



F.No.22026/16/2000-NGO(Vol.V)  
Government of India  
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001  
Dated: 29<sup>th</sup> April 2016

To

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


Subject: **Grant-in-Aid for the year 2013-14** towards full & final installment **for the year 2013-14** to **Banabasi Seva Samiti**, At/PO: Balliguda-762103, District Kanhamal, **Odisha** for running and maintenance of ongoing project of **Hostel for 100 STs Girls students at Rabingia, Dist. Kandhamal, Odisha** on re-imbusement basis during the current financial year 2016-17.

Sir,

I am directed to refer to letter No 18367/SSD, STSCD-NGO-Meet-0003-2013 dated 14<sup>th</sup> September, 2015 from the Government of Odisha on the subject mentioned above and to convey the sanction of the President of India and to release Grant in aid of **Rs 11,80,890/-**(Rupees Eleven lakh eighty thousand eight hundred ninety only) towards Full & Final Installment for the year 2013-14 on reimbursement of expenditure basis during the current financial year 2016-17 as per details of expenditure enclosed at Annexure-I, after adjusting unspent balance of Rs. nil/- to **Banabasi Seva Samiti**, At/PO: Balliguda-762103, District Kandhamal, **Odisha** towards full & final installment **for the year 2013-14** for running and maintenance of ongoing project of **Hostel for 100 STs Girls students at Rabingia, Dist. Kandhamal, Odisha**. The last grant for the years 2010-11 & 2011-12 amounting to Rs.23,18,580/- was released during 2012-13 vide Sanction Order 22026/16/2000-NGO(Vol.V) dated 30.03.2013 by way of reimbursement. 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 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 above 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 grant in aid sanctioned for 2013-14 in terms of Note 1 of Rule No. 212(1) of GFR.

3. The accounts of all grantee Institutions/organizations 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.

  
OFFICE OF THE  
SECRETARY  
MINISTRY OF TRIBAL AFFAIRS  
SHASTRI BHAWAN, NEW DELHI

4. The members of the executive committee of the grantee organization has executed 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 organization 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/organizations shall make reservations for Scheduled Caste, Scheduled Tribes and Other Backward Class persons in posts and services under its control on the lines of instructions issued by the Government of India from time to time.

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

9. 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.

10. 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):-

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



Secretary  
Ministry of Education  
Government of India  
New Delhi

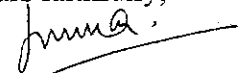
- f) That the organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving Rs.10,000/- and above of the grantee institution must be through cheques only. The grantee institutions are required to submit, at the time of seeking 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.
- g) 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.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) 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.
- m) The Voluntary Organisation 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.
- n) 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.

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- o) Provisions of General Financial Rule 211(2)(a) would be applicable where the voluntary organization are being provided assistance for the prescribed amount.
- p) 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.
- q) 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.
- r) That the organisation shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department.
- s) That the organisation shall not charge any fees from the beneficiaries.
- t) The organisation shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants.
- u) 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.
- v) For all disputes involving Ministry of Tribal Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi.**
- w) The organisation shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.
- x) The grantee organisation shall voluntarily disclose the assets created, facilities developed and activity undertaken through this grant before the Gram Sabha concerned.
11. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs 11,80,890/-** (Rupees Eleven lakh eighty thousand eight hundred ninety only) for disbursement to the grantee institution namely **Banabasi Seva Samiti**, At/PO: Balliguda-762103, District Kanhamal, Odisha through electronic mode of transfer to the **Account No.11717459834** in State Bank of India, Branch at Baliguda Kandhamal, Odisha and **IFSC Code SBIN0001339**.
12. The expenditure is debitable to the Demand No. 89 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) – 13 Umbrella Scheme for Development of STs: Van Bandhu Kalyan Yojana; 02- Aid to Voluntary Organisations working for the welfare of Scheduled Tribes: 13.02.31 Grants-in-Aid General (Plan) for the year 2016-17.
13. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their Dy.No.1638/JS&FA/16 dt 27.4.16. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.
14. Certified that this sanction has been noted at **Sl.No. 02** in the register of grant.

