

BY SPEED POST



F.No.22026/46/99-NGO(Vol.VIII)
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated: 29.02.2016

To

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

Subject:-Grant-in-Aid as Recurring expenses for running and maintenance of Education Complex for 100 ST Girls at Jabarguda, District-Rayagada, Orissa to SEVA SAMAJ, AT/PO-Gunupur, District-Rayagada, PIN-762022, Orissa towards Full & Final Instalment for the year 2013-14 under the scheme of 'Strengthening Education among Scheduled Tribe (ST) Girls in Low Literacy Districts' during the Financial Year 2015-16.

Sir,

I am directed to refer to the letters No. 38138/SSD/NGO Cell(ST)-59/13 dated 28.11.2013 from the Government of Orissa, ST&SC Development Department on the subject mentioned above and to convey the sanction of the President of India to the payment of grant-in-aid of **Rs.21,82,200/- (Rupees Twenty One Lakh Eighty Two Thousand Two Hundred only)** towards full and final installment of 2013-14 in favour of SEVA SAMAJ, AT/PO-Gunupur, District-Rayagada, PIN-762022, Orissa for ongoing project of Educational Complex for 100 ST Girls during current financial year 2015-16. The details of Expenditure as per norms are enclosed in Annexure-I. The list of documents to be maintained as per GFR is indicated in Annexure-II. No Utilization Certificates are due for rendition.

2. The grant in aid for 2013-14 is sanctioned as reimbursement of expenditure on the basis of audited accounts and hence, as per Note 1 under Rule 212 (1) of GFRs, 2005, utilization certificate in respect of the above grant need not be furnished.

3. The accounts of all the 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. 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.

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

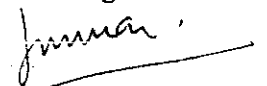
6. Utilization certificate in the prescribed form under GFR-19A duly signed by the competent authority shall be submitted by the grantee within the stipulated period.

7. 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.

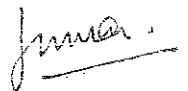
8. Salary of Staff: Salary/honorarium of staff involved in implementation of the project is to be paid through cheque/bank only.

9. The grant-in-aid sanctioned under the scheme is subject to fulfillment of conditions laid down under the scheme and the 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) Execution of bond will not apply to quasi-Governmental Institutions, Central Autonomous Organisations and Institutions whose budget is approved by Government;
- (e) 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;
- (f) 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;
- (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 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.
- (h) 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;
- (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.;
- (j) 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;
- (k) 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;
- (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 the grants shall be adjusted by the Ministry in the subsequent admissible grant due ;
- (n) 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;
- (o) 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;
- (p) 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;
- (q) the grantee should liaise 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) grantee who is being assisted for running educational institutions like residential schools, non-residential schools etc., shall make efforts for recognition of school/courses by State Governments;
- (s) provisions of General Financial Rule 2005 should be applicable in respect of this grant-in-aid;

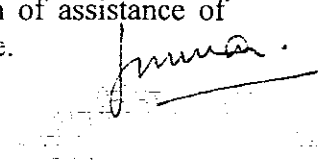


- (t) the grantee shall appropriately display the boards that should be erected at the project site indicating that the organization is running under the aegis of Ministry of Tribal Affairs, Government of India;
- (u) the grantee shall ensure annual inspection of the project within the first quarter of the financial year in the prescribed format from the District Collector/district authorities;
- (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 organization shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department;
- (x) that the organization shall not charge any fees from the beneficiaries;
- (y) in case of new projects, the grantee 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;
- (z) that the grantee 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 grantee 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 grantee 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 organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

10. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs. 21,82,200/- (Rupees Twenty One Lakh Eighty Two Thousand Two Hundred only)** for disbursement to the grantee institution through RTGS in favour of the Secretary, SEVA SAMAJ, AT/PO-Gunupur, District-Rayagada, PIN-762022, Orissa in Saving Bank Account No. 11116550690, in State Bank of India, Branch at GUNUPUR (DISTRICT-RAYAGADA, ORISSA), and IFSC Code of the Bank-SBIN0001090, directly.

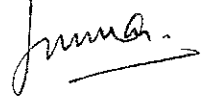
11. The expenditure is debitable to the Demand No. 98 Ministry of Tribal Affairs Major Head "2225" Welfare of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities: 02-Welfare of Scheduled Tribes (Sub-Major Head), 796 Tribal Area Sub Plans (Minor Head) - 09 Welfare of Scheduled Tribes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

12. The sanction is issued with the concurrence of Integrated Finance Division as communicated vide **Dy.No. 2341/JS&FA/15 dated 16.06.2015**. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.



