



F.No.22026/02/2011-NGO (Vol.I)  
Government of India  
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001  
Dated the 15<sup>th</sup> February, 2017

To

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

**Subject:** Grant-in-Aid towards full & final instalment for the year 2015-16 to Ramakrishna Mission, Puri, Odisha for running & maintenance of ongoing project Hostel for 70 ST students and Typing Training Centre for 30 ST students at Chandan Hajuri Road, Puri on reimbursement basis during current financial year 2016-17 under the scheme of "Grants-in-aid to voluntary organizations working for the welfare of scheduled tribes".

Sir,

I am directed to refer to letter no. 1285/SSD, STSCD-NGO-MEET-0003-2013 dated 22.01.2016 from the Government of Odisha, ST & SC Development Department on the subject mentioned above and to convey the sanction of the President of India and to release Grant-in-aid of Rs.10,69,764/- (**Rupees Ten Lakhs Sixty Nine Thousand Seven Hundred Sixty Four only**) towards full & final instalment for the year 2015-16 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 Ramakrishna Mission, Puri, Odisha for running & maintenance of ongoing project of Hostel for 70 ST students and Typing Training Centre for 30 ST students at Chandan Hajuri Road, Puri. The last grant for the year 2014-15 amounting to Rs.10,65,285/- was released during 2015-16 vide Sanction Order No.22026/02/2011-NGO(Vol.I) dated 09.07.2015 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 and terms & conditions of scheme. 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 2015-16 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.

(रेमा शर्मा)  
(REEMA SHARMA)  
अवर सचिव/Under Secretary  
जनजातीय कानून न-आलय  
Ministry of Tribal Affairs  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

4. The grantee organization has certified that all the terms & conditions incorporated in the last sanction order have been complied with, and if any violation of the conditions comes to the notice of the Ministry, the grantee institution shall be liable for legal action.

5. The members of the executive committee of the grantee organization has executed bond 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.

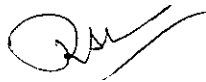
6. Institutions/organizations receiving grants should, irrespective of the amount involved, be required to maintain subsidiary accounts of the Government grant and furnish to the Accounts Officer a set of audited statement of accounts. These audited statements of accounts should be required to be furnished after utilization of the grants-in-aid or whenever called for. The audited statements of accounts have been submitted by the organization.

7. The accounts of the organisation have been audited by Chartered Accountants of its own choice and in this case by M/s N.R.Saha & Co., Chartered Accountants, Suite No.N106, 108/7, Maniktala Main road, Kolkata.

8. Provisions of General Financial Rule 211(2)(a) would be applicable where the voluntary organization are being provided assistance for the prescribed amount

9. The grant in aid is sanctioned under the scheme subject to fulfillment of following terms & conditions of the scheme by the VO/NGO and the organization has certified that all the terms & conditions mentioned in the last sanction order have been complied with:-

- 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 grantee institutions/organization shall make reservations for the Scheduled Caste, Scheduled Tribes and Other Backward Class persons in posts and services under its control on the lines of the instructions issued by the Government of India and as amended from time to time.
- c) Salary of Staff: Salary/honorarium of staff involved in implementation of the project is to be paid through cheque/bank only.
- d) 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.



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- e) 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.
- f) 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.
- g) That the Ministry is/ shall not be liable for any kind of payment to the temporary/regular employees appointed by the organisation 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 have the accounts of the grant-in-aid audited either by Govt Auditor or Chartered Accountant (M/s N.R.Saha & Co., Chartered Accountants, Suite No.N106, 108/7, Maniktala Main road, Kolkata), and supplied the copy of the following audited accounts together with utilization certificate, to the Ministry of Tribal Affairs :-
- 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.
- i) 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.
- 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.



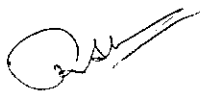
(RESHMA SHARMA)  
 (RESHMA SHARMA)  
 OFFICIAL  
 Ministry of Tribal Affairs  
 Government of India  
 New Delhi

- n) 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.
- o) 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 has been furnished to the Ministry, along with the audited accounts.
- p) 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.
- q) 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.
- r) The organization shall 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.
- s) 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.
- t) 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.
- u) That the organisation shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department.
- v) That the organisation shall not charge any fees from the beneficiaries.
- w) The organisation shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants.

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

10. 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.

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



(रीमा शर्मा)  
(REEMA SHARMA)  
अवर सचिव/Under Secretary  
जनजातीय मामलात केंद्र  
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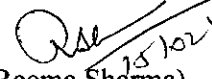
12. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.10,69,764/- (Rupees Ten Lakhs Sixty Nine Thousand Seven Hundred Sixty Four only)** for disbursement to the grantee institution through electronic mode of transfer to Ramakrishna Mission, Puri, Odisha in **Account No.32865808063** in **State Bank of India**, Branch at Main Branch A.H.Marg, Puri-752 001 and IFSC Code **SBIN0000158** directly.

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 communicated vide their Dy.No.3153/JS&FA/2017 dated 10.02.17. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

15. Certified that this sanction has been noted at Sl.No.160 in the register of grant.

Yours faithfully,



(Reema Sharma)

Under Secretary to the Govt. of India

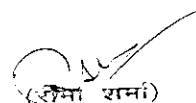
(Reema Sharma) (MA)  
अवर सचिव / Under Secretary  
जनजातीय कार्य मंत्रालय  
Ministry of Tribal Affairs  
भारत सरकार, नई दिल्ली  
New Delhi

Copy for information and necessary action.

1. The Secretary, Ramakrishna Mission, Puri, Odisha
2. The Secretary, Tribal Development Department, Govt. of Odisha, Bhubneswar, Odisha. (with the request to inspect the organization and submit a Inspection Report within 6 months).
3. The Director of Audit, Central Revenues, I.P. Estate, New Delhi.
4. Accountant General, Accountant General's Office, Govt. of Odisha, Bhubneswar.
5. The Commissioner, Tribal Development Department, Govt. of Odisha, Bhubneswar.
6. Director, TCR&I, Govt. of Odisha, Bhubneswar.
7. The Resident Commissioner, Govt. of Odisha, Odisha Bhawan, New Delhi.
8. Integrated Finance Division (IFD).
9. Bill Copy/Sanction Folder.
10. Director Tribal Research Institute, Govt. of Odisha, Bhubneswar.
11. The Deputy Commissioner, District-Puri, Odisha.
12. The District Tribal Welfare Officer, District-Puri, Odisha.
13. The Chief Controller of Accounts, Ministry of Tribal Affairs.
14. The Director, NIC, Ministry of Tribal Affairs with request to upload this sanction letter on the website of the Ministry.

Name of the organisation-Ramakrishna Mission Ashrama, Puri, Orissa  
PROJECT – Hostel  
Number of beneficiaries claimed in the organisation-70

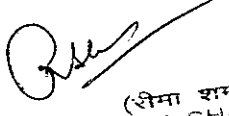
Number of beneficiaries claimed in the organisation-70			
No. of students for which grants-in-aid is calculated –70 (Last year funded)			
Sl. No.	Approved items of expenditure as per financial Norms	Audited Expd. reported for 2015-16	Admissible grant for 2015-16 for 70 students
<b>Non-recurring items</b>			
1	Cooking vessels and utensils	0	0
2	Furniture's & Fixtures	0	0
3	Bedding materials per student @ Rs.600/- per Student	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)	77904	48000
6	Part time Teacher (2) @ Rs. 3000/- p.m.	72000	72000
7	Peon-cum-sweeper-(1) @ Rs.2500/-(p.m.)	44600	30000
8	Cooks -(2) @ Rs.2500/-(p.m.) each	119420	60000
9	Helper to Cook (1) @ Rs.1500 per month	46600	18000
10	Watchman-cum-generator operator (1) @ Rs.2500/-(p.m.)	43350	30000
11	Aya (1) @ Rs.2500/- per month.	43350	30000
12	Office Assistant-cum-Typist -(1) @ Rs.2000/-(p.m.)	99500	24000
13	Doctor -(Part-time)(1) @ Rs.4,000/-(p.m.)	54000	48000
14	Part time accountant (1) @ Rs.2800 per month	33600	33600
<b>Total Honorarium</b>		<b>634324</b>	<b>393600</b>
15	Maintenance of Building (own bldg) @ Rs.7000/- p.m. 30% of rent as per norms. (other town)	21600	21600
16	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-	605934	462000
17	Medicine @ Rs.10000/-(p.a.)	7039	7039
18	Excursion @ Rs.20,000/-(p.a.)	16295	16295
19	Conveyance and TA for Staff Rs.8,000/-(p.a.)	19021	8000
20	Water & Electricity charges Rs.12000/-(p.a.)	79634	12000
21	Contingencies/office maintenance/Misc. Rs.10,000/-(p.a.)	9643	9643
22	Cooking Charges Rs.20000/-(p.a.)	19476	14000
23	Audit Fee Rs.4000/-(p.a.)	4000	4000
24	Cultural Activities Rs.10000/-(p.a.)	7003	7000

  
 (REEMA SHARMA)  
 अवर सचिव/ Under Secretary  
 जनजातीय कानून मंत्रालय  
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25	Sport & Games Equipment's Rs.7500/p.a.	8980	5250
26	Clothing (3 Uniform sets per student) @ Rs.900/-p.a.	63000	63000
27	Books and Stationery: @ Rs.500/- per student p.a.	35000	35000
	<b>Total</b>	<b>896625</b>	<b>664827</b>
	<b>Grand Total</b>	<b>1530949</b>	<b>1058427</b>

**Calculation for the year 2015-16**

Net admissible amount for the year 2015-16	1058427
Less 10% contribution from NGO	105842
Net admissible grants-in-aid for 2015-16	952585
Less unspent balance	0
Net admissible grants for the year 2015-16 as full & final instt.	952584

  
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Name of NGO :RK Mission, Puri Orissa  
 Name of the project-**Typing & Shorthand Training Centre**  
 Number of beneficiaries for which grant is calculated-30

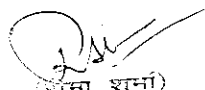
Number of beneficiaries for which grant is calculated-30			
Sl. No	Item of expenditure	Audited Expd. reported for 2015-16	Admissible grant for 2015-16 for 30 trainees
<b>Non recurring</b>			
1	Typewriter (10) nos.@ Rs.9000/per machine	0	0
2	Furniture	0	0
3	Black Board (2) nos,	0	0
4	Steel Almirah	0	0
<b>Total</b>		<b>0</b>	<b>0</b>
5	Project Supervisor (1) @ Rs.5000/- per month	0	0
6	Shorthand Instructor (1) @ Rs.4000 per month	0	0
7	Typing Instructor (1) @ Rs.4000 per month	100340	48000
8	Part-time Accountant-cum-Clerk (1) @ Rs.1500 per month	0	0
9	Watchman cum-cleaner (1) @ Rs.2000/- per month	37750	24000
<b>Total Salary</b>		<b>138090</b>	<b>72000</b>
10	Maintenance of Building (own bldg) @ Rs.3000/- p.m. 30% of rent as per norms. (other town)	9000	9000
11	Maintenance of machines Rs.4000/-(p.a.)	4000	4000
12	Electricity & Water Charges @ Rs.600/- per month	13271	7200
13	Audit FeesRs.4000/-p.a.	0	0
14	Stationary & Education material @ Rs.3000/- per month	36000	36000
15	Contingencies/Misc. Expenditure Rs.2000/- (per annum)	2251	2000
<b>Total</b>		<b>64522</b>	<b>58200</b>
<b>Grand Total</b>		<b>202612</b>	<b>130200</b>

**Calculation for the year 2015-16**

Net admissible amount for the year 2015-16	130200
Less 10% contribution from NGO	13020
Net admissible grants-in-aid for 2015-16	117180
Less unspent balance	0
<b>Net admissible grants for the year 2015-16 as full &amp; final instalment</b>	<b>117180</b>

**SUMMARY OF ADDMISSIBLE GRANT FOR 201516 (full & final instt.)**

<u>Name of the project</u>	<u>Admissible amount</u>
1 Hostel	952584
2 Typing Training Centre	117180
<b>Total</b>	<b>1069764</b>

  
 (REEMA SHARMA)  
 Under Secretary  
 Ministry of Social Justice and Empowerment  
 Government of India  
 New Delhi



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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