F.No.11036/13/2000-NGO (Vol.V)
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated, the 14th August, 2015

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

Subject: Grant-in-Aid as recurring expenses to Servants of India Society, Rayagada Centre, Thakkar Bapa Ashram, Rayagada-756001, Odisha for running & maintenance of ongoing project of Educational Complex for 100 ST Girls at Halua, District-Rayagada, Odisha for STs towards full & final instalment for the year 2014-15 on reimbursement basis.

Sir,

I am directed to refer to letter no.5764/SSD/STSCD-NGO-Misc-0079-2015 dated 11th March 2015 from the Government of Odisha and to convey the sanction Rs.21,26,998/- (Rupees Twenty One lakh Twenty Six Thousand Nine Hundred and Ninety Eight only) of the President of India and to release of Grant-in-aid of Rs.19,50,678/- (Rupees Nineteen Lakh Fifty Thousand Six Hundred Seventy Eight only) towards full & final instalment for the year 2014-15 during the year 2015-16 on reimbursement basis as per details of Expenditure enclosed as Annexure-I, after adjusting Rs.1,76,320/- on account of unspent balance as per auditor’s report & audited accounts for the year 2013-14 {as detailed in annexure-I in respect of grants for the year 2014-15} to Servants of India Society, Rayagada Centre, Thakkar Bapa Ashram, Rayagada-756001, Odisha for running & maintenance of ongoing project of Educational Complex under the scheme of ‘Strengthening Education among Scheduled Tribe (ST) Girls in Low Literacy Districts’. Utilisation certificate in the prescribed form under GFR-19A duly signed by the competent authority relating to previous grants is enclosed herewith. An amount of Rs.1,76,320/- on account of unspent balance has been adjusted in the current grant for the 2014-15 {as detailed in bottom of annexure-I}. Hence, no utilisation certificate is due for rendition. 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.

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 or Organisation is called upon 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 grants or entrust execution of the project to any other Institution(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 (14%) per annum thereon or the sum specified under the bond.

5. 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 to the satisfaction of Government of India. These audited statements of accounts should be required to be furnished after utilization of the grants-in-aid or whenever called for.

6. The accounts of the organisation shall be audited from Chartered Accountants of its own choice.

7. Utilization certificate in the prescribed form under GFR-19A duly signed by the competent authority shall be submitted by the grantee within the stipulated period.

8. The Unspent balance, if any, will be surrendered to the Ministry of Tribal Affairs or may be adjusted from the subsequent grant with the prior approval of the Government.

9. Salary of Staff: Salary/honorarium of staff involved in implementation of the project is to be paid through cheque/bank only.

10. The grant-in-aid sanctioned under the scheme is subject to fulfillment of following conditions by the autonomous institutions of the State Government/Voluntary Organization (VO)/Non-Governmental Organization (NGO):

(a) that the organization shall 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) that the grantee 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;

(d) 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 that 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 14% accrued thereon and shall be liable for criminal action as per law;

(e) execution of bond will not apply to quasi-Governmental Institutions, Central Autonomous Organisations and Institutions whose budget is approved by Government;

(f) that the organization will make reservations for the Scheduled Castes and Scheduled Tribes/OBC & Disabilities, 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 organization 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 the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection of 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 as the case may be and supply a copy of the following audited accounts, together with Utilization Certificate, to the Ministry of Tribal Affairs latest by first week of July month every year:
   a. the receipt and payment account of grant-in-aid in question for the year;
   b. the income and expenditure accounts of grant-in-aid in question for the year;
   c. the balance sheet, indicating assets and liabilities from grant-in-aid in question;
   d. the utilization certificate in prescribed format as per General Financial Rules along with the item-wise break-up;
   e. auditor report;
   f. the audited accounts of the organisation as a whole for the year.

(i) the organization shall submit performance-cum-achievement report (s) every six months on the project for which it received Grant-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 the 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 grant-in-aid for the purpose it has been sanctioned and not divert 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 the grants shall be adjusted by the Ministry in the subsequent admissible grant due;

(o) no assets acquired wholly or substantially out of this Grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other that for which sanctioned;

(p) the grantee shall maintain a register in the 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 the officials from the Office of the Comptroller 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 grant will be conditional upon the grantee institutions to provide reasonable evidence or proper utilization of instalment released earlier during the year;

(r) the grantee 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) grantee who is being assisted for running educational institutions like residential schools, non-residential schools etc., the organization shall make efforts for recognition of school/courses by State Governments;

(t) provisions of General Financial Rule 2005 shall be applicable in respect of this grant-in-aid;

(u) the grantee 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 grantee 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 organization shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department;

(y) that the organization shall not charge any fees from the beneficiaries;

(z) 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;

(aa) that the grantee 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 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 Voluntary Organization/Non-Governmental Organization 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 organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

11. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.19,50,678/- (Rupees Nineteen Lakh Fifty Thousand Six Hundred Seventy Eight only)** for disbursement to the grantee institution through electronic mode of transfer to **Servants of India Society**, Rayagada Centre, Thakkar Bapa Ashram, Rayagada, Odisha in Account No. **11038925013** in **State Bank of India**, Branch at Rayagada, Odisha, **IFSC Code SBIN0000169** and MICR code 765002004.