13. Certified that this sanction has been noted at Sl.No. 45 in the register of grant.

Yours faithfully

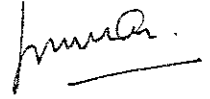


(Jeewan Kumar)

Under Secretary to the Govt. of India

Copy for information and necessary action: -

1. The Secretary, SEVA SAMAJ, AT/PO-Gunupur, District-Rayagada, PIN-762022, Orissa.
2. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Commissioner-cum-Secretary, SC/ST Development Department, Government of Orissa, Bhubaneswar.
4. The Director, Tribal Research Institute, Government of Orissa, Bhubaneswar.
5. The District Collector, District-RAYAGADA(Orissa).
6. The District Social Welfare Officer, District- RAYAGADA(Orissa).
7. The CCA, Ministry of Tribal Affairs, New Delhi.
8. The Secretary, Ministry of Tribal Affairs, New Delhi.
9. Bill Copy/Sanction Folder.
10. B&C Section.
11. I.F.D Wing with reference to their **Dy.No. 2341/JS&FA/15 dated 16.06.2015**.
12. The Resident Commissioner, Government of Orissa, Orissa Bhavan, New Delhi.
13. The Accountant General, Accountant General Office, Govt. of Orissa, Bhubaneswar.
14. NIC with request to place the sanction letter on the website of this Ministry for at least three months.



(Jeewan Kumar)

Under Secretary to the Govt. of India

(जीवान कुमार)
(JEEWAN KUMAR)
अवर सचिव/Under Secretary
जलजलसिध कर्म मन्त्रालय
Ministry of Tribal Affairs
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

ANNEXURE-II

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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(जीवन काल)
(JEEVAN)
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Ministry of Tribes
भारत सरकार, न
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Annexure-I to F.No. 22026/46/99-NGO(Vol.VIII)

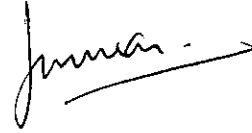
Primary Level Educational Complex at Jabarguda, District – Rayagada, Orissa for the year 2013-14
Number of students for which Calculation has been made: 100 STs

S.N.	Item of Expenditure	Exp. reported for 2012-13	Grant released for the year 2012-13.	Exp. reported for the year 2013-14	Admissible grant for the year 2013-14.
	REUCRRING				
1.	Building maintenance (Own Building) 30% maintenance charges of Rent @ 10000/- pm.	36000	36000	36280	36000
2.	Maintenance allowance including mess charges @Rs.750/- per girl student per month	775010	750000	750030	750000
3.	3 sets of uniforms per annum @Rs.900/- per girl student	90000	90000	90000	90000
4.	Cash stipend for availing tuition/coaching @Rs.100/- per girl per Month (for 10 months)	100000	100000	100000	100000
5.	Course books/stationery and other educational material @Rs.50/- per girl student per month	60000	60000	60000	60000
6.	Examination Fee	1000	1000	1000	1000
7.	Honorarium (i) 06-full time teacher @Rs.5000/- p.m. (ii) Warden-cum-teacher @Rs.5000/-p.m iii) Accountant (Rs.3500/- p.m.) iv) peon (Rs.1500/-p.m.), v) watchman (Rs.1500/-p.m.), vi) 2 Cooks (Rs.1500/-p.m.), vii) helper (Rs.1300/- p.m.), viii) Sweeper (Rs.1300/- p.m.)]	565200	565200	360000 60000 42000 18000 18000 36000 15600 15600	360000 60000 42000 18000 18000 36000 15600 15600
8.	Vocational/skill development training	40000	40000	40000	40000
9.	Electricity and Water charges	60000	60000	62061	60000
10.	Medical care/contingency @Rs.750/- per girl per annum	75000	75000	76992	75000
11.	Health Care (hospitalizatioin, visit of doctors, annual health check up etc.)	50000	50000	50000	50000
12.	Miscellaneous including toiletries etc. @Rs.400/- per annum per Girl	40000	40000	40396	40000
13.	PTA/Sports function/cultural functions	15000	15000	15000	15000
14.	Tour/camps	200000	200000	200000	200000
15.	Incentives to each girl student @Rs.100/- per month to meet their day to day requirements.	100000	100000	100000	100000
A	Total Admissible grant for the year 2013-14	2207210	2182200	2186959	2182200
B	(-) Unspent amount out of grant released for 2012-13				Nil
C	Net grant to be released for the year 2013-14.				2182200

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