



By speed post

F.No. 22030/01/2010-NGO  
Government of India  
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001  
Dated: 02.03.2016

To

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

**Subject: Grant-in-Aid as recurring expenses for maintenance and running of ongoing project namely Residential School (Primary) Vill. Manu Bankul, PO-Bishupur, South Tripura for 100 Scheduled Tribes to Bahujan Hitaya Education Trust, PO-Bishnupur, Manu Bankul, Sabroom, Tripura(S), Tripura. towards Full & Final Installment for the year 2013-14 on reimbursement basis in the current financial year 2015-16, under the scheme "GIA to VOs working for the welfare of STs.**

Sir,

I am directed to refer to the letter No.F.14-84(112)/TW/NGO/2012-13(L)/3189-92 dated 13.05.2013 from the Government of Tripura, Tribal Welfare Department on the subject mentioned above and to convey the sanction of the President of India for release of grant-in-aid of **Rs.15,82,470/- (Rupees Fifteen Lakhs, Eighty Two Thousand, Four Hundred Seventy only)** to the organisation Bahujan Hitaya Education Trust, PO-Bishnupur, Agartala, Tripura towards Full & Final Installment for the year 2013-14 after adjusting unspent balance of Rs.Nil for ongoing project of Residential School for 100 ST students as per details of Recurring & Non-Recurring Expenditure enclosed as Annexure-I, No Utilization Certificates are due for rendition.

2. 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.
3. 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.
4. 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

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Secretary  
Ministry of Tribal Affairs  
Shastri Bhawan, New Delhi

Office of the Ministry or Department, whenever the Institution or Organisation is called upon to do so.

5. 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 ten percent per annum thereon or the sum specified under the bond.

6. The grantee institutions/organisations shall observe 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 indicated by the Government of India.

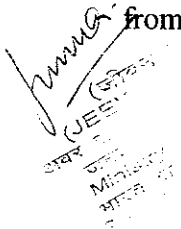
7. The grantee should, irrespective of the amount involved, be required to maintain subsidiary accounts of the Government grant and furnish to the Accounts Officer a set of audited statement of accounts to the satisfaction of Government of India. These audited statements of accounts should be required to be furnished after utilization of the grants-in-aid or whenever called for.

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

9. The grantee organisation shall not dispose of the assets, acquired wholly or substantially out of Government grants, except those declared as obsolete and unserviceable or condemned in accordance with the procedure laid down in the General Financial Rules, 2005 without obtaining prior approval of the Ministry of Tribal Affairs.

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/instalment will be adjusted from the subsequent grant.

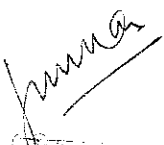
  
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Ministry of Tribal Affairs  
Government of India

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: Other payment with regard to implementation of the project of Rs.10,000/- and above, is to be made through cheques by the implement agency.

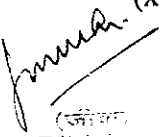
14. The grants-in-aid sanctioned under the scheme is subject to fulfillment of following conditions, and the terms & conditions laid down under the scheme, by the Voluntary Organisation (VO)/Non-Governmental Organisation (NGO):-

- (i) that the organization which intends to receive the Grant-in-aid under the Scheme, will fulfill the eligibility criteria as specified in para 2 of the scheme;
- (ii) 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;
- (iii) 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;
- (iv) that the organization 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;
- (v) 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;
- (vi) that the organization 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;
- (vii) 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;
- (viii) 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

  
Director  
Ministry of  
Social Justice  
& Empowerment

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 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 long with the item-wise break-up;
  - e. the audited accounts of the organisation as a whole for the year.
  - f. auditor report.
- (ix) 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;
- (x) 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.;
- (xi) 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;
- (xii) 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;
- (xiii) 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;
- (xiv) 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 ;
- (xv) 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 than for which sanctioned;

  
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- (xvi) the organization 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;
- (xvii) 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;
- (xviii) the Voluntary Organisations 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;
- (xix) in respect of Voluntary Organisations 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;
- (xx) provisions of General Financial Rule 211(2) (a) would be applicable where the Voluntary Organisation are being provided assistance for the prescribed amount;
- (xxi) 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;
- (xxii) the organization 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;
- (xxiii) 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;
- (xxiv) that the organization shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department;
- (xxv) that the organization shall not charge any fees from the beneficiaries;
- (xxvi) 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

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should be within 15 days from the receipt of funds by the organization in their bank account;

(xxvii) that the organization shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants;

(xxviii) 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 VO/NGO and a third party. By accepting the grant, the recipient accepts this condition;

(xxix) for all disputes involving Ministry of Tribal Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi;

(xxx) the organization 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.15,82,470/- (Rupees Fifteen Lakhs, Eighty Two Thousand, Four Hundred Seventy only)** for disbursement to the grantee institution namely Bahujan Hitaya Education Trust, PO-Bishnupur, Agartala, Tripura through RTGS/CBS in Saving Bank Account No.30643019654, in State Bank of India, Branch at Melar Math, Agartala, West Tripura RTGS Code of the Bank-SBIN0000002, directly.