12. The expenditure is debitable to the Demand No. 98 -Ministry of Tribal Affairs Major Head “2225” Welfare of Scheduled Castes, Scheduled Tribes, 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; 12-Grant-in-aid to Voluntary Organisation working for the welfare of Scheduled Tribes: 09.12.31 Grants-in-Aid General (Plan) for the year 2015-16.

13. The sanction is issued with the concurrence of Integrated Finance Division as communicated vide Dy.No. 2292/JS &FA/2015 dated 10.07.2015. The pattern of
assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

14. 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.

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

Yours faithfully,

(Jeewan Kumar)

Under Secretary to the Government of India

Copy for information and necessary action:

1. The Secretary, Servants of India Society, Rayagada Centre, Thakkar Bapa Ashram, Rayagada-756001, Odisha.
2. The Secretary, Tribal Development Department, Govt. of Odisha, Bhubneswar, Odisha. (with the request to inspect the organisation and submit the Inspection Report within 6 months).
3. The Director, Tribal Research Institute, Government of Odisha.
4. The District Collector, District-Rayagada, Odisha.
5. The District Social Welfare Officer, District-Rayagada, Odisha.
7. Bill Copy/Sanction Folder.
9. The Resident Commissioner, Govt. of Odisha, Odisha Bhawan, New Delhi.
10. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
11. Accountant General, Accountant General’s Office, Govt. of Odisha, Bhubneswar.
12. The Director, NIC with the request to upload this sanction letter on the website of the Ministry for at least three months.

(Jeewan Kumar)

Under Secretary to the Government of India
Name of organisation: **Servants of India Society**, Rayagada Centre, Thakkar Bapa Ashram, Rayagada-756001, Odisha

Project: Primary level Educational Complex (Schooling & Boarding/lodging both) at Halua, Distt. Rayagada, Odisha

Number of beneficiaries claimed in the organisation-100

No. of students for which grants-in-aid is calculated - 100 (last year funded)

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Items of Expenditure</th>
<th>Amount released for the year 2013-14</th>
<th>Expenditure reported for 2013-14</th>
<th>Unspent Balance</th>
<th>Expenditure reported for 2014-15</th>
<th>Admissible grant for 2014-15 for 100 ST girls</th>
</tr>
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<tbody>
<tr>
<td><strong>A</strong></td>
<td>Non-recurring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Furniture/equipments including kitchen equipment @ Rs.250/- per student (once in five years)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Bedding @ Rs.750/- per student 53 students (once in five years)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>3</td>
<td>Recreation expenditure (TV/VCD/indoor game) (once in five years)</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td><strong>Total (A)</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>B</strong></td>
<td>Recurring</td>
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<td></td>
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<td>4</td>
<td>Maintenance of building @ 30% of Rs.10000/-p.m. as per norms</td>
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<td>38000</td>
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<tr>
<td>5</td>
<td>Maintenance allowance including mess charges @Rs.750/- per girl student per month (for 10 months)</td>
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<td>6</td>
<td>3 sets of uniforms per annum @ Rs.900/- per girl student</td>
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<td>90000</td>
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<td>7</td>
<td>Cash stipend for availing tuition/coaching @ Rs.100/- per girl per month (for 12 month)</td>
<td>120000</td>
<td>120000</td>
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<td>8</td>
<td>Course books/stationary and other educational material @Rs.50/- per girl student per month</td>
<td>60000</td>
<td>63761</td>
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<td>60024</td>
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<td>9</td>
<td>Examination fee @ Rs.1000/- per month</td>
<td>1000</td>
<td>1000</td>
<td>0</td>
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<td>10</td>
<td>6 full time teachers @ Rs.5000/- per month</td>
<td>360000</td>
<td>305000</td>
<td>55000</td>
<td>360000</td>
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<td>11</td>
<td>Warden-cum-teacher (1) @ Rs.5000/- per month</td>
<td>60000</td>
<td>60000</td>
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<td>12</td>
<td>Accountant (1) @ Rs.3500/- per month</td>
<td>42000</td>
<td>42000</td>
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<td>13</td>
<td>Peon (1) @ Rs.1500/-p.m.</td>
<td>18000</td>
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<td>14</td>
<td>Watchman (1) @ Rs.1500/- per month</td>
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<td>15</td>
<td>Cooks (2) @ Rs.1500/- per month each</td>
<td>36000</td>
<td>19500</td>
<td>16500</td>
<td>36000</td>
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<td>Helper (1) @ Rs.1300/- per month</td>
<td>15600</td>
<td>1300</td>
<td>14300</td>
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<td>17</td>
<td>Sweeper (1) @ Rs.1300/- per month</td>
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<td>1300</td>
<td>14300</td>
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<td>18</td>
<td>Vocational/skill development training</td>
<td>40000</td>
<td>40000</td>
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<tr>
<td>19</td>
<td>Electricity and water charges</td>
<td>60000</td>
<td>60000</td>
<td>0</td>
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<tr>
<td>20</td>
<td>Medical care/contingency @ Rs.750/- per girl per annum</td>
<td>75000</td>
<td>24288</td>
<td>50712</td>
<td>17608</td>
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<tr>
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<th>Description</th>
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<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<tr>
<td>21</td>
<td>Health care (hospitalisation, visit of doctors, annual health check up etc.)</td>
<td>50000</td>
<td>24492</td>
<td>25508</td>
<td>12190</td>
<td>12190</td>
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<tr>
<td>22</td>
<td>Miscellaneous including toiletries etc. @ Rs.400/- per annum per girl</td>
<td>40000</td>
<td>40001</td>
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<td>40000</td>
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<tr>
<td>23</td>
<td>PTAs/Sports function/cultural functions</td>
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<td>15000</td>
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<td>24</td>
<td>Tours/camps</td>
<td>200000</td>
<td>200000</td>
<td>0</td>
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<td>200000</td>
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<tr>
<td>25</td>
<td>Incentrices to each girl student @ Rs.100/- per month to meet their day to day requirements</td>
<td>120000</td>
<td>120000</td>
<td>0</td>
<td>120000</td>
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<td></td>
<td>Total (B)</td>
<td>2222200</td>
<td>2051643</td>
<td>176320</td>
<td>2127198</td>
<td>2126998</td>
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<td>GRAND TOTAL (A+B)</td>
<td>2222200</td>
<td>2051643</td>
<td>176320</td>
<td>2127198</td>
<td>2126998</td>
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</table>

**Calculation of full and final instalment for the year 2014-15**

Net admissible amount for the year 2014-15 2126998
Less unspent balance 176320
Net admissible grant-in-aid for the year 2014-15 on reimbursement basis (full & final instalment) 1950678
LIST OF REGISTER TO BE MAINTAINED

1. Admission Register of students.
2. Attendance Register of Students & Member of the Staff.
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.
FORM OF UTILISATION CERTIFICATE 2013-2014

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Letter No. &amp; Date</th>
<th>Amount (Rs.)</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1.</td>
<td>F.No.11036/13/2000-NGO(Vol. IV) Govt. of India, Ministry of Tribal Affairs, New Delhi dt. 22.02.2014</td>
<td>Recurring Grant - 22,22,200/- Non-Recurring - Nil</td>
<td>Certified that out of Rs.22,22,200/- of grant-in-aid sanctioned during the year 2013-14 in favour of Servants of India Society, Rayagada under this Ministry/Department letter No: given in the margin a sum of Rs.20,51,643/- towards recurring expenses has been utilized for the purpose of Educational Complex for which it was sanctioned and that the balance of Rs.1,76,320/- towards recurring grant and Rs. NIL towards non-recurring grant remaining unutilized at the end of the year has been surrendered to the Government(Vide letter No: NIL, dated : NIL) will be adjusted towards the grants-in-aid payable during the year 2014-15.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Net grant for 2013-14: 21,73,442/-</td>
<td></td>
</tr>
</tbody>
</table>

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of Checks exercised
1. Cash Book
2. Ledger Book
3. Vouchers
4. Salary Payments Register
5. Stock Book
6. Bank transactions etc.

For H. NAIK & Co.
CHARTERED ACCOUNTANTS

(S.K. SARANGI, PARTNER)
CHARTERED ACCOUNTANT

Signature:
Designation:
Date:
**AUTHORISATION LETTER**

We SERVANTS OF INDIA SOCIETY, Rayagada would like to receive the sums disbursed by the Ministry of Tribal Affairs electronically to our Bank on their letter & seal is enclo

<table>
<thead>
<tr>
<th>Name of the payee as in the Bank account</th>
<th>Address</th>
<th>District</th>
<th>PIN Code</th>
<th>State</th>
<th>Tele No. with STD Code</th>
<th>Fax No.</th>
<th>E-Mail Address</th>
<th>Name of the Bank</th>
<th>Bank Branch (Full address with telephone No.)</th>
<th>Bank Account No.</th>
<th>Account Type</th>
<th>Modes of Electronic transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATIONAL COMPLEX, SERVANTS OF INDIA SOCIETY</td>
<td>PO/Dist:RAYAGADA, PIN:765001,(Orissa)</td>
<td>RAYAGADA</td>
<td>765001</td>
<td>ORISSA</td>
<td>(06856)-298252</td>
<td>(06856)-298447</td>
<td>NIL</td>
<td>STATE BANK OF INDIA</td>
<td>Rayagada Branch, PO/Dist:Rayagada, PIN:765001 (Orissa)</td>
<td>11038925013</td>
<td>Savings A/C</td>
<td>RTGS</td>
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**IFSC/RTGS Cde**

<table>
<thead>
<tr>
<th>MICR Code</th>
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<tbody>
<tr>
<td>765002004</td>
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Date: Place: Rayagada

Counter signed

Signature: Name: (RAMAKANTA LENKA) Secretary

Organization: Servants of India Society Rayagada, Orissa.