Yours faithfully,



(Jeewan Kumar)

Under Secretary to the Government of India

Office of the  
Under Secretary  
Ministry of Tribal Affairs  
Government of India

**Copy for information and necessary action: -**

1. The Secretary, Banabasi Seva Samiti, At/PO: Balliguda-762103, District-Kandhamal, Odisha.
2. The Secretary, Tribal Development Department, Govt. of Odisha, Bhubneswar, (with the request to inspect the organization and submit the Inspection Report within 6 months)
3. The director General of Audit, Central Revenues, I.P Estate, New Delhi
4. The Director, Tribal Research Institute, Government of Odisha, Bhubaneswar
5. The Deputy Commissioner, District-Kandhamal, Odisha.
6. The District Tribal Welfare Officer, District-Kandhamal, Odisha
7. Chief Controller of Accounts, Ministry of Tribal Affairs, New Delhi
8. Bill Copy/ Sanction Folder.
9. Integrated Finance Division.
10. The Resident Commissioner, Govt. of Odisha, Odisha Bhawan, New Delhi.
11. Accountant General, Accountant General's Office Govt. of Odisha, Bhubaneswar
12. The Director, NIC with the request to place this sanction letter on the Website of the Ministry for at least three months.



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Name of the  
Ministry of Tribal Affairs  
New Delhi, India

F.No.22026/16/2000-NGO(Vol.V)

Name of the NGO:- Banbasi Seva Samiti, at Baliguda, Distt. Kandhmal, Orissa

For the year: 2013-14

Name of Project :- Hostel for ST students

Location of Hostel :- Rebingia, Distt. Kandhmal, Orissa

No. of studetns for which grant is calculated :- 100

S.NO	Approved items of expenditure as per financial Norms	Expdr reported for 2013-14	Admissible grant for 2013-14 for 100 students
1	Warden (1) @ Rs.4000/-(pm)	60000	48000
2	Part time Teacher (2) @ Rs. 3000/- p.m.	96000	72000
3	Peon-cum-sweeper-(1) @ Rs.2500/-(p.m.)	36000	30000
4	Cooks -(2) @ Rs.2500/-(p.m.) each	72000	60000
5	Helper to Cook (1) @ Rs.1500 per month	30000	18000
6	Watchman-cum-generator operator (1) @ Rs.2500/-(p.m.)	36000	30000
7	Aya (1) @ Rs.2500/- per month	36000	30000
8	Office Assistant-cum-Typist -(1) @ Rs.2000/-(p.m.)	48000	24000
9	Doctor -(Part-time) @ Rs.4,000/-(p.m.)	48000	48000
10	Part time accountant (1) @ Rs.2800 per month	60000	33600
11	Rent of Building @ Rs.5000/- p.m.as per revised norms & rent agreement, assessment certificate	48280	18000
12	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-	901370	660000
13	Medicine @ Rs.10000/-(p.a.)	15380	10000
14	Excursion @ Rs.20,000/-(p.a.)	23200	20000
15	Conveyance and TA for Staff Rs.8,000/-(p.a.)	10000	8000
16	Water & Electricity charges Rs.12000/-(p.a.)	21400	12000
17	Contingencies/office maintenance Rs.10,000/-(p.a.)	10120	10000
18	Cooking Charges Rs.20,000/-	25000	20000
19	Audit Fee Rs.4000/-(p.a.)	3000	3000
20	Cultural Expenses p.a. Rs.10000/-	10200	10000
21	Sport & Games Equipment's @ Rs.7500/- per annum	10000	7500
22	Clothing (3 Uniform sets per student) @ Rs.900/- p.a.	90400	90000
23	Books and Stationery: @ Rs.500/- per student	50830	50000
<b>Total</b>		<b>1741180</b>	<b>1312100</b>
10% NGOs contribution			131210
<b>Net admissible grant for the year 2013-14</b>			<b>1180890</b>



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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.

*January*

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