

F.No.22011/03/2015-NGO  
Government of India  
Ministry of Tribal Affairs

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

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

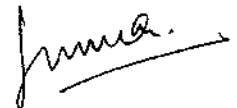
Subject:-Grant-in-Aid as recurring grant to **Andhra Pradesh Tribal Welfare Residential Educational Institution Society (APTWREIS), (GURUKULAM), Hyderabad** for maintenance and running of ongoing projects of 2 Residential Schools (Primary level) (Gurukulam at i) Guduru/Chennuru, Nellore District and ii) Railway Kodur, Kadapa Distt in Andhra Pradesh towards **full & final instalment for the year 2014-15** on reimbursement basis during the year 2016-17 under the **Scheme 'Grant in aid to VOs working for the welfare of STs'**.

Sir,

I am directed to refer to Letter letter No. 10578/TW.Edn.2/2013 dated 20.2.2015 from the Government of Andhra Pradesh, Tribal Welfare Department and to convey the sanction of the President of India for Grants-in-aid of **Rs.32,23,952/- (Rupees Thirty Two Lakh Twenty Three Thousand Nine Hundred Fifty Two only)** towards full & final installment for the year 2014-15 as reimbursement of expenditure during the current financial year 2016-17 to **Andhra Pradesh Tribal Welfare Residential Educational Institution Society (APTWREIS), (GURUKULAM), Hyderabad** as recurring grant for maintenance and running of ongoing projects of 2 Residential Schools (Primary level) (Gurukulam at i) Guduru/Chennuru, Nellore District and ii) Railway Kodur, Kadapa Distt in Andhra Pradesh for the year 2014-15 during the current financial year 2016-17. The details of expenditure are enclosed as Annexure-I.

2. Since the Grant-in-aid is being sanctioned as reimbursement on the basis of actual expenditure incurred, there is no need for submission of utilization certificate for the year 2013-14, as provided in GFR 212. No utilisation certificate is due for rendition. The list of documents to be maintained as per GFR is indicated in Annexure-II.

3. 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 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 organisation should execute bonds in a prescribed format that they themselves jointly and severally:-

- (i) abide by the conditions of the grants-in-aid by the target dates, if any, specified therein; and
- (ii) 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
- (iii) abide by any other conditions specified in the agreement governing the grants-in-aid.

5. The grantee institutions/organizations shall observe the reservations for Scheduled Caste, Scheduled Tribes and Other Backward Class persons in posts and services under its control on the lines indicated by the Government of India.

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. Utilisation certificate in the prescribed form under GFR-19A duly signed by the competent authority relating to previous grants is enclosed herewith.

10. **Refund of Unspent Balance:** The Unspent balance, if any, will be surrendered to the Ministry of Tribal Affairs.

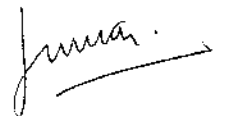
11. **Recurring Grant:** The Unspent Balance from this grant/installment will be adjusted from the subsequent grant.

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

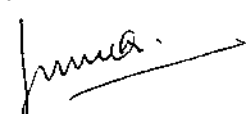
13. Other payments with regard to implementation of the project of Rs.10,000/- and above, is to be made through cheques by the implementing agency.

14. 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 fulfil 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 the sole discretion of the 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 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.
- e) 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.
- f) 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.
- g) 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.
- h) 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 organization as a whole for the year.
- i) The organization shall submit performance-cum-achievement report(s) every six months on the project for which it received Grants-in-aid in the prescribed format.
- j) 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.
- k) 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.



- l) 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.
- m) 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.
- n) At the time of renewal of the project any unspent balance out of this grant shall be adjusted by the Ministry in the subsequent admissible grants due.
- o) 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.
- p) 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.
- q) The release of the last instalment of the annual grants will be conditional upon the grantee institutions to provide reasonable evidence of proper utilization of instalment released earlier during the year.
- r) 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.
- s) 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.
- t) Provisions of General Financial Rule 150(2)(a) would be applicable where the voluntary organization are being provided assistance for the prescribed amount.
- u) 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.

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v) 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.

w) 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.

x) That the organisation shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department.

y) That the organisation shall not charge any fees from the beneficiaries.

z) In case of new projects, the organisation 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 organisation in their bank account.

aa) The organisation shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants.

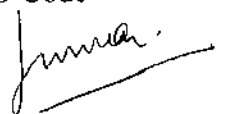
bb) In the event of a Court Case, the organisation shall not be entitled to any grant-in-aid till the matter is pending in the Court of Law; the Ministry shall not be responsible for any legal/intellectual/contractual disputes between VO/NGO and a third party. By accepting the grant, the recipient accepts this condition.

**cc) For all disputes involving Ministry of Tribal Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi.**

dd) The organisation shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

ee) The grantee organisation shall voluntarily disclose the assets created, facilities developed and activity undertaken through this grant before the Gram Sabha concerned.

15. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.32,23,952/- (Rupees Thirty Two Lakh Twenty Three Thousand Nine Hundred Fifty Two only)** for disbursement to the grantee institution through Electronic transfer to Andhra Pradesh Tribal Welfare Residential Educational Institution Society(APTWREIS), (GURUKULAM), an autonomous institute of the State Government of Andhra Pradesh, DSS Bhawan, 2<sup>nd</sup> Floor, Masab Tank, Hyderabad, Andhra Pradesh, in Saving Bank Account No.62003219202 in State Bank of Hyderabad, Branch at DSS Bhawan, Masab Tank, Hyderabad-5000028. IFSC Code No.SBHY0021026.

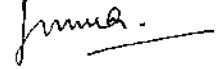


16. The expenditure is debitable to the Demand No. 89 Ministry of Tribal Affairs Major Head "2225" Welfare of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities: 02-Welfare of Scheduled Tribes (Sub-Major Head), 796 Tribal Area Sub Plans (Minor Head) – 13 Umbrella Scheme for Development of STs: Van Bandhu Kalyan Yojana: 02-Aid to Voluntary Organizations working for the welfare of Scheduled Tribes: 13.02.31 Grants-in-Aid General (Plan) for the year 2016-17.

17. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their Dy.No.5893/JS&FA/2016 dated 27.4.2016. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

18. Certified that this sanction has been noted at Sl.No.05 in the register of grant.

Yours faithfully,

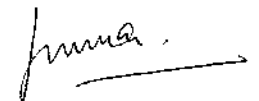


(Jeewan Kumar)

Under Secretary to the Government of India

Copy for information and necessary action: -

1. The Secretary Andhra Pradesh Tribal Welfare Ashram & Residential Educational Institution Society (APTWAREIS), (GURUKULAM), an autonomous institute of the State Government of Andhra Pradesh, DSS Bhawan, 2<sup>nd</sup> Floor, Masab Tank, Hyderabad, Andhra Pradesh.
2. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
3. Accountant General, Accountant Generals' Office, Govt. of Andhra Pradesh, Hyderabad.
4. The Principal Secretary, Social Welfare Department, Government of Andhra Pradesh (with the request to inspect the organization and submit a Inspection Report within 6 months)
5. The Director, Tribal Research Institute, Government of Andhra Pradesh, Hyderabad
6. The Deputy Commissioner, District-(as per Annexure-I) Andhra Pradesh, Hyderabad
7. The District Social Welfare Officer, District--(as per Annexure-I) Andhra Pradesh, Hyderabad.
8. Bill Copy/Sanction Folder.
9. The Resident Commissioner, Govt. of Andhra Pradesh, Andhra Pradesh Bhawan, New Delhi.
10. I.F.D Wing w.r.t. Dy. No. 5893 /JS&FA/2016 dated 27.4.2016.
11. The Accountant General, Accountant General Office, Govt. of Andhra Pradesh, Hyderabad.
12. The Chief Controller of Accounts, Ministry of Tribal Affairs, New Delhi.
13. PPS to Secretary, Ministry of Tribal Affairs.
14. The Director, NIC with request to upload the sanction letter on the website of this Ministry.



(Jeewan Kumar)

Under Secretary to the Government of India

**Annexure-I**  
Sanction order no. 22011/03/2015-NGO

Organisation: Andhra Pradesh Tribal Welfare Residential Educational Institution Society, AP

Project: Residential School (Primary) at Chennoor/Gudur, Nellore Distt.

Number of beneficiaries claimed in the organisation- 149 ST students

No. of students for which grants-in-aid is calculated – 149 ST students

S.No	Approved items of expenditure as per financial norms (calculation @ for 100 ST students)	Expdtr reported for 2014-15	Admissible grant for 2014-15 for 149 ST Students
<b>Recurring</b>			
1	Head Master/ Mistress (1) (Primary School) @ Rs.5,000/- per month		
2	Warden (1) @ Rs.4,000/- per month		
3	Teacher (Primary) (5) @ Rs.4000/- pm		
4	Peon (1) @ Rs.2500/- pm		
5	Cooks (2) @ Rs.2500/- pm (for 1 cook)		
6	Watchman (1) @ Rs.2500/- pm		
7	Office Assistant-cum-typist (1) @ Rs.2800/- pm		
8	Doctor (1) –(Part-time) @ Rs.4000/-p.m.		
9	Helper to Cook (1) @ Rs.1500/-pm		
10	Aya (1) @ Rs.2500/- p.m.		
11	Sweeper -(2) @ Rs.1800/-(p.m.) (for 1 sweeper)		
12	Accountant -(1) @ Rs.3500/- pm		
13	Physical Instructor /Games Teacher(1) @ Rs.4000/-pm		
	<b>Total Salary</b>	<b>509799</b>	<b>509799</b>
14	Maintenance of building (own building)	2820	2820
15	Diet Charges for 10 months @ Rs.660 -p.m. per student 100 students (for 149 students)	769252	769252
16	Medicine @ Rs.10000/-(p.a.)	2159	2159
17	Washing Charges (per student) @ Rs.200/-(p.a.)	0	0
18	Excursion @ Rs.20,000/-(p.a.)	0	0
19	Conveyance and TA for Staff Rs.10,000/-(p.a.)	5535	5535
20	Water & Electricity charges Rs.15000/-(p.a.) for 149 students	42605	22350
21	Contingencies/office maintenance Rs.15,000/-(p.a.)	19885	15000
22	Cooking Charges Rs.20000/- p.a.	0	0
23	Audit Fee Rs.4000/-(p.a.)	0	0
24	Cultural Expenses p.a. Rs.15000/- p.a.	840	840
25	Sport & Games Equipment's Rs.7500/- p.a.	0	0
26	Clothing (3 Uniform sets per student) @ Rs.900/-p.a.	15500	0
27	Books and Stationery: @ Rs.750 - per student.p.a.	5075	5075
	<b>Total</b>	<b>863671</b>	<b>823031</b>
	<b>Grand Total</b>	<b>1373470</b>	<b>1332830</b>

Net admissible amount for the year 2014-15	1332830
Less 10% contribution from Society	133283
Net admissible grants for the year 2014-15 on reimbursement basis (Full & Final instalment)	1199547

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OFFICE OF THE  
DIRECTOR  
Tribal Welfare Residential Educational Institutions  
Nellore District  
Nellore

Organisation: Andhra Pradesh Tribal Welfare Residential Educational Institution Society, AP

Project: Residential School, at Railway Kodur(M), Kadapa Distt.

Number of beneficiaries claimed in the organisation-228 ST students

No. of students for which grants-in-aid is calculated - 228 ST students

S.No	Approved items of expenditure as per Financial Norms (calculation <i>a</i> for 100 ST students)	Expdtr reported for 2014-15	Admissible grant for the year 2014-15 for 228 ST Students
<b>Recurring</b>			
1	Head Master/ Mistress (1) (Primary School) <i>a</i> Rs.5,000/- per month	639299	639299
2	Warden (1) <i>a</i> Rs.4,000/- per month		
3	Teacher (Primary) (6) <i>a</i> Rs.4000/- pm (for 8 teachers)		
4	Peon (1) <i>a</i> Rs.2500/- pm		
5	Cooks (2) <i>a</i> Rs.2500/- pm (for 1 cook)		
6	Watchman (1) <i>a</i> Rs.2500/- pm		
7	Office Assistant-cum-typist (1) <i>a</i> Rs.2800/- pm		
8	Doctor (1) - (Part-time) <i>a</i> Rs.4000/- p.m.		
9	Helper to Cook (1) <i>a</i> Rs.1500/- pm		
10	Aya (1) <i>a</i> Rs.2500/- p.m.		
11	Sweeper -(2) <i>a</i> Rs.1800/- (p.m.) (for 1 sweeper)		
12	Accountant -(1) <i>a</i> Rs.3500/- pm		
13	Physical Instructor /Games Teacher(1) <i>a</i> Rs.4000/- pm		
Total Salary		639299	639299
14	Maintenance of building (town building)	11749	11749
15	Diet Charges for 10 months <i>a</i> Rs.660/- p.m. per student 100 students (for 228 students)	1545199	1504800
16	Medicine <i>a</i> Rs.10000/- (p.a.)	5146	5146
17	Washing Charges (per student) <i>a</i> Rs.200/- (p.a.)	0	0
18	Excursion <i>a</i> Rs.20,000/- (p.a.)	0	0
19	Conveyance and TA for Staff Rs.10,000/- (p.a.)	20730	10000
20	Water & Electricity charges Rs.15000/- (p.a.) for 228 students	147455	34200
21	Contingencies/office maintenance Rs.15,000/- (p.a.)	71868	15000
22	Cooking Charges Rs.20000/- p.a.	0	0
23	Audit Fee Rs.4000/- (p.a.)	0	0
24	Cultural Expenses p.a. Rs.15000/- p.a.	7905	7905
25	Sport & Games Equipment's Rs.7500/- p.a.	0	0
26	Clothing (3 Uniform sets per student) <i>a</i> Rs.900/- p.a.	21240	21240
27	Books and Stationery: <i>a</i> Rs.750/- per student, p.a.	0	0
Sub total		1831292	1610040
Grand Total		2470591	2249339

60000
0
384000
30000
50000
30000
33600
48000
18000
30000
21600
42000
0
727200

Grant in aid for the year 2014-15

Net admissible amount for the year 2014-15	2249339
Less 10% contribution from Society	224934
Net admissible grants for the year 2014-15 on reimbursement basis (Full & Final instalment)	2024405

Grants for 2 projects for the year 2014-15 on reimbursement basis


1.	Grant in aid for Residential School (Primary) for 149 ST students at Chennoor/ Gudur, Nellore Distt	1199547
2.	Grant in aid for Residential School (Primary) for 228 ST students at Railway Kodur(M), Kadapa Distt	2024405
Total Rs.		32,23,952/-

*June*



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.

  
JEE  
सचिव  
विभागाध्यक्ष  
विश्वविद्यालय  
मुंबई