



F.No.22022/01/2009-NGO (Vol.II)
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated: 29th September, 2015

To

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

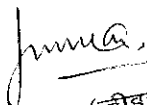
Subject: Grant-in-Aid as recurring expenses to **Volunteers for Rural Health and Action (VORHA)**, Lamding, PO-Wangjing-795 148, Distt-Thoubal, Manipur for running & maintenance of ongoing projects of **Mobile Dispensary & Shorthand Training Centre** for STs towards full & final instalment **for the year 2013-14** on reimbursement basis.

Sir,

I am directed to refer to Letter No.10/4/2008-TD(NGO) dated 13.12.2013 from the Government of Manipur and to convey the sanction of the President of India for release of Grant-in-aid of **Rs.9,35,910/- (Rupees Nine Lakh Thirty Five Thousand Nine Hundred Ten only)** towards **full & final instalment for the year 2013-14** on reimbursement basis during the current financial year 2015-2016 as per details of Expenditure enclosed as Annexure-I (A) & I (B), after adjusting Rs.NIL on account of unspent balance to **Volunteers for Rural Health and Action (VORHA)**, Lamding, PO-Wangjing, Distt-Thoubal, Manipur for maintenance and running of ongoing project of **Mobile Dispensary and Typing & Shorthand Training Centre** under the scheme of Grants-in-aid to voluntary organizations working for the welfare of scheduled tribes. The grant amounting to Rs.9,29,430/- towards full & final instalment for the year 2012-13 vide Sanction No.22022/01/2009-NGO dated 20th January, 2014 was released during the financial year 2013-14 by way of reimbursement of expenditure already incurred by the organisation to run the project during 2012-13. Therefore, no utilization certificate is required in terms of Note 1 under the Rule 212(1) of the GFRs. 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/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.


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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;
- (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/organisations shall make the reservations for Scheduled Caste, Scheduled Tribes, Other Backward Class persons and persons with disabilities in posts and services under its control on the lines of the instructions issued by the Government of India and as amended from time to time.

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. **Refund of Unspent Balance:** The Unspent balance, if any, will be surrendered to the Ministry of Tribal Affairs.

10. **Recurring Grant:** The Unspent Balance from this grant/installment will be adjusted from the subsequent grant.

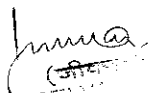
11. **Salary of Staff:** Salary/honorarium of staff involved in implementation of the project is to be paid through cheque/bank only.

12. 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.

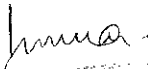
13. The grants-in-aid sanctioned under the scheme is subject fulfillment of following conditions, and the terms & conditions laid down under the scheme, by the Voluntary Organisation(VO)/Non-Governmental Organisation (NGO):-

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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 Ministry shall not be liable for any kind of payment to the temporary/regular employees appointed by the organisation for running the project.
- g) 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.
- h) 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.
- i) 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.


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- j) 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.
- k) 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.
- l) 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.
- m) 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.
- n) 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.
- o) 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.
- p) 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.
- q) 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.
- r) 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.
- s) Provisions of General Financial Rule 211(2)(a) would be applicable where the voluntary organization are being provided assistance for the prescribed amount.
- t) 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.


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- u) 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.
- v) 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.
- w) That the organisation shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department.
- x) That the organisation shall not charge any fees from the beneficiaries.
- y) 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.
- z) The organisation shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants.
- aa) 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.

bb) For all disputes involving Ministry of Tribal Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi.

cc) The organisation shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

14. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.9,35,910/- (Rupees Nine Lakh Thirty Five Thousand Nine Hundred Ten only)** for disbursement to the grantee institution through electronic mode of transfer to **Volunteers for Rural Health and Action (VORHA), Lamding, PO-Wangjing, Distt-Thoubal, Manipur in Account No.10329732358 in State Bank of India, Branch at Secretariat Branch, Imphal, Distt- Imphal West, Manipur and IFSC Code SBIN0004562.**

15. 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.

16. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their **Dy.No.1562/JS&FA/2015 dated 18.06.2015**. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

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 New Delhi

17. Certified that this sanction has been noted at Sl.No. 33 in the register of grant.

18. 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.

