tribal Welfare Officer, District- Jamshedpur, Jharkhand.
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.1266/JS&FA/2015 dated 25.02.2015
10. The Resident Commissioner, Govt. of Jharkhand, Jharkhand Bhawan, New Delhi.
11. Accountant General, Accountant General's Office, Govt. of Jharkhand, Ranchi.
12. The Director, NIC, Ministry of Tribal Affairs with request to upload this sanction letter on the website of the Ministry.

(P.K Shao0)

Under Secretary to the Govt. of India

(प्रधान कुमार साहू)
(P. K. SAHOO)
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जनजातीय कार्य मन्त्रालय
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PROJECT - Hostel at Bistupur, Jamshedpur, Jharkhand.

Name of the organisation-Ramakrishna Mission Vivekananda Society, Bistupur, Jamshedpur

No. of students for which grants is calculated -65 students

S.NO	Approved items of expenditure as per financial Norms	Expenditure reported for the year 2013-14	Admissible grant for 2013-14 for 65 students
Non-recurring			
1	Cooking Vessels and Utensils	0	0
2	Furniture & Fixtures	0	0
3	Bedding materials per student @ Rs.600/-	0	0
Total non-recurring		0	0
4	Warden (1) @ Rs.4000/-(pm)	88428	48000
5	Part-time teacher (1) @ Rs.3000/- p.m. each	36000	36000
6	Peon-cum-sweeper-(1) @ Rs.2500/-(p.m.)	34436	30000
7	Cooks -(1) @ Rs.2500/-(p.m.) each	44774	30000
8	Watchman-(1) @ Rs.2500/-(p.m.)	45502	30000
9	Office Assistant-cum-Typist -(1) @ Rs.2000/-(p.m.)	35400	24000
10	Doctor -(Part-time) @ Rs.4000/-(p.m.)	48000	48000
11	Helper to Cook (1) @ Rs.1500/-(p.m.)	46222	18000
12	Aya (1) @ Rs.2500/ p.m.	46222	30000
13	Part-time accountant (1) @ Rs.2800/- pm	47000	33600
	Total	471984	327600
14	Maintenance of Building @ 30% of Rs.7500/- per month for other town(own building)	121772	27000
15	Water & Electricity charges Rs.12000/-(p.a.)	90909	12000
16	Diet Charges -(per st.) (p.m.) for 10 months @ Rs.660/-each	1091611	429000
17	Medicine @ Rs.10000/-(p.a.)	11966	10000
18	Excursion @ Rs.20,000/-(p.a.)	13200	13000
19	Conveyance and TA for Staff Rs.8,000/-(p.a.)	33437	8000
20	Contingencies/office maintenance Rs.10,000/-(p.a.)	18922	10000
21	Cooking Charges Rs.20000/-(p.a.)	82133	13000
22	Audit Fee Rs.4000/-(p.a.)	4495	4000
23	Cultural Expenses p.a. Rs.10000/-	10844	6500
24	Sport & Games Equipment's @ Rs.7500/- (p.a.)	5020	4875
25	Clothing (3 Uniform sets per student) @ Rs.900/-(p.a.)	103635	58500
26	Books and Stationery: @ Rs.500/- per student	33168	32500
Total		1612112	628375
Grand Total		2093096	955975

Calculation of Full & Final instalment for the year 2013-14

admissible amount for the year 2013-14	955975
Less 10% NGO's contribution	95597
Total grant-in-aid for the year 2013-14	860378
Less unspent balance	0
Rs.3,02,400/- towards excess amount released earlier	0
towards maintenance of bldg has already been recovered in 6 instalments during 2007-08, 2008-09, 2009-10, 2010-11, 2011-12, 2012-13 (50400x6=3,02,400).	
Net admissible grant towards Full & final Instalment for the year 2013-14	860378

(P. K. SAHOO)
 Under Secretary
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Organisation-Ramakrishna Mission Vivekananda Society, Bistupur, Jharkhand.
PROJECT -Mobile Dispensary at Indranagar, Jamshedpur District: E Singhbhum,

