



F.No.22023/01/2017-NGO
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated the 29th March, 2017

To

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

Subject: Grant-in-Aid towards 1st instalment (50% of total admissible amount) for the year 2016-17 to **Ramakrishna Mission Ashrama, Cherrapunjee** (Sohra), PO-Cherra Bazar, District-East Khasi Hills-793111, **Meghalaya** for running & maintenance of ongoing projects namely (i) Higher Secondary School (Non Residential School) (ii) 22 Secondary schools (Non Residential Schools) (iii) Hostel for Boys, (iv) Hostel for Boys & Girls (v) Charitable Dispensary (vi) Mobile Dispensary-I (vii) Mobile Dispensary-II (viii) Library (ix) Computer Training Centre and (x) Tailoring Training Centre (partially for tailoring centre) on Budget estimates basis during current financial year 2016-17 under the scheme of "Grants-in-aid to voluntary organizations working for the welfare of STs".

Sir,

I am directed to refer to letter no. SW(S)78/2014/453 dated 20th December, 2016 from the Government of Meghalaya, Social Welfare Department on the subject mentioned above and to convey the sanction of the President of India and to release Grant-in-aid of **Rs.2,95,74,610/- (Rupees Two Crore Ninety Five Lakh Seventy Four Thousand Six Hundred Ten only)** towards 1st instalment (50% of total admissible amount) for the year 2016-17 on Budget estimates basis during the current financial year 2016-17 as per details of expenditure enclosed at Annexure-I(A) to I(J), after adjusting unspent balance of Rs.NIL/- to **Ramakrishna Mission Ashrama, Cherrapunjee** (Sohra), PO-Cherra Bazar, District-East Khasi Hills-793111, **Meghalaya** for running & maintenance of ongoing projects namely (i) Higher Secondary School (Non Residential School) (ii) 22 Secondary schools (Non Residential Schools) (iii) Hostel for Boys, (iv) Hostel for Boys & Girls (v) Charitable Dispensary (vi) Mobile Dispensary-I (vii) Mobile Dispensary-II (viii) Library (ix) Computer Training Centre and (x) Tailoring Training Centre (partially for tailoring centre). The last grant for the year 2015-16 (2nd & final instalment for 2015-16) amounting to Rs.3,11,18,160/- was released during 2016-17 vide Sanction Order No.22023/01/2012-NGO (Vol.II) dated 12.09.2016 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. **Time Limit:-** The provisional utilization certificate for recurring grant-in-aid for the year 2016-17 sanctioned during the current financial year 2016-17 shall be submitted immediately after the close of the financial year. The audited statement of Accounts along with utilization certificate will be submitted by the grantee institution/ organization to the Ministry within 3 months after the close of the financial year 2016-17.

Mylo Titire

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 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 shall be audited from Chartered Accountants of its own choice.

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.

Mylo Tiliu

- 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.
- 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 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.

Abhyon Tiliwa

- 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.

Myra Titu

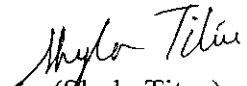
12. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of Rs.2,95,74,610/- (**Rupees Two Crore Ninety Five Lakh Seventy Four Thousand Six Hundred Ten only**) for disbursement to the grantee institution through electronic mode of transfer to **Ramakrishna Mission Ashrama, Cherrapunjee** (Sohra), PO-Cherra Bazar, District-East Khasi Hills-793111, **Meghalaya** in **Account No.11861827304 in State Bank of India, Branch at Cherrapunjee, P.O. Cherrabazar, Distt.- East Khasi Hills, Meghalaya and IFSC Code SBIN0009116** 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.9003/JS&FA/2017 dated 28.03.2017. 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.244 in the register of grant.