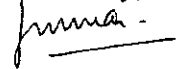
16. The expenditure is debitable to the Demand No. 98 Ministry of Tribal Affairs Major Head "2225" Welfare of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities: 02-Welfare of Scheduled Tribes (Sub-Major Head), 796 Tribal Area Sub Plans (Minor Head) - 09 Welfare of Scheduled Tribes – 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.

17. The sanction is issued with the concurrence of Integrated Finance Division as communicated vide Dy.No.5234/JS&FA/16 dated 26.02.2016.

18. The pattern of assistance governing grant-in-aid has received the approval of the Ministry of Finance.

19. Certified that this sanction has been noted at Sl.No.58 in the register of grant.

Yours faithfully,



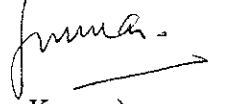
(Jeewan Kumar)

Under Secretary to the Govt. of India

Ministry of Tribal Affairs  
भारत सरकार

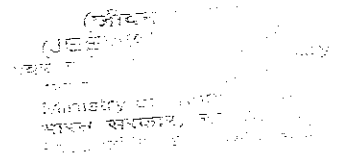
Copy for information and necessary action: -

1. The Secretary, Bahujan Hitya Educatin Trust, P.O. Bishnupur, Manu Bankul, Sabroom, South Tripura- 799143, Tripura.
2. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, Tribal Development Department, Govt. of Tripura, Agartala
4. The Resident Commissioner, Government of Tripura, Tripura Bhawan, New Delhi.
5. IFD
6. Bill Copy/Sanction Folder.
7. Director Tribal Research Institute, Government of Tripura, Agartala.
8. The Deputy Commissioner, **District – West Tripura, Tripura.**
9. The District Social Welfare Officer, **District – West Tripura, Tripura.**
10. The Chief Controller of Accounts, Ministry of Tribal Affairs.
11. Accountant General, Accountant General's Office, Govt. of Tripura, Agartala.
12. The Director, NIC, Ministry of Tribal Affairs with request to upload this sanction letter on the website of the Ministry.



(Jeewan Kumar)

Under Secretary to the Govt. of India

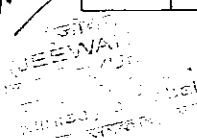


Ministry of Tribal Affairs  
Government of India

Annexure-I  
Sanction Order No. 22030/01/2010-NGO

Organisation: Bahujan Hitaya Education Trust, PO-Bishnupur, Tripura (S), Tripura, Agartala, Tripura  
PROJECT NAME-Residential School (Primary) at Vill. Manu Bankul, PO-Bishupur, South Tripura  
Number of beneficiaries claimed in the organisation-200 as per budget submitted by the organisation  
No. of students for which grants-in-aid is calculated –100 (last year funded)

S.No.	Approved items of expenditure as per financial Norms	Amount released for 2012-13	Expdtr reported for 2012-13	Unspent balance	Expdtr reported for 2013-14	Admissible grant for 2013-14 (for 100 students)	
<b>Non recurring</b>							
1	Cooking vessels and utensils	0	0	0	0	0	
2	Furnitures & Fixtures	0	0	0	0	0	
3	Bedding materials	0	0	0	0	0	
4	Generator (1)	0	0	0	0	0	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recurring</b>							
5	Head Master/ Mistress (1) (Primary School) @ Rs.5,000/- per month	60000	778800	0	60000	60000	
6	Warden (1) @ Rs.4,000/- per month	48000		0	48000	48000	
7	Teacher (Secondary) (8) @ Rs.5000 pm	0		0	0	0	
8	Teacher (Primary) (6) @ Rs.4000 pm	288000		0	288000	288000	
9	Peon (1) @ Rs.2500/-p.m.	30000		0	30000	30000	
10	Cooks (2) @ Rs.2500 pm	60000		0	60000	60000	
11	Watchman (1) @ Rs.2500/-p.m.	30000		0	30000	30000	
12	Office Assistant-cum-typist (1) @ Rs.2800 pm	33600		0	33600	33600	
13	Doctor –(Part-time) @ Rs.4000/- p.m.	48000		0	48000	48000	
14	Helper to Cook (1) @ Rs.1500/-p.m.	18000		0	18000	18000	
15	Aya (1) @ Rs.2500/ p.m.	30000		0	30000	30000	
16	Sweeper -(2) @ Rs.1800/-(p.m.)	43200		0	43200	43200	
17	Accountant -(1) @ Rs.3500/- pm	42000		0	42000	42000	
18	Physical Instructor /Games Teacher(1) @ Rs.4000/-p.m.	48000		0	48000	48000	
<b>Total Salary</b>		<b>778800</b>		<b>778800</b>	<b>0</b>	<b>778800</b>	<b>778800</b>
19	Maintenance of Building @ 30% of rent Rs.5000/- pm for rural area for Primary school (as per norms)	14400		19877	0	324600	18000
20	Diet Charges -(per student) for 10 months @ Rs.660/- (p.m.)	660000		674333	0	1578090	660000
21	Medicine @ Rs.10000/-(p.a.)	10000		11115	0	9556	10000
22	Washing Charges (pre student) @ Rs.200/-(p.a.)	20000	21888	0	42060	20000	
23	Excursion @ Rs.20,000/-(p.a.)	20000	21876	0	18916	20000	
24	Conveyance and TA for Staff Rs.10,000/-(p.a.)	10000	11076	0	8555	10000	
25	Water & Electricity charges Rs.15000/-(p.a.)	15000	16532	0	16020	15000	
26	Contigencies/office maintenance Rs.15,000/-(p.a.)	15000	16554	0	17127	15000	

