



F.No.22019/01/2013-NGO  
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.

Sub: Grant-in-Aid to *Sri Ramakrishna Advaita Ashrama, PO-Kalady, Distt-Ernakulam, Kerala-683 574* for maintenance & running of ongoing project of **Hostel** for 103 STs for the year 2014-15 as reimbursement of expenditure during the current financial year 2016-17.

Sir,

I am directed to refer to letter No.20728/PM/15/SCSTDD dated 11.11.2015 from the Government of Kerala, SC/ST Development (PM) Department to convey the sanction of the President of India for release of grants-in-aid of **Rs.13,39,485/-**(Rupees Thirteen Lakh Thirty Nine Thousand Four Hundred Eighty Five only) for the year 2014-15 as reimbursement of expenditure during the current financial year 2016-17 under the scheme of Grants-in-aid to voluntary organisations working for the welfare of Scheduled Tribes as per details of expenditure enclosed as Annexure I to *Sri Ramakrishna Advaita Ashrama, PO-Kalady, Distt-Ernakulam, Kerala-683 574* for maintenance and running of ongoing project *Hostel for ST students*. The grant-in-aid shall be subject to provisions of GFR-2005. Last grant for the year 2013-14 was released on reimbursement basis vide sanction order no. F.No.22019/01/2013-NGO dated 16.07.2015. Therefore, no utilization certificate is required in terms of Note 1 under Rule 212(1) of the GFRs. No utilization 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/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.

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.

*WMMR*

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.

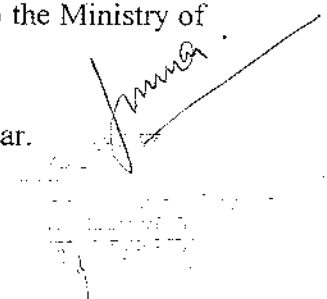
8. The grantee organisation has submitted utilisation certificate of the earlier grant and no utilisation certificate is pending against the grantee organisation under the scheme.

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

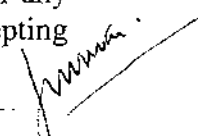
10. Other payments with regard to implementation of the project of Rs.10,000/- and above, is to be made through cheques by the implementing agency.

11. 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.
- 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.

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- 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.
  - 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.

  
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 Director  
 Ministry of Tribal Affairs  
 Government of India

- 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.

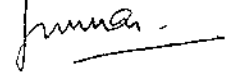
12. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.13,39,485/-** (Rupees Thirteen Lakh Fifty Thirty Nine Thousand Four Hundred Eighty Five only) for disbursement to the grantee institution through electronic mode of transfer to **Sri Ramakrishna Advaita Ashrama, PO-Kalady, Distt-Ernakulam, Kerala-683 574 in Account No.34971059730 in State Bank of India, Branch at Kalady, Kerala, IFSC Code SBIN0016859.**

13. 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.

14. The sanction is issued with the concurrence of Integrated Finance Division as communicated vide Dy.No.867/JS&FA/16 dated 27.4.2016. The pattern of assistance governing grant-in-aid has received the approval of the Ministry of Finance.

15. Certified that this sanction has been noted at Sl.No. 1 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, Ramakrishna Advaita Ashrama, PO-Kalady, Distt-Ernakulam, Kerala-683574.
2. The Director of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, SC/ST Development Department, Govt. of Kerala, Thiruvananthapuram. (with the request to inspect the organisation and submit the Inspection Report within 6 months)
4. The Director, Tribal Research Institute, Govt. of Kerala, Thiruvananthapuram.
5. The Deputy Commissioner, District- Ernakulam, Kerala.
6. The District Tribal Welfare Officer, District-Ernakulam, Kerala.
7. Chief Controller of Accounts, Ministry of Tribal Affairs, New Delhi.
8. Bill Copy/Sanction Folder.
9. IFD, Ministry of Tribal Affairs
10. The Resident Commissioner, Govt. of Kerala, Kerala Bhawan, New Delhi.
11. Auditor General, Accountant General Office, Govt. of Kerala, Thiruvananthapuram.
12. The Director, NIC with request to upload this sanction letter on the website of the Ministry

Sanction Order.No.22019/01/2013-NGO

Calculation admissible grants for Hostel:

Organisation :Sri Ramakrishna Advaita Ashram, PO- Kalady, Distt- Ernakulam, Kerala

Project Name-**Hostel**

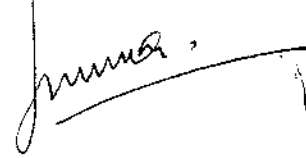
No. of students for which grants-in-aid is calculated –103 ST Students

S.NO	Approved items of expenditure as per financial Norms	Expdr reported for 2014-15	Admissible grant for 2014-15 for 103 students
<b>Non-recurring (once in five years)</b>			
1	Cooking Vessels and Utensils	0	0
2	Furniture & Fixtures	0	0
3	Bedding materials @ Rs.600/- per students	0	0
4	Generator (as per approved dealer's rate)	0	0
<b>Total non-recurring</b>		<b>0</b>	<b>0</b>
<b>Recurring</b>			
5	Warden (1) @ Rs.4000/-(pm)	54240	48000
6	Part time Teacher (2) @ Rs. 3000/- p.m.	106361	72000
7	Peon-cum-sweeper-(1) @ Rs.2500/-(p.m.)	66600	30000
8	Cooks -(2) @ Rs.2500/-(p.m.) each	184813	60000
9	Helper to Cook (1) @ Rs.1500/- per month	96502	18000
10	Watchman-cum-generator operator (1) @ Rs.2500/-(p.m.)	64643	30000
11	Aya (1) @ Rs.2500/- per month	51996	30000
12	Office Assistant-cum-Typist -(1) @ Rs.2000/-(p.m.)	60648	24000
13	Doctor -(Part-time) @ Rs.4,000/-(p.m.)	48000	48000
14	Part time accountant (1) @ Rs.2800 per month	45776	33600
<b>Total Salary</b>		<b>779579</b>	<b>393600</b>
15	Maintenance of Building @ 30% of Rs.5000/- per month as pre norms	145584	18000
16	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-	1287030	679800
17	Medicine @ Rs.10000/-(p.a.)	15158	10300
18	Excursion @ Rs.20,000/-(p.a.)	37988	20600
19	Conveyance and TA for Staff Rs.8,000/-(p.a.)	20442	8000
20	Water & Electricity charges Rs.12000/-(p.a.)	97843	12360
21	Contigencies/office maintenance Rs.10,000/-(p.a.)	23564	10000
22	Cooking Charges Rs.20,000/-p.a.	259786	20600
23	Audit Fee Rs.4000/-(p.a.)	5000	4000
24	Cultural Expenses Rs.10000/-p.a.	11060	10300
25	Sport & Games Equipment's @ Rs.7500/- per annum	10057	7725
26	Clothing (3 Uniform sets per student) @ Rs.900/-p.a.	218843	92700
27	Books and Stationery: @ Rs.500/- per student	26283	51500
<b>Total</b>		<b>2158638</b>	<b>945885</b>
<b>Grand Total</b>		<b>2938217</b>	<b>1339485</b>

Net admissible amount for the year 2014-15	1339485
Less 10% contribution from NGO (Scheduled Area)	0
Net approved grants-in-aid for 2014-15	1339485
Less unspent balance	0
<b>Net admissible grants for the year 2014-15 (Full &amp; Final instalement)</b>	<b>1339485</b>
on reimbursement basis	

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.



(जीवन)  
(JEEVAN)  
संस्कृत विभाग/उप  
जलपान/पेय  
Ministry of  
आरोग्य विभाग  
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