Recurring

S.No	Approved items of expenditure as per financial Norms	Expenditure report 2013-14	Admissible grant for 2013-14
1	Doctor (1) @ Rs.15000/(p.m.)	184500	180000
2	Compounder/Nurse (1) @ Rs.4000/(p.m.)	148054	48000
3	Part time Office Assistant-cum-Accountant @ Rs.2500/(p.m.)	52448	30000
4	Driver(1)@Rs.2500/(p.m.)	78980	30000
5	Helper/Handyman(1)@Rs.1800/(p.m.)	0	0
	Total honorarium	463982	288000
6	Fuel(POL) @ Rs.168000/- per annum (Hilly area)	135830	135830
7	Drugs Rs. 200000/- (p.a.)	600016	200000
8	Contingencies/Mis. Expdr.@ Rs. 10000/- (p.a.)	58227	10000
9	Audit Fees (p.a.) @ Rs.4000/-	0	0
10	Maintenance & Repairs of Vehicle and Medical Equipments (p.a.) @ Rs.30000/-	30585	30000
11	Advertisement & Publicity (p.a.) @ Rs.7500 per annum	0	0
12	Daily Allowance for visiting medical team on duty beyond 16k.m. from office for whole day @ 5000/- per month	0	0
	Total	824658	375830
	Total	1288640	663830

Calculation for the years 2013-14

Net admissible amount for the year 2013-14	663830
Less 10% NGO's contribution	66383
Net admissible grants for the year 2013-14	597447
Less unspent balance	NIL
Net admissible grants for the year 2013-14 as Full & Final instalment to be released	597447

(मनोव कुमार साहू)
(F. K. SAHOO)
अवर सचिव/Under Secretary
जनजातीय कार्य मंत्रालय
Ministry of Tribal Affairs
नगर कार्यालय, नई दिल्ली
Govt. of India, New Delhi

Name of the organisation-Ramakrishna Mission Vivekananda Society, Bistupur, Jamshedpur

PROJECT -Mobile Library-cum-AV

at Survey No Village Block/Mandal : PO: Indranagar

Jamshedpur District: E Singhbhum, Jharkhand.

Unit

S.NO	Approved items of expenditure as per financial Norms	Expenditure reported for 2013-14	Admissible grant for 2013-14
Non-recurring items			
1	Equipment (Video Projection Unit, TV, CD/DVD Player etc.)	0	0
2	Vehicle (as per authorised dealers rates) subject to type and market price	0	0
Total Non-recurring		0	0
Recurring			
3	Audio-Visual Operator-cum-Librarian (1) @ Rs.3000/- per month	81969	36000
4	Driver (1) @ Rs.2500/- per month	61604	30000
5	Part-time Clerk-cum-Accountant (1) @ Rs.2000/- per month	0	0
6	One Helper to AV Operator (1) @ Rs.1800/- per month	51748	21600
Total honorarium		195321	87600
7	Fuel for vehicle @ Rs.60000/- per annum	37193	37193
8	Maintenance of vehicle & equipments @ Rs.50000/- per annum	34812	34812
9	Contingencies/Misc. Expenses @ Rs.10000/- per annum	7961	7961
10	VCDs/DVDs @ Rs.4000/- per annum	3046	3046
11	Newspaper & Magazines etc. @ Rs.6000/- per annum	0	0
12	Books @ Rs.5000/- per annum	0	0
Total		83012	83012
Grand Total		278333	170612

Calculation for the years 2013-14

Net admissible amount for the year 2013-14	170612
Less 10% NGO's contribution	17061
Net admissible grants for the year 2013-14	153551
Less unspent balance	NIL
Net admissible grants for the year 2013-14 as Full & Final installment to be released	153551

(प्रमोद कुमार साहू)
(P. K. SAHOO)
अवर सचिव/Under Secretary
जनजातीय मामलों का मंत्रालय
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Name of the organisation-Ramakrishna Mission Vivekananda Society, Bistupur, Jamshedpur

project-Typing Training Centre at 30 students Location : Survey No Village Block/Mandal : PO:
Indranagar, Jamshedpur District: E Singhbhum, Jharkhand.

S.No	Item of expenditure	Expenditure reported for 2013-14	Admissible grant for 2013-14
Non-recurring			
1	Type writing machine (5) @ Rs.9000/- per machine	0	0
2	Furniture (Table, Chair, etc)	0	0
3	Steel Almirah (1) @ Rs.6000/-	0	0
Total non-recurring		0	0
Recurring			
4	Project Supervisor (1) @ Rs.5,000/-pm	0	0
5	Shorthand Instructor(1)@Rs.4,000 pm	0	0
6	Typing Instructor (1) @ Rs.4000/- pm	48000	48000
7	Part-time Accountant-cum-Clerk (1) @ Rs.1500/- per month	0	0
8	Watchman cum-cleaner (1) @ Rs.2000/- per month	24000	24000
Total honorarium		72000	72000
9	Maintenance of Building @ 30% of Rs.3000/- per month for other town(Own building)	8990	8990
10	Maintenance of machines @ Rs.4,000/- (p.a.)	3399	3399
11	Electricity & Water Charges @ Rs.600/- per month	0	0
12	Audit Fees @ Rs.4,000/- per annum	0	0
13	Stationery & Education material @ Rs.3000/- per month	5483	5483
14	Contingencies/Misc. Expenditure @ Rs.2,000/- (per annum)	0	0
Total		17872	17872
Grand Total		89872	89872

Calculation for the years 2013-14

Net admissible amount for the year 2013-14	89872
Less 10% NGO's contribution	8987
Net admissible grants for the year 2013-14	80885
Less unspent balance	NIL
Net admissible grants for the year 2013-14 as Full & Final instalement to be release	80885

(महोदय कुमार साहू)
(P. K. SAHOO)
अवर सचिव/Under Secretary
जनजातीय एवं मन्त्रालय
Ministry of Tribal Affairs
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Organisation-RK Mission Vivekananda Society, Bistupur, Jamshedpur
 Project: Computer Training Centre (for 30 ST candidates) at Village Block/Mandal : PO: Indranagar,
 Jamshedpur District: E Singhbhum, Jharkhand.

S.NO	Approved items of expenditure as per financial Norms	Expenditure report for 2013-14	Admissible grant for 2013-14
Non-recurring			
1	Computer Hardware (Pentium IV)	0	0
2	Software & Networking (Office XP,etc)	0	0
3.	Site preparation	0	0
a	One 1.5 ton AC with stabliser	0	0
b	2KVA UPS with half hour battery back up	0	0
c	Electrical fittings	0	0
d	Computer tables, chairs and associated civil works	0	0
4	Accreditation by DOEACC of M/o Information Technology or any other organisation as indicated by the Ministry from time to time	0	0
Total non-recurring		0	0
Recurring			
5	Instructor-cum-System Manager (1) @ Rs.10000/- per month	115500	115500
6	Assistant Instructor-cum-Junior Programmer (1) @ Rs.7500/- per month	81584	81584
7	Part time Accountant-cum-Office Assistant (1) @ Rs.1500 per month	19500	18000
8	Watchman-cum-cleaner (1) @ Rs.2500 per month	45735	30000
9	Library, Stationery, Floppy @ Rs.10000/- per annum	7644	7644
10	Misc. charges (advertising, recruitment, selection of students for courses) @ Rs.15000 per annum	29296	15000
11	TA/DA for Computer Faculty/Experts @ Rs.15000 per annum	8500	8500
12	Maintenance from 2nd year of the purchase of the hardware @ Rs.15000/- per annum	16428	15000
13	Maintenance of Building @ 30% of Rs.4000/- per month for other town(Own building)	9234	9234
14	Audit fee @ Rs.4000 per annum	0	0
Total		333421	300462

Calculation for the years 2013-14

admissible amount for the year 2013-14	300462
Less 10% NGO's contribution	30046
admissible grants for the year 2013-14	270416
Less unspent balance	NIL
Net admissible grants for the year 2013-14 as Full & Final instalment	270416

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

Admissible grants to be released as full & final Instalment for 2013-14

Sl.No	Name of the projects	Amount
1.	Hostel	860378
2.	Mobile Dispensary	597447
3.	Mobile Library-cum-A V Unit	153551
4.	Typing Training Centre	80885
5.	Computer Training Centre	270416
	Total Amount	1962677



(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