



F.No.22014/1/2000-NGO (Vol.XI)
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated the 06.03.2017

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 2014-15 to Bharat Sevashram Sangh (Jamshedpur Branch), Rivers' Meet Road, Sonari, East Singhbhum, Jamshedpur- 831011, Jharkhand for running & maintenance of ongoing project of **Residential School, Mobile Dispensary Unit "A" and "B", Knitting Weaving Centre and 20 bedded hospital at Sundergarh district, Odisha** 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. 5764/SSD, STSCD-NGO-MEET-0079-2015 dated 11.03.2015 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.66,67,725/- (Rupees Sixty Six Lakh Sixty Seven Thousand Seven Hundred Twenty Five only)** towards full & final instalment for the year 2014-15 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 Bharat Sevashram Sangh (Jamshedpur Branch), Rivers' Meet Road, Sonari, East Singhbhum, Jamshedpur-831011, Jharkhand for running & maintenance of ongoing project of **Residential School, Mobile Dispensary Unit "A" and "B", Knitting Weaving Centre and 20 bedded hospital at Sundergarh district, Odisha**. The last grant for the year 2013-14 amounting to Rs.67,38,105/- was released during 2015-16 vide Sanction Order No.22014/01/2000-NGO(Vol.XI) dated 30.03.2016 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 2014-15 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.


(REEMA SHARMA)
Under Secretary
Ministry of Tribal Affairs
Shastri Bhawan, 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 PSH & Associates, Odisha.

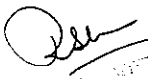
8. Provisions of General Financial Rule 211(2)(a) would be applicable where the voluntary organization are being provided assistance for the prescribed amount

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.


(रेमा शर्मा)
(REEMA SHARMA)
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Ministry of Health & Family Welfare
Government of India
New Delhi

- 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 PSH & Associates, Odisha), 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.


(REDACTED SIGNATURE)
Secretary
Ministry of Tribal Affairs
Govt. 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 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.
- 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.



Ministry of Tribal Affairs
Government of India
New Delhi

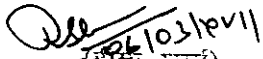
12. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.66,67,725/- (Rupees Sixty Six Lakh Sixty Seven thousand Seven Hundred Twenty Five only)** for disbursement to the grantee institution through electronic mode of transfer to Bharat Sevashram Sangh (Jamshedpur Branch), Rivers' Meet Road, Sonari, East Singhbhum, Jamshedpur- 831011, Jharkhand in **Account No.11728623064** in **State Bank of India**, Branch at Subdega Branch, P.O-Subdeba, Distt-Sundargarh and **IFSC Code SBIN0003380** directly.

13. The expenditure is debit 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.2707/JS&FA/2017 dated 04.03.2017. 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. 200 in the register of grant.

Yours faithfully,



(Reema Sharma) Secretary
Ministry of Tribal Affairs
Govt. of India
New Delhi

Under Secretary to the Govt. of India

Copy for information and necessary action.

1. The Secretary, Bharat Sevashram Sangh (Jamshedpur Branch), Rivers' Meet Road, Sonari, East Singhbhum, Jamshedpur- 831011, Jharkhand.
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-Sundergarh, Odisha.
12. The District Tribal Welfare Officer, District-Sundergarh, 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.


Organisation: BSS Sundergarh Odisha

PROJECT NAME-Residential School (Secondary/Primary) at Kurumkela, Distt. Sundergarh, Orissa

Total No. enrolled: 185

No. of students for which grants-in-aid is calculated -125 ST Students for 2014-15(as last year funded)

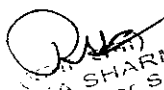
S.No.	Approved items of expenditure as per financial Norms	Expr. Report for the year 2014-15	As per last years Admissible grant for 125 ST Students 2014-15
1.	Head Master/ Mistress I (Secondary School) @ 5000/-pm	56200	56200
2	Warden (1) @ Rs.4000/-(pm)	36000	36000
3.	Teacher (7) @ Rs.4000/- p.m. primary	347657	297157
4.	Peon -(1) @ Rs.2500/-(p.m.)	29840	29840
5.	Cooks -(2) @ Rs.2500/-(p.m.) each	78000	60000
6.	Watchman-cum-Generator Operator (1) @ Rs.2500/-(p.m.)	30000	30000
7.	Office Assistant-cum-Typist -(1) @ Rs.2800/-(p.m.)	33600	33600
8.	Doctor -(Part-time) @ Rs.4,000/-(p.m.)	48000	48000
9.	Helper to Cook (1) @ Rs.1500/-(p.m.)	21600	18000
10.	Aya (1) @ Rs.2500/ p.m.	59335	30000
11.	Sweeper -(2) @ Rs.1800/-(p.m.)	43200	36000
12.	Accountant -(1) @ Rs.3500/-(p.m.)	42000	42000
13.	Physical Instructor /Games Teacher(1) @ Rs.4000/-(p.m.)	48000	48000
14.	30% Maintenance Charges of @ Rs.7000/-p.m.(rural areas) primary/secondary)	18236	18236
15.	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-each	1063069	825000
16.	Medicine @ Rs.10000/-(p.a.) for 125 students	12500	12500
17.	Washing Charges (per student) @ Rs.20000/-(p.a.)	24990	24990
18.	Excursion @ Rs.20,000/-(p.a.)	31380	25000
19.	Conveyance and TA for Staff Rs.10,000/-(p.a.)	5304	5304
20.	Water & Electricity charges Rs.15000/-(p.a.)	16500	15000
21.	Contingencies/office maintenance Rs.15000/-(p.a.)	16335	15000
22.	Cooking Charges Rs.20000/-(p.a.)	43700	25000
23.	Audit Fee Rs.4000/-(p.a.)	4000	4000
24.	Cultural Expenses p.a. Rs.15000/-	38671	18750
25.	Sport & Games Equipment's 7500/-(p.a.)	9030	9030
26.	Clothing (3 Uniform sets per student @ Rs.900/-p.a) - for 2 pairs	160740	75000
27.	Books and Stationery: @ Rs.750/- per student	98947	93750
	Total (100% grant as the project is in Scheduled Area i.e. Sundergarh Distt)	2416834	1931357