Yours faithfully,


(Shyla Titus)

Deputy Secretary to the Govt. of India

Copy for information and necessary action: -

1. The Secretary, R.K. Mission Ashrama, Cherrapunjee, PO-Cherrabazar, Distt-East Khasi Hills-793 111, Meghalaya.
2. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, Social Welfare Department, Govt. of Meghalaya, Shillong. (with the request to inspect the organisation and submit the Inspection Report within 6 months)
4. The Director, Tribal Research Institute, Govt. of Meghalaya, Shillong.
5. The Deputy Commissioner, District- East Khasi Hills, Shillong, Meghalaya.
6. The District Tribal Welfare Officer, District- East Khasi Hills, Shillong, Meghalaya.
7. Chief Controller of Accounts, Ministry of Tribal Affairs, New Delhi.
8. Bill Copy/Sanction Folder.
9. Integrated Finance Division (IFD).
10. The Resident Commissioner, Govt. of Meghalaya, Meghalaya Bhawan, New Delhi.
11. Accountant General, Accountant General's Office, Govt. of Meghalaya, Shillong.
12. The Director, NIC, Ministry of Tribal Affairs with request to post this sanction letter on the website of the Ministry for at least three months.

Sanction order no. F.No.22023/01/2017-NGO

Calculation for the year 2016-17: Higher Secondary School (Non Residential School)

Name of NGO: Ramakrishna Mission Ashrama, Cherrapunjee, Distt-East Khasi Hills, Meghalaya

Name of the Project: **Higher Secondary School (Non Residential School)**

Number of students claimed by the NGO:1067 ST students

Number of students for which grant has been calculated: 757 ST students (as per enrolled students (IR))

S.No.	Items of expenditure	Budget estimates for 2016-17	Admissible grant for 2016-17 for 757 students
Non-recurring (once in five years)			
1	Generator 50 KV (as per quotation)	0	0
2	Lab equipments for Secondary School @ 750/- per student,	0	0
3	Mini Bus(Replacement of old School Bus) as per authorised dealer's rates	2912968	0
4	Integration or infrastructure of school Building	6000000	
Total Non-recurring		8912968	0
Recurring (honorarium)			
5	Asstt. Teachers (10) @ Rs.5000/-p.m. (Secondary) (for 319 Students)	600000	600000
6	Watchman-cum-Sweeper (4) @ Rs.2500/- per month each	120000	120000
7	Bus Drivers (4) @ Rs.2500 per month each	180000	120000
8	Handiman/cleaner (4) @ Rs.1500/- per month each	108000	72000
9	Part time Doctor (8) @ Rs.2000/-p.m.	192000	192000
10	Salary for Motor Mechanic	60000	0
11	Physical Instructor/Game Teacher (4) @ Rs.4000/- pm	192000	192000
Total honorarium		1452000	1296000
12	Maintenance of Building @ 30% of Rs.5000/- per month for Secondary School in rural area	153648	18000
13	Mid-day meal @ Rs.10/- per student for 22 days in a month for 10 months (10x22x10x757)	2347400	1665400
14	Medicine @ Rs.8000/-p.a. (per 100 students)	85360	60560
15	Clothing @ Rs.900/- per students (3 sets of uniforms per students)	960300	681300
16	Books & Stationery @ Rs.750/- per annum per students	800250	567750
17	Excursion @ Rs.15000/-per annum per 100 students	160050	113550
18	Conveyance TA for staff @ Rs.6000/- per annum	64020	6000
19	Water & electricity charges @ Rs.10000/- per annum per 100 students	106700	75700
20	Contingencies/Misc. Expdtr including Office maintenance @ Rs.10000/- per annum	106700	10000
21	Audit fee @ Rs.4000/- per annum	42680	4000
22	Cultural activities @ Rs.6000/- per annum per 100 students	64020	45420
23	Maintenance & repair of school buses @ Rs.700/- per month per bus (for 4 buses)	50400	33600
23	POL for school buses @ Rs.2000/- per month per bus (for 4 buses)	144000	96000
24	Games & sports equipments @ Rs.2500/- per annum per 100 students	26675	18925
25	Maintenance of Cultural Hall	100000	0
Total		5212203	3396205
Grand Total		15577171	4692205
Calculation of admissible grant for 2016-17			
Total approved expenditure for 2016-17			4692205
Less 10% contribution from the organisation (100% grant being released)			0
Net admissible grant for 2016-17			4692205
Less unspent balance			0
Net admissible amount for 2016-17 full & final Instalment (A)			4692205
Net admissible grants-in-aid for the year 2016-17 being released as per the availability of fund during the current financial year 2016-17 (B)			2346103
Balance grants-in-aid (A-B)			2346102

Myla Tiliu

Calculation for the year 2016-17: 22 Secondary schools (Non Residential Schools)