Yours faithfully,

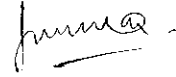


(Jeewan Kumar)

Under Secretary to the Government of India

Copy for information and necessary action: -

1. The Secretary, Volunteers for Rural Health and Action (VORHA), Wangjing-795 148, Distt-Thoubal, Manipur.
2. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, Tribal Department, Govt. of Manipur, Imphal. (with the request to inspect the organisation and submit the Inspection Report within 6 months)
4. The Director, Tribal Research Institute, Govt. of Manipur, Imphal.
5. The Deputy Commissioner, District- Imphal East, Manipur.
6. The District Tribal Welfare Officer, District- Imphal East, Manipur.
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.1562/JS&FA/2015 dated 18.06.2015**.
10. The Resident Commissioner, Govt. of Manipur, Manipur Bhawan, New Delhi.
11. Accountant General, Accountant General's Office, Govt. of Manipur, Imphal.
12. The Director, NIC, Ministry of Tribal Affairs with request to post this sanction letter on the website of the Ministry for at least three months.



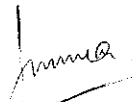
(Jeewan Kumar)

Under Secretary to the Government of India

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अवर सचिव/Under Secretary
जनजातीय कार्य मन्त्रालय
Ministry of Tribal Affairs
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

Name of the Organization:- Volunteers for Rural Health and Action (VORHA), Wangjing, Manipur
Name of the project-Mobile Dispensary

S.No	Item of expenditure	Expenditure reported for 2013-14	Admissible amount for 2013-14
1	Doctor (1) @ Rs.15,000/- per month	180000	180000
2	Compounder/Nurse (1) @ Rs.4,000/- per month	48000	48000
3	Part-time Office Asstt-cum-Acctt. (1) @ Rs.2500/- per month	30000	30000
4	Driver (1) @ Rs.2500/- per month	30000	30000
5	Helper/hadiman (1) @ Rs.1500/- per month	18000	18000
Total honorarium		306000	306000
6	Fuel (POL) @ Rs.14,000/- per month (Hilly Area)	168000	168000
7	Drugs Rs.2,00,000/- per annum	200000	200000
8	Contingencies/Misc. expdtr Rs. 10000/-(p.a.)	10000	10000
9	Audit Fees @ Rs.4000/-p.a.	4000	4000
10	Maintenance & Repairs of Vehicle and Medical equipments Rs.30000/-p.a.	30000	30000
11	Advertisement & Publicity @ Rs.7500/-p.a.	7500	7500
12	Daily Allowance for visiting medical team on duty beyond 16 K.M. from office for while day @ Rs.5000/- per month	60000	60000
Total		479500	479500
(A) Grand Total		785500	785500
(B) 10% contribution of the org.			78550
(C) Net admissible grant for the year 2013-14 on reimbursement basis during the year 2015-16 (A minus B)			706950


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 Ministry of Health
 भारत सरकार, गुवाहाटी
 Govt. of India, Guwahati

Name of NGO: Volunteers for Rural Health and Action (VORHA), Wangjing-795 148, Manipur

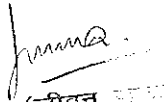
Name of the project-Typing & Shorthand Training Centre

Number of beneficiaries for which grant is calculated-80

S.No	Item of expenditure	Expdtr reported for 2013-14	Admissible amount for 2013-14
1	Project Supervisor (1) @ Rs.5000/- per month	60000	60000
2	Shorthand Instructor (1) @ Rs.4000 per month	48000	48000
3	Typing Instructor (1) @ Rs.4000 per month	48000	48000
4	Part-time Accountant-cum-Clerk (1) @ Rs.1500 per month	18000	18000
5	Wathchman cum-cleaner (1) @ Rs.2000/- per month	24000	24000
Total Salary		198000	198000
6	Maintenance of Building 30% of admissible rent i.e. Rs.2000/- p.m.	24000	7200
7	Maintenance of machines Rs.4000/-(p.a.)	4000	4000
8	Electricity & Water Charges @ Rs.600/- per month	7200	7200
9	Audit FeesRs.4000/-p.a	4000	0
10	Stationary & Education material @ Rs.3000/- per month	36000	36000
11	Contingencies/Misc. Expenditure Rs.2000/- (per annum)	2000	2000
Total		77200	56400
(A) Grand Total		275200	254400
(B) 10% contribution of the organization			25440
(C) Net admissible grant for the year 2013-14 on reimbursement basis during the year 2015-16			228960

Summary of Grant for the year 2013-14

S.No.	Item	Amount in Rs.
1.	Admissible grant for the year 2013-14 on reimbursement basis during the year 2015-16 for project of Mobile Dispensary	706950
2.	Admissible grant for the year 2013-14 on reimbursement basis during the year 2015-16 for project of Shorthand and Typing Centre	228960
	Total	935910


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 Joint Secretary
 Ministry of Health & Family Welfare
 Govt. of Manipur
 Dispur, Imphal

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.

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MANAGING COMMITTEE