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27	Cooking Charges Rs.20000/- p.m.	20000	20000	0	21400	20000
28	Audit Fee Rs.4000/-(p.a.)	4000	4000	0	4000	4000
29	Cultural Expenses p.a. Rs.15000/- p.a.	15000	16542	0	17902	15000
30	Sport & Games Equipment's Rs.7500/- p.a.	7500	8532	0	7340	7500
31	Clothing (3 Uniform sets per student) @ Rs.900/-p.a.	90000	97553	0	179248	90000
32	Books and Stationery: @ Rs.750/- per student,p.a.	75000	76332	0	152036	75000
<b>Total</b>		<b>975900</b>	<b>1016210</b>	<b>0</b>	<b>2396850</b>	<b>979500</b>
<b>Grand Total</b>		<b>1754700</b>	<b>1795010</b>	<b>0</b>	<b>3175650</b>	<b>1758300</b>

Net admissible amount for the year 2013-14	1758300
Less 10% contribution from NGO	175830
Net approved grants-in-aid for 2013-14	1582470
Less unspent balance	0
Net admissible grants for the year 2013-14 on reimbursement basis	1582470

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**"AUTHORIZATION LETTER"**

I/we BAHUJANA HITAYA EDUCATION TRUST would like to receive the sums disbursed by the MINISTRY OF TRIBAL AFFAIRS, Govt. of India, to me / us electronically to our bank account detailed below: -

Payee Particulars						Bank Details								
Name of Payee as in Bank account	Address	District	Pin code	State	Telephone No. with STD Code	FAX No.	E-mail Address (if any)	Name of the Bank	Bank Branch (Full address & Telephone No.)	Bank Account No.	Account type	Mode of Electronic transfer available	IFCS Code	MICR Code
Bahujana Hitaya Education Trust (Main)	P.O. Bishnupur, Manu Bankul, Sabroom, South Tripura	South Tripura	799143	TRIPURA	03823-275-329	03823-275-295	dr_dhammapiya@yahoo.com	STATE BANK OF INDIA	Melar Math Branch, Agartala, West Tripura, Ph. 0381-2314446/2323684	30643019654	Current	RTGS / NEFT / ECS	SBIN 0000002	799002002

Account Number has been verified by me

*[Signature]*  
 Manager (Corporate ID)  
 (Bank Branch maintaining the Account)  
 (Seal)

*[Signature]* : VEN. DR. DHAMMAPIYA  
 : BAHUJANA HITAYA EDUCATION TRUST  
 : I-4510/2001  
 Signature (Name)  
 Name of organization  
 Registration No.  
 Authority & place of Registration : Sub-Registrar, Agartala, Tripura (W)  
 Date of Registration : 18-06-2001

Chairman,  
 Bahujana Hitaya Education Trust,  
 Manu Bankul Sabroom, Tripura S.

*[Signature]*

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**FORM OF UTILIZATION CERTIFICATE**

Sl. No.	Letter No. and date	Amount
1.	F. No. 22030/01/2010 – NGO, Dated – 30.03.2013, Ministry of Tribal Affairs, Government of INDIA	Rs. 15,79,230/-
2.	N.G.O.'s Contribution	Rs. 1,75,830/-
	<b>TOTAL</b>	<b>Rs. 17,55,060/-</b>

Certified that out of Rs. 15,79,230/- of Grants-In-Aid sanctioned during the year 2012-13 in favour of BAHUJANA HITAYA EDUCATION TRUST, Manu Bankul, Sabroom, South Tripura, under this Ministry/ Department Letter No. given in the margin and Rs. NIL on account of unspent balance of the previous year, a sum of Rs. 15,79,230/- has been utilized for the purpose as recurring expenses for maintenances & running of ongoing project(s) Residential School for 100 ST Students for which it was sanctioned and that the balance of Rs. NIL remaining unutilized at the end of the year has been surrendered to Government (vide No. NIL)/ will be adjusted towards the Grants-In-Aid payable during the next year NIL.

2. Certified that I have satisfied myself that the conditions on which the Grant-In-Aid was sanctioned have been fully utilized being 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. Voucher File
2. Stock Register
3. Cash Book
4. Ledger Book

*Signature*

Place: Agartala  
 Date: 07-05-2013

Secretary,  
 Bahujana Hitaya Education Trust,  
 Manu Bankul, Sabroom,  
 South Tripura.

For Saikat Datta & Associates  
 Chartered Accountants

*Signature*  
 Saikat Datta, CA  
 (Membership No. 062248)  
 Chartered Accountants  
 345/A, Hari Ganga Basak Road  
 Joynagar, Agartala  
 West Tripura, Pin-799001, INDIA  
 Phone – (0381) 2300936