Name of NGO: Ramakrishna Mission Ashrama, Cherrapunjee, Distt-East Khasi Hills, Meghalaya

Name of the Project: 22 Secondary schools (Non Residential Schools)

Number of students claimed by the NGO: 7001 ST students

Number of students for which grant has been calculated: 7001 ST students (As per Budget estimate)

S.No.	Items of expenditure	Budget estimates for 2016-17	Admissible grant for 2016-17 for 7001 ST students
Non-recurring (once in five years)			
1	Mini Bus (4)	13108356	0
2	Integration or infrastructure of school Building	54000000	0
3	Upgradation for infrastructure of Existing School Building	120000000	0
4	Furniture & Fixtures @ Rs.50,000/- per 100 students	0	0
5	Lab equipments @ Rs.75,000/- per secondary school	0	0
6	Replacement of inspection vehicle (Mini Bus)	0	0
Total non-recurring		187108356	0
Recurring (honorarium)			
7	Head master (primary) @ Rs.5000/- per month each	0	0
8	Head master (secondary 22) @ Rs.6000/- per month each	1584000	1584000
9	Teacher (primary) @ Rs.4000/- p.m. each	0	0
10	Teacher (200) secondary @ Rs.5000/- p.m. each (taking 1 teacher on average 35 students)	21000000	12000000
11	Peon (22) @ Rs.2500/- p.m. each	1320000	660000
12	Watchman-cum-Sweeper (22) @ Rs.2500/- p.m. each	1320000	660000
13	Office-Asstt.-typist (22) @ Rs.2800/- p.m. each	739200	739200
14	Part time Doctors (22) @ Rs.2000/- p.m.	528000	528000
15	Drivers (3) @ Rs.2500/- p.m. each	360000	90000
16	Handiman/cleaner (3) @ Rs.1500/- p.m. each	216000	54000
17	Physical Instructor/Game Teacher (22) @ Rs.4000/- p.m. each	1056000	1056000
18	Salary for Motor Mechanic	300000	0
19	Accountant (22) @ Rs.3500/- p.m. each	924000	924000
Total honorarium		29347200	18295200
20	Maintenance of Building @ 30% of rent of Rs.5000/- per month for each school (22 Secondary Schools)	396000	396000
21	Mid-day meal @ Rs.10/- per student for 22 days in a month for 10 months (10x22x10x7001)	15402200	15402200
22	Medicine @ Rs.8000/-p.a. per 100 students	560080	560080
23	Uniforms (3 sets of uniforms per students @ Rs.900/- per student	6300900	6300900
24	Books & Stationery @ Rs.750/- per students	5250750	5250750
25	Excursion @ Rs.15000/- per 100 students	1050150	1050150
26	Conveyance TA for staff @ Rs.6000/- per annum per school(for 22 schools)	420060	132000
27	Water & electricity charges @ Rs.10000/- per annum per 100 students	700100	700100
28	Contingencies/Misc. Expdtr including Office maintenance @ Rs.10000/- per annum per school (for 22 Schools)	700100	220000
29	Audit fee	88000	0
30	Cultural activities @ Rs.6000/- per annum per 100 students	420060	420060
31	Maintenance & repair of vehicles (3) @ Rs.700/- p.m. for each vehicle	100800	25200
32	POL for school buses (3)@ Rs.2000/- per month for each bus	288000	72000
33	Games & sports equipments @ Rs.2500/- per annum per 100 students	175025	175025
Total		31852225	30704465
Grand Total		248307781	48999665
Total approved expenditure for 2016-17			48999665
Less 10% contribution from the organisation (100% grant being released)			0
Net admissible grant for 2016-17			48999665
Less unspent balance			0
Net admissible amount for 2016-17 full & final Instalment (A)			48999665
Net admissible grants-in-aid for the year 2016-17 being released as per the availability of fund during the current financial year 2016-17 (B)			24499832
Balance grants-in-aid (A-B)			24499833

Shy Co Tills

Calculation for the year 2016-17: Hostel for Boys (Hostel-I)
Name of NGO: Ramakrishna Mission Ashrama, Cherrapunjee, Distt-East Khasi Hills, Meghalaya
Name of the Project: **Hostel for Boys (Hostel-I)**
Number of students claimed by the NGO: 104 ST students
Number of students for which grant has been calculated: 100 ST students (last year funded)

S.No.	Items of expenditure	Budget estimates for 2016-17	Admissible grant for 2016-17 for 100 students
Non-recurring			
1	Cooking vessels & utensils @ Rs.15000/- per annum for 100 students	0	0
2	Furniture & Fixtures @ Rs.60000/- per annum for 100 students	0	0
3	Bedding material @ Rs.600/- per student	0	0
4	Generator	359000	0
Total non-recurring		359000	0
Recurring (honorarium)			
5	Warden (1) @ Rs.4000/- pm	48000	48000
6	Part-time teachers (2) @ Rs.3000 pm each	180000	72000
7	Peon-cum-sweeper (1) @ Rs.2500 p.m. each	60000	30000
8	Watchman-cum-generator operator (1) @ Rs.2500/- pm	30000	30000
9	Cooks (2) @ Rs.2500/- pm each	90000	60000
10	Helper to cooks (1) @ Rs.1500/- pm each	54000	18000
11	Aya(1) @ Rs.2500/- p.m.	30000	30000
12	Office-Asstt.-typist (1) @ Rs.2000/- pm	24000	24000
13	Part-time Doctor (1) @ Rs.4000/- pm	48000	48000
14	Part-time Acctt. (1) @ Rs.2800/- pm	33600	33600
Total honorarium		597600	393600
15	Maintenance of Building @ 30% of rent Rs.5000/- per month for rural area as per norms	18720	18000
16	Diet charges @ Rs.660/- per month for 10 months for 100 students	686400	660000
17	Medicines @ Rs.10000/- per annum per 100 student for 100 students	10400	10000
18	Uniforms (3 sets of uniforms per students @ Rs.900/- per students)	93600	90000
19	Books & Stationery @ Rs.500/- per students for 100 Students	52000	50000
20	Excursion for 100 students @ Rs.20000/- per 100 students	20800	20000
21	Conveyance TA for staff @ Rs.8000/- per annum	8320	8000
22	Water & electricity charges @ Rs.12000/- per annum per 100 student for 100 students	12480	12000
23	Contingencies/Misc. Expdtr including Office maintenance @ Rs.10000/- per annum	10400	10000
24	Audit fee	4000	0
25	Cultural activities @ Rs.10000/- per annum per 100 students for 100 students	10400	10000
26	Cooking charges @ Rs.20000/- per annum per 100 student for 100 students	20000	20000
27	Games & sports equipments @ Rs.7500/- per annum per 100 student for 100 students	7800	7500
28	Maintenance of Prayer Hall	80000	0
29	Washing Charges	19000	0
Total		1054320	915500
Grand Total		2010920	1309100
Total approved expenditure for 2016-17			1309100
Less 10% contribution from the organisation (100% grant being released)			0
Net admissible grant for 2016-17			1309100
Less unspent balance			0
Net admissible amount for 2016-17 full & final Instalment (A)			1309100
Net admissible grants-in-aid for the year 2016-17 being released as per the availability of fund during the current financial year 2016-17 (B)			654550
Balance grants-in-aid (A-B)			654550

M. J. T. D.

Calculation for the year 2016-17: Hostel for Boys & Girls (Hostel-II)

Name of NGO: Ramakrishna Mission Ashrama, Cherrapunjee, Distt-East Khasi Hills, Meghalaya

Name of the Project: **Hostel for Boys & Girls (Hostel-II)**

Number of students claimed by the NGO: 50 ST students

Number of students for which grant has been calculated: 50 ST students (as per budget)

S.No.	Items of expenditure	Budget estimates for 2016-17	Admissible grant for 2016-17 for 50 students
Non-recurring			
1	Cooking vessels & utensils @ Rs.15000/- per annum for 100 students	0	0
2	Furniture & Fixtures @ Rs.60000/- per annum for 100 students	0	0
3	Bedding material @ Rs.600/- per student	0	0
4	Generator	318000	0
Total non-recurring		318000	0
Recurring (honorarium)			
5	Warden (1) @ Rs.4000 pm	48000	48000
6	Part-time teachers (1) @ Rs.3000/- pm	72000	36000
7	Peon-cum-sweeper (1) @ Rs.2500/- pm	30000	30000
8	Aya (1) @ Rs.2500/- pm	30000	30000
9	Watchman (1) @ Rs.2500/- pm	30000	30000
10	Cooks (1) @ Rs.2500/- pm	60000	30000
11	Helper to cooks (1) @ Rs.1500pm	18000	18000
12	Office-Asstt.-typist (1) @ Rs.2000/- pm	24000	24000
13	Part-time Doctor (1) @Rs.4000/- pm	48000	48000
14	Part-time Acctt. (1) @ Rs.2800/- pm	33600	33600
Total honorarium		393600	327600
15	Maintenance of Building @ 30% of rent Rs.5000/- per month for rural area as per norms (calculation for 50 students)	9000	9000
16	Diet charges @ Rs.660/- per month for 10 months	330000	330000
17	Medicines @ Rs.10000/- per annum per 100 student	5000	5000
18	Uniforms (3 sets of uniforms per students @ Rs.900/- per students)	45000	45000
19	Books & Stationery @ Rs.500/- per student	25000	25000
20	Excursion @ Rs.20000/- per 100 students	10000	10000
21	Conveyance TA for staff @ Rs.8000/- per annum	4000	4000
22	Water & electricity charges @ Rs.12000/- per annum per 100 student	6000	6000
23	Contingencies/Misc. Expdtr including Office maintenance @ Rs.10000/- per annum	5000	5000
24	Audit fee	4000	0
25	Cultural activities @ Rs.10000/- per annum per 100 students	5000	5000
26	Cooking charges @ Rs.20000/- per annum per 100 student	10000	10000
27	Games & sports equipments @ Rs.7500/- per annum per 100 student	3750	3750
28	Washing Charges	9000	0
Total		470750	457750
Grand Total		1182350	785350

Calculation of admissible grant for 2016-17		
Total approved expenditure for 2016-17		785350
Less 10% contribution from the organisation (100% grant being released)		0
Net admissible grant for 2016-17		785350
Less unspent balance		0
Net admissible amount for 2016-17 full & final Instalment (A)		785350
Net admissible grants-in-aid for the year 2016-17 being released as per the availability of fund during the current financial year 2016-17 (B)		392675
Balance grants-in-aid (A-B)		392675

Myla Tiliu

Calculation for the year 2016-17: Charitable Dispensary (Dispensary)

Name of NGO: Ramakrishna Mission Ashrama, Cherrapunjee, Distt-East Khasi Hills, Meghalaya

Name of the Project: **Charitable Dispensary (Dispensary)**

S.No.	Items of expenditure	Budget estimates for 2016-17	Admissible grant for 2016-17
Non-recurring			
1	Furniture & Fixtures @ Rs.400000/- ceiling	0	0
2	Medial equipments and other accessories @ Rs.500000/- ceiling	0	0
3	Generator 50 KV for New X-ray Unit(as per quotation)	0	0
Total non-recurring		0	0
Recurring (honorarium)			
4	Doctor (full time) (1) @ Rs.15000/- per month	360000	180000
5	Visiting specialists @ Rs.8000/- per month ceiling 2 visits a week @ Rs.1000/- per visit	96000	96000
6	Compounder (1) @ Rs.4000/- pm	48000	48000
7	Dresser (1) @ Rs.4000/- pm	48000	48000
8	Nurse (2) @ Rs.4000/- pm each	96000	96000
9	Office Superintendent (1) @ Rs.3500 pm	42000	42000
10	Clerk-cum-Accountant (1) @ Rs.3500 pm	42000	42000
11	Watchman (1) @ Rs.2500 pm	30000	30000
12	Sweeper/cleaner (1) @ Rs.2500 pm	30000	30000
13	X Ray Operator	60000	0
14	Part time OT Attendent	72000	0
Total honorarium		924000	612000
15	Maintenance of Building @ 30% of rent of Rs.7000/- pm for rural areas as per norms	25200	25200
16	Drugs for outdoor patients @ Rs.150000/- per annum	400000	150000
17	Drugs for indoor patients @ Rs.250000/- per annum		250000
18	Contingencies/Misc. Expdtr @ Rs.10000/- per annum	10000	10000
19	Water & electricity charges @ Rs.6000/- per month	72000	72000
20	Audit fee @ Rs.4000/- per annum	4000	0
21	Conveyance TA for staff @ Rs.15000/- per annum	15000	15000
22	Office Expenses @ Rs.18000/- per annum	18000	18000
23	Advertisement & Publicity @ Rs.5000/- per annum	5000	5000
Total		549200	545200
Grand Total		1473200	1157200