(Reshma Sharmila)
Under Secretary
Ministry of Tribal Affairs
Govt. of India

Organisation: BSS Sundargarh


Project : 20-Bedded Hospital at Kurumkel, District-Sundergarh, Odisha

Sl. No	Approved items of expenditure as per financial Norms	Expr. Report 2014-15	Admissible grant for 2014-15
1	Doctor (Full time)- 2 Rs.15,000/- p.m.	720000	360000
2.	Visiting Specialists @Rs.1000/- per visit and minimum 8 visits per month for 20 BH 8x8=16	72000	72000
3.	Compounder(2)@Rs.4000 p.m.	94521	94521
4.	Dressers (2)@Rs.4000/-p.m.	95612	95612
5.	Nurse(4)@Rs.4000/-p.m.each	203870	192000
6.	Driver(2)@Rs.2500 p.m.	59840	59840
7.	Cooks (2)@Rs.2500/- p.m.	60000	60000
8.	Helper to Cook (2) @Rs.1500/-p.m.	39600	36000
9.	Office Superintendent (1) @Rs.3500/- p.m.	42000	42000
10.	Ward Boy (4) @Rs.2500/- p.m./each	119270	119270
11.	Clerk-cum-accountant @Rs.3500 pm.	42000	42000
12.	Watchman (2) @Rs.2500/- p.m.	58111	58111
13.	Sweeper/cleaner (2)@Rs.2500 p.m.	56813	56813
14.	(Own Building) 30% Maintenance Charges @rent Rs.7000/p.m.	25566	25200
15.	Drugs for outdoor patients 15000x2/- for 20 Beds	765670	765670
16.	Drugs for Indoor patients @Rs.25000/x2-p.a. for 20 Beds		
17.	Contingencies/Mis Expdr.10000/- (p.a.)x2 for 20 B.H	35490	20000
18.	Electricity & Water Charges @Rs.6000x2 p.m for 20 B.H.	143985	143985
19.	Audit Fees @Rs.4000/-(p.a.)	0	0
20.	Conveyance /TA for Staff 15000(pa.) for 10-Beds	14918	14918
21.	Diet for Indoor Patients Rs.50/- per day per inmate @Rs.15000x2 p.m.	363260	360000
22.	Office expenses@Rs.18000/- (p.a.) for 10 Beds	23122	23122
23.	POL p.m. @ Rs.5000x2 for 20 BH	136944	120000
24.	Cooking Charges @Rs.30000x2 for 20 BH -(p.a.)	70172	60000
25.	Advertisement Charges @Rs.5000x2 for 20BH	10200	10000
26.	Vehicle Maintenance	17470	0
27.	Washing Charges	8200	0
	Total(100% grant as the project is in Scheduled Area i.e, Sundargarh Distt)	3278634	2831062


 (REEMA SHARMA)
 Under Secretary
 Ministry of Tribal Affairs
 Government of India, New Delhi

Organisation: BSS Odisha Sundergarh**Project name - Mobile Dispensary-'A' at Kurumkel, District-Sundergarh, Orissa**

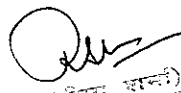
S. No	Approved items of expenditure as per financial Norms	Expr. Report for the year 2014-15	Admissible grant for 2014-15
1.	Doctor (1) @ Rs.15,000 pm	180000	180000
2.	Compounder/Nurse (1) @ Rs. 4,000 pm	45662	45662
3.	Part time Office Asstt.-cum-Acctt. (1) Rs.2500/-	30000	30000
4.	Driver (1) @ Rs.2,500 pm	30000	30000
5.	Helper/Handiman (1) @ Rs. 1,500 pm	18000	18000
6.	Fuel (POL) Hilly areas @ Rs.14000 pm	185095	168000
7.	Drugs @Rs.200000/-p.a.	277905	200000
8.	Contingencies/Mis Expdr. @Rs.10000/- p.a.	10300	10000
9.	Audit Fees @Rs.4000/- p.a.	0	0
10.	Maintenance & Repairs of Vehicle and Medical Equipments @Rs.30000/-p.a.	31498	30000
11.	Advertisement & Publicity @Rs.7500/- p.a.	7600	7000
12.	Daily Allowance for visiting medical team on duty beyond 16 km from office for whole day @ Rs. 5000/- p.m.	60000	60000
TOTAL (100% grant as the project is in Scheduled Area i.e, Sundargarh Distt)		876060	778662


