



F.No.22013/02/2011-NGO(Pt)  
Government of India  
Ministry of Tribal Affairs

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

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

**Subject:** Grant-in-Aid to R.K Mission Ashrama, Ulubari, Guwahati, Assam for running ongoing projects *Hostel, Mobile Dispensary and Library* for the years 2013-14 & 2014-15 (Mobile dispensary), 2014-15 (Hostel) and 2014-15 (Library) towards full and final *on reimbursement basis* during the current financial year 2016-17.

Sir,

I am directed to convey the sanction of the President of India for Grants-in-aid of **Rs.19,91,606/- (Rupees Nineteen Lakh Ninety one Thousand Six Hundred Six only)** towards full & final instalment for the years 2013-14 & 2014-15 (Mobile dispensary), 2014-15 (Hostel) and 2014-15 (Library) on reimbursement of expenditure during the current financial year 2016-17 as per details of Expenditure enclosed as Annexure-I.A to I.D, after adjusting an excess amount Rs. Nil/- to *Ramakrishna Mission Ashrama, RK Mission Road, Ulubari, Guwahati-781 007, Assam* for maintenance and running of ongoing projects of *Hostel, Mobile Dispensary and Library* under the scheme of Grants-in-aid to voluntary organizations working for the welfare of scheduled tribes. Last grant for the year 2013-14 was released on reimbursement basis vide sanction order no. F.No.22013/02/2011-NGO dated 27<sup>th</sup> March, 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.

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.

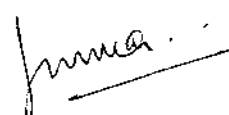
7. The accounts of the organisation shall be audited from Chartered Accountants of its own choice.

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

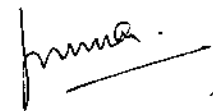
9. Other payments with regard to implementation of the project of Rs.10,000/- and above, is to be made through cheques by the implementing agency.

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.



- 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 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.



- 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.
- 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.19,91,606/- (Rupees Nineteen Lakh Ninety one Thousand Six Hundre Six only)** towards full and final *instalment for the years 2013-14 & 2014-15 (Mobile dispensary), 2014-15 (Hostel) and 2014-15 (Library) as a reimbursement of expenditure* during the current financial year 2016-17 for disbursement to the grantee institution through electronic mode of transfer to *Ramakrishna Mission Ashrama, RK Mission Road, Ulubari, Guwahati-781 007, Assam in Account No.10119237965 in State Bank of India, Branch at Vinobanagar Branch, PO-Gopinath Nagar, Guwahati, Assam and IFSC Code SBIN0009150.*

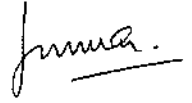
12. The expenditure is debitable to the Demand No. 89 Ministry of Tribal Affairs Major Head "2225" Welfare of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities: 02-Welfare of Scheduled Tribes (Sub-Major Head), 796 Tribal Area Sub Plans (Minor Head) – 13 Umbrella Scheme for Development 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

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13. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their Dy.No. 1241/JS&FA dated 27/4/2016. 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. 08 in the register of grant.

Yours faithfully,



(Jeewan Kumar)

Under Secretary to the Government of India

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

1. The Secretary, Ramakrishna Mission Ashrama, RK Mission Road, Ulubari, Guwahati-781 007, Assam.
2. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, Department of WPT & BC, Govt. of Assam, Dispur, Guwahati-06. (with the request to inspect the organisation and submit the Inspection Report within 6 months)
4. The Director, Tribal Research Institute, Government of Assam.
5. The Deputy Commissioner, **District- Kamrup, Guwahati, Assam.**
6. The District Tribal Welfare Officer, **District-Kamrup, Guwahati, Assam.**
7. Chief Controller of Accounts, Ministry of Tribal Affairs, New Delhi.
8. Bill Copy/Sanction Folder.
9. I.F.D.
10. The Resident Commissioner, Govt. of Assam. Assam Bhawan, New Delhi.
11. Accountant General, Accountant General's Office, Govt. of Assam, Guwahati.
12. The Directro, NIC with the request to post this website on the official website of this Ministry.

## ANNEXURE-I (A)

Organisation: Ramakrishna Mission Ashrama, Ulubari, Guwahati, Assam  
Project-Mobile Dispensary

S.No	Item of expenditure	Expr. report 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	72980	30000
5	Helper/hadiman (1) @ Rs.1500/- p.m.	43420	18000
<b>Total honorarium</b>		<b>374400</b>	<b>306000</b>
6	Fuel (POL) @ Rs.12,000/- per month (plain area)	159385	144000
7	Drugs Rs.2,00,000/- per annum	200130	200000
8	Contingencies/Misc. expdtr Rs.10000/-(p.a.)	13556	10000
9	Audit Fees Rs.4000/-	4000	0
10	Maintenance & Repairs of Vehicle and Medical equipments Rs.30000/-pa	30213	30000
11	Advertisement & Publicity Rs.7500/-pa	0	0
12	Daily Allowence for visiting medical team on duty beyond 16 K.M. from office for while day @ Rs.5000/- per month	67264	60000
<b>Grand Total</b>		<b>858948</b>	<b>750000</b>
Less 10% contribution from NGO			75000
<b>Net admissible grant for the year 2013-14</b>			<b>675000</b>

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Organisation: Ramakrishna Mission Ashrama, Ulubari, Guwahati, Assam  
PROJECT -Hostel

S.N 0	Approved items of expenditure as per financial Norms	Expr. report for 2014-15	Admissible grant for 2014-15 for 32 students
<b>Recurring</b>			
1	Warden (1) @ Rs.4000/-(pm)	0	0
2	Part time Teacher (1) @ Rs.3000/- each p.m.	36000	36000
3	Peon-cum-sweeper-(1) @ Rs.2500/-(p.m.)	45220	30000
4	Cooks -(1) @ Rs.2500/-(p.m.) each	78940	30000
5	Helper to Cook (1) @ Rs.1500 per month	37570	18000
6	Watchman-(1) @ Rs.2500/-(p.m.)	49420	30000
7	Aya (1) @ Rs.2500/- per month	0	0
8	Office Assistant-cum-Typist -(1) @ Rs.2000/-(p.m.)	33600	24000
9	Doctor -(Part-time) (1)@ Rs.4,000/-(p.m.)	48000	48000
10	Part time accountant (1) @ Rs.2800 per month	85308	33600
<b>Total Salary</b>		<b>414058</b>	<b>249600</b>
11	Maintenance of Building @ 30% of Rs.6000/- per month for other town(as per pre-revised norms in absence of rent assessment certificate)	29109	21600
12	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-	215623	211200
13	Medicine @ Rs.10000/-(p.a.)	3339	3200
14	Excursion @ Rs.20,000/-(p.a.)	6400	6400
15	Conveyance and TA for Staff Rs.8,000/-(p.a.)	2625	2560
16	Water & Electricity charges Rs.12000/-(p.a)	75661	12000
17	Contingencies/office maintenance Rs.10,000/-(p.a.)	3590	3200
18	Cooking Charges Rs.20000/-pa	74807	6400
19	Audit Fee Rs.4000/-(p.a.)	4000	4000
20	Cultural Expenses p.a. Rs.10000/-	4710	3200
21	Sport & Games Equipment's Rs.7500/pa	2440	2400
22	Clothing 3 Uniform sets per student) @ Rs.900/-p.a.	44466	23035
23	Books and Stationery: @ Rs.500/- per student	16527	16000
<b>Total</b>		<b>897355</b>	<b>564795</b>
Less 10% contribution from NGO			56479
<b>Net admissible grant for the year 2014-15</b>			<b>508316</b>

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Organisation: Ramakrishna Mission Ashrama, Ulubari, Guwahati, Assam  
**Project-Mobile Dispensary**

S.No	Item of expenditure	Expr. report for 2014-15	Admissible amount for 2014-15
1	Doctor (1) @ Rs.15,000/- per month	181100	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	51380	30000
5	Helper/hadiman (1) @ Rs.1500/- p.m.	27820	18000
<b>Total honorarium</b>		<b>338300</b>	<b>306000</b>
6	Fuel (POL) @ Rs.12,000/- per month (plain area)	147367	144000
7	Drugs Rs.2,00,000/- per annum	200450	200000
8	Contingencies/Misc. expdtr Rs.10000/-(p.a.)	10659	10000
9	Audit Fees Rs.4000/-	4000	0
10	Maintenance & Repairs of Vehicle and Medical equipments Rs.30000/-pa	30089	30000
11	Advertisement & Publicity Rs.7500/-pa	0	0
12	Daily Allowence for visiting medical team on duty beyond 16 K.M. from office for while day @ Rs.5000/- per month	62618	60000
<b>Grand Total</b>		<b>793483</b>	<b>750000</b>
Less 10% contribution from NGO			75000
<b>Net admissible grant for the year 2014-15</b>			<b>675000</b>

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Organisation: Ramakrishna Mission Ashrama, Ulubari, Guwahati, Assam

Project: Library

S.No	Item of expenditure	Expr. for 2014-15	Admissible amount for 2014-15
1	Librarian @ Rs.3500/-pm(1)	42000	42000
2	Peon cum attendant @ Rs.2500/-pm(1)	45630	30000
3	Part time Accountant-cum Typist @ Rs.1500/- (1)	18000	18000
4	Watchman @ Rs.2500/-pm (1)	43760	30000
<b>Total honorarium</b>		<b>149390</b>	<b>120000</b>
5	Maintenance of Building @ 30% of rent Rs.2000/- pm for other town (as per pre-revised norms in absence of rent assessment of PWD/ CPWD)	9180	7200
6	Water & Electricity Rs.5000/- p.a.	26161	5000
7	News Papers, Magazine @ 700/- p.m.	14484	8400
8	Library maintenance/ Contingency Rs.2500/-p.a.	2582	2500
9	Books Rs.5000/-p.a.	5127	5000
10	Audit Fees Rs.2500/-p.a.	2500	0
<b>Grand Total</b>		<b>209424</b>	<b>148100</b>
Less 10% contribution from NGO			14810
<b>Net admissible grant for the year 2014-15</b>			<b>133290</b>

**Summary of Admissible grant for the year 2013-14 and 2014-15**

Name of the project	Year of which GIA released	Total admissible Grants in aid
Mobile Dispensary	2013-14	675000
Hostel	2014-15	508316
Mobile Dispensary	2014-15	675000
Library	2014-15	133290
<b>Grand total: Grant in aid for the year 2013-14 and 2014-15</b>		<b>19,91,606</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.

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