Calculation of admissible grant for 2016-17		
Total approved expenditure for 2016-17		1157200
Less 10% contribution from the organisation (100% grant being released)		0
Net admissible grant for 2016-17		1157200
Less unspent balance		0
Net admissible amount for 2016-17 full & final Instalment (A)		1157200
Net admissible grants-in-aid for the year 2016-17 being released as per the availability of fund during the current financial year 2016-17 (B)		578600
Balance grants-in-aid (A-B)		578600

Myra Tiliu

Calculation for the year 2016-17: Mobile Dispensary-I

Name of NGO: Ramakrishna Mission Ashrama, Cherrapunjee, Distt-East Khasi Hills, Meghalaya
Name of the Project: **Mobile Dispensary-I**

S.No.	Items of expenditure	Budget estimates for 2016-17	Admissible grant for 2016-17
Non-recurring			
1	Furniture & Fixtures @ Rs.10000	0	0
2	Medial equipments @ Rs.150000	0	0
3	Replacement of Old Medical Van	0	0
Total non-recurring		0	0
Recurring (honorarium)			
4	Doctor (1) @ Rs.15000/- pm	180000	180000
5	Compounder/Nurse (1) @ Rs.4000/- per month	96000	48000
6	Driver (1) @ Rs.2500/- per month	30000	30000
7	Helper/handiman (1) @ Rs.1500/- per month	18000	18000
8	Part-time Office Asstt.-cum-acctt. (1) @ Rs.2500/- per month	30000	30000
Total honorarium		354000	306000
9	Fuel (POL) Hilly area @ Rs.168000/- per annum	168000	168000
10	Drugs @ Rs.200000/- per annum	200000	200000
11	Contingencies/Misc. Expdtr @ Rs.10000/- per annum	10000	10000
12	Audit fee @ Rs.4000/- per annum	4000	0
13	Maintenance & repair of vehicle & medical equipments @ Rs.30000/- per annum	30000	30000
14	Advertisement & Publicity @ Rs.7500/- per annum	7500	7500
15	Daily allowance for visiting medical team @ Rs.5000/- per month	60000	60000
Total		479500	475500
Grand Total		833500	781500

Calculation of admissible grant for 2016-17		
Total approved expenditure for 2016-17		781500
Less 10% contribution from the organisation (100% grant being released)		0
Net admissible grant for 2016-17		781500
Less unspent balance		0
Net admissible amount for 2016-17 full & final Instalment (A)		781500
Net admissible grants-in-aid for the year 2016-17 being released as per the availability of fund during the current financial year 2016-17 (B)		390750
Balance grants-in-aid (A-B)		390750

Mphla Titlu

Calculation for the year 2016-17: Mobile Dispensary-II

Name of NGO: Ramakrishna Mission Ashrama, Cherrapunjee, Distt-East Khasi Hills, Meghalaya
Name of the Project: **Mobile Dispensary-II**

S.No.	Items of expenditure	Budget estimates for 2016-17	Admissible grant for 2016-17
Non-recurring			
1	Furniture & Fixtures @ Rs.10000	0	0
2	Medial equipments @ Rs.150000	0	0
3	Replacement of Old Medical Van	0	0
Total non-recurring		0	0
Recurring (honorarium)			
4	Doctor (1) @ Rs.15000/- pm	180000	180000
5	Compounder/Nurse (1) @ Rs.4000/- per month	96000	48000
6	Driver (1) @ Rs.2500/- per month	30000	30000
7	Helper/handiman (1) @ Rs.1500/- per month	18000	18000
8	Part-time Office Asstt.-cum-acctt. (1) @ Rs.2500/- per month	30000	30000
Total honorarium		354000	306000
9	Fuel (POL) Hilly area @ Rs.168000/- per annum	168000	168000
10	Drugs @ Rs.200000/- per annum	200000	200000
11	Contingencies/Misc. Expdtr @ Rs.10000/- per annum	10000	10000
12	Audit fee @ Rs.4000/- per annum	4000	0
13	Maintenance & repair of vehicle & medical equipments @ Rs.30000/- per annum	30000	30000
14	Advertisement & Publicity @ Rs.7500/- per annum	7500	7500
15	Daily allowance for visiting medical team @ Rs.5000/- per month	60000	60000
Total		479500	475500
Grand Total		833500	781500

Calculation of admissible grant for 2016-17		
	Total approved expenditure for 2016-17	781500
	Less 10% contribution from the organisation (100% grant being released)	0
	Net admissible grant for 2016-17	781500
	Less unspent balance	0
	Net admissible amount for 2016-17 full & final Instalment (A)	781500
	Net admissible grants-in-aid for the year 2016-17 being released as per the availability of fund during the current financial year 2016-17 (B)	390750
	Balance grants-in-aid (A-B)	390750

Mylo Telle

Calculation for the year 2016-17: Library

Name of NGO: Ramakrishna Mission Ashrama, Cherrapunjee, Distt-East Khasi Hills, Meghalaya

Name of the Project: Library

S.No.	Items of expenditure	Budget estimates for 2016-17	Admissible grant for 2016-17
Non-recurring			
1	Furniture (including racks etc.) @ Rs.25000/- per annum	0	0
2	Books (not available under new norms)	0	0
Total non-recurring		0	0
Recurring (honorarium)			
3	Librarian (1) @ Rs.3500/- pm	42000	42000
4	Peon-cum-Attendant (1) @ Rs.2500/pm	30000	30000
5	Part-time Acctt.-cum-typist (1) @ Rs.1500/- per month	18000	18000
6	Watchman (1) @ Rs.2500/- p.m.	30000	30000
Total honorarium		120000	120000
7	Maintenance of building @ 30% of rent of Rs.2000/- per month for rural area as per norms	7200	7200
8	Water & electricity charge @ Rs.5000/- per annum	5000	5000
9	Newspaper & Magazines @ Rs.700/- per month	8400	8400
10	Library maintenance & contingencies @ Rs.2500/- p.a.	2500	2500
11	Books @ Rs.5000/- per annum	5000	5000
12	Audit fee @ Rs.2500/- per annum	2500	0
Total		30600	28100
Grand Total		150600	148100

Calculation of admissible grant for 2016-17		
Total approved expenditure for 2016-17		148100
Less 10% contribution from the organisation (100% grant being released)		0
Net admissible grant for 2016-17		148100
Less unspent balance		0
Net admissible amount for 2016-17 full & final Instalment (A)		148100
Net admissible grants-in-aid for the year 2016-17 being released as per the availability of fund during the current financial year 2016-17 (B)		74050
Balance grants-in-aid (A-B)		74050

Myra Tila
 GOVT. OF INDIA, NEW DELHI
 MINISTRY OF SOCIAL JUSTICE
 DEPT. OF SOCIAL JUSTICE
 DISTRICT OFFICE, SHILLONG
 (SHILLONG)
 (2017-18)

Calculation for the year 2016-17: Computer Training Centre (for 30 trainees)

Name of NGO: Ramakrishna Mission Ashrama, Cherrapunjee, Distt-East Khasi Hills, Meghalaya

Name of the Project: Computer Training Centre (for 30 trainees)

S.No	Approved items of expenditure as per financial Norms	Budget estimates for 2016-17	Admissible grant for 2016-17
Non-recurring			
1	Computer Hardware (Pentium IV)	200000	0
2	Software & Networking (Office XP, etc)	80000	0
3	Site preparation		
a	One 1.5 ton AC with stabiliser	45000	0
b	2KVA UPS with half hour battery back up	0	0
c	Electrical fittings	10000	0
d	Computer tables, chairs and associated civil works	10000	0
4	Accreditation by DOEACC of M/o Information Technology or any other organisation as indicated by the Ministry from time to time	0	0
Total non-recurring		345000	0
Recurring			
5	Instructor-cum-System Manager (1) @ Rs.10000/- per month	120000	120000
6	Assistant Instructor-cum-Junior Programmer (1) @ Rs.7500/- per month	90000	90000
7	Part time Accountant-cum-Office Assistant (1) @ Rs.1500 per month	18000	18000
8	Watchman-cum-cleaner (1) @ Rs.2500 per month	30000	30000
Total		258000	258000
9	Library, Stationery, Floppy @ Rs.10000/- per annum	10000	10000
10	Misc. charges (advertising, recruitment, selection of students for courses) @ Rs.15000 per annum	15000	15000
11	TA/DA for Computer Faculty/Experts @ Rs.15000 per annum	15000	15000
12	Maintenance from 2nd year of the purchase of the hardware @ Rs.15000/- per annum	15000	15000
13	Maintenance of Building @ 30% of Rs.3000/- per month for rural area as per norms	10800	10800
14	Audit fee @ Rs.4000 per annum	4000	0
15	Water & Electricity	0	0
Total		69800	65800
Grand Total		672800	323800
Calculation of admissible grant for 2016-17			
	Total approved expenditure for 2016-17		323800
	Less 10% contribution from the organisation (100% grant being released)		0
	Net admissible grant for 2016-17		323800
	Less unspent balance		0
	Net admissible amount for 2016-17 full & final Instalment		323800
	Net admissible grants-in-aid for the year 2016-17 being released as per the availability of fund during the current financial year 2016-17	(B)	161900
	Balance grants-in-aid	(A-B)	161900

Miylo Tila

Calculation for the year 2015-16: Tailoring Training Centre (for 25 trainees)

Name of NGO: Ramakrishna Mission Ashrama, Cherrapunjee, Distt-East Khasi Hills, Meghalaya

Name of the Project: Tailoring Training Centre (for 25 trainees)

S.No.	Items of expenditure	Budget estimates for 2016-17	Admissible grant for 2016-17 for 25 trainees
Non-recurring			
1	Sewing machine (10) @ Rs.3000/- each	75000	0
2	Knitting equipments (2) @ Rs.6000/- each	12000	0
3	Handloom Equipments	45000	
4	Furniture & Fixtures @ Rs.40000/-	30000	0
5	Black Board	1000	
Total non-recurring		163000	0
Recurring (honorarium)			
6	Supervisor (1) @ Rs.5000/- p.m.	60000	0
7	Instructor Knitting (1) @ Rs.4000/- per month	48000	0
8	Instructor Tailoring (1) @ Rs.4000/- per month	48000	48000
9	Instructor Weaving (1)@Rs.4000/- per month	48000	0
10	Peon/helper (1) @ Rs.2000/- pm	24000	24000
11	Sweeper/cleaner (1) @ Rs.2000/- p.m.	24000	24000
12	Part-time Clerk-cum-Office Acctt. (1) @ Rs.1600/- per month	19200	19200
13	Watchman (1) @ Rs.2000/-p.m.	24000	24000
Total honorarium		295200	139200
14	Maintenance of building @ 30% of rent of Rs.1500/- per month for rural areas as per norms	5400	5400
15	Training material @ Rs.48000/- per annum	35200	16000
16	Contingencies @ Rs.6000/- per annum	4400	2000
17	Water & electricity @ Rs.9600/- per annum	7040	3200
18	Maintenance & repair of machines/equipments @ Rs.15000/- per annum	15000	5000
19	Audit fee @ Rs.4000/-	4000	0
Total		71040	31600
Grand Total		529240	170800
Total approved expenditure for 2016-17			170800
Less 10% contribution from the organisation (100% grant being released)			0
Net admissible grant for 2016-17			170800
Less unspent balance			0
Net admissible amount for 2016-17 full & final Instalment (A)			170800
Net admissible grants-in-aid for the year 2016-17 being released as per the availability of fund during the current financial year 2016-17 (B)			85400
Balance grants-in-aid (A-B)			85400

SUMMARY OF GRANTS FOR THE YEAR 2016-17 (1 st INSTALMENT 50% OF TOTAL ADMISSIBLE GRANT-IN-AID RS.5,91,49,220/-)		
S.No.	Name of the project	Amount
1	Higher Secondary School (Non Residential School)	2346102
2	22 Secondary schools (Non Residential Schools)	24499833
3	Hostel for Boys (Hostel-I)	654550
4	Hostel for Boys & Girls (Hostel-II)	392675
5	Charitable Dispensary (Dispensary)	578600
6	Mobile Dispensary-I	390750
7	Mobile Dispensary-II	390750
8	Library	74050
9	Tailoring Training Centre (partially for tailoring centre)	85400
10	Computer Training Centre	161900
TOTAL		29574610

Shylo Titou

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.

Shylo T. Silva