 (रीखा शर्मा)
 (REKHA SHARMA)
 अवर सचिव/Under Secretary
 जनसंचार विभाग
 Ministry of Health Affairs
 भारत सरकार, नई दिल्ली
 Govt. of India, New Delhi

Organisation:BSS, Sundargarh

PROJECT -Mobile Dispensary-'B' at Kurumkel, District- Sundergarh, Orissa

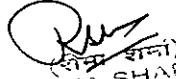
S. No	Approved items of expenditure as per financial Norms	Expr. Report for the year 2014-15	Admissible grant for 2014-15
1.	Doctor (1) @ Rs.15,000 pm	180000	180000
2.	Compounder/Nurse (1) @ Rs. 4,000 pm	46944	46944
3.	Part time Office Asstt.-cum-Acctt. (1) Rs.2500/-	30000	30000
4.	Driver (1) @ Rs.2,500 pm	30000	30000
5.	Helper/Handiman (1) @ Rs. 1,500 pm	18000	18000
6.	Fuel (POL) Hilly areas @ Rs.14000 pm	180879	168000
7.	Drugs @Rs.200000/-p.a.	248344	200000
8.	Contingencies/Mis @Rs.10000/- p.a.	10500	10000
9.	Audit Fees @Rs.4000/- p.a.	0	0
10.	Maintenance & Repairs of Vehicle and Medical Equipments @Rs.30000/-p.a.	31776	30000
11.	Advertisement & Publicity @Rs.7500/- p.a.	8400	7500
12.	Daily Allowance for visiting medical team on duty beyond 16 km from office for whole day @ Rs. 5000/- p.m.	61600	60000
TOTAL (100% grant as the project is in Scheduled Area i.e, Sundargarh Distt)		846443	780444


 (REENA SHARMA)
 (रिना शर्मा)
 District In-charge
 Sundargarh
 Orissa
 751005

PROJECT NAME – KNITTING WEAVING AND HANDLOOK TRAINING CENTRE AT KURUMKEL, DISTRICT-SUNDERGARH, ORISSA.

No. of beneficiaries(p479/c) for which grants-in-aid is calculated –72 ST Students for 2014-15

S. N	Approved items of expenditure as per financial Norms	Expr. Report for the year 2014-15	Admissible grant for 2014-15
1	Supervisor(1) @Rs.5000/- p.m.	60000	60000
2	Instructor(3) @Rs.4000/- p.m. each	144000	144000
3	Part time Clerk/ Accountant(1) @Rs.1600/-p.m.	19200	19200
4	Peon/Helper(1)@Rs.2000/- p.m.	6000	6000
5	Sweeper/Cleaner(1)@Rs.2000/- pm.	24000	24000
6	Watchman(1)Rs.2000/- p.m.	42000	24000
7	Rent of Building @Rs.1500/-p.m. As per old norms. Rent Assessment of PWD and Rent Agreement has not furnished, therefore, rent has not proposed.	0	0
8	Training Material &Rs.4000/- p.m.	52131	48000
9	Contingencies (6000/- per annum)	7970	6000
10	Water/Electrical charges @Rs.800/-	0	0
11	Maintenance & Repairs of Mech/ equipment after 1st year @ Rs.15000/- p.m	15927	15000
12	Audit Fees (per annum) @Rs.4000/-	0	0
	TOTAL (100% grant as the project is in Scheduled Area i.e, Sundargarh Distt)	371228	346200


 (REEMA SHARMA)
 अवर सचिव/Under Secretary
 जनजात कल्याण विभाग
 Ministry of P.W.D. Affairs
 भारत सरकार, नई दिल्ली
 Govt. of India, New Delhi

Summary of Calculation

S.N	Name of the Project	Total Admissible Grant for the year 2014-15
1.	Residential school for 181 ST students at Kurumkel, District-Sundergarh, Orissa	1931357
2.	20-Bedded Hospital at Kurumkel, District – Sundergarh, Orissa	2831062
3.	Mobile Dispensary "A" at Balisankara Block, Kurumkel, District-Sundergarh, Orissa	778662
4.	Mobile Dispensary "B" at Balisankara Block, Kurumkel, District-Sundergarh, Orissa	780444
5.	Knitting Weaving & Handloom Trg. Centre at Kurumkel, District-Sundergarh, Orissa.	346200
	Total admissible grant for the year 2014-15	6667725



(रीमा प्रसाद)
(REEMA PRASAD)
अवर सचिव, जनसंख्या, परिवार कल्याण
जनसंख्या, परिवार कल्याण
Minister of Health Affairs
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

ANNEXURE-II

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.



(रीमा शर्मा)
(REEMA SHARMA)
अवर सचिव/Under Secretary
जनजातीय कार्य मंत्रालय
Ministry of Tribal Affairs
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi