

F.No.22032/08/2012-NGO(Vol-I)  
Government of India  
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001  
Date: 05<sup>th</sup> May, 2017

To

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

Subject: Grant-in-aid Bharat Sevashram Sangh ( Ghaksole Unit) Village – Ghaksole, PO-Bagsarai, District-Malda, West Bengal for running & maintenance of ongoing project of (i) Hostel and (ii) Mobile Dispensary for STS towards full and final instalment for the year 2015-16 on reimbursement basis during the current year 2017-18, under the scheme of “ Grants-in-aid to voluntary organizations working for the welfare of scheduled tribes.”


Sir,

I am directed to refer to the proposal vide letter no. 02-TDD/12S-35/2014 dated 01.01.2016 received from Govt of West Bengal and to convey the sanction of the President of India and to release Rs 18,63,540/- (**Rupees Eighteen Lakh Sixty Three Thousand Five Hundred Forty Only**) towards towards full and final instalment for the year 2015-16 on reimbursement of expenditure basis during the current financial year 2017-18 as per details of expenditure enclosed at Annexure-I, after adjusting unspent balance of Rs. NIL/-- to Bharat Sevashram Sangh ( Ghaksole Unit) Village – Ghaksole, PO-Bagsarai, District-Malda, West Bengal for running & maintenance of ongoing project of (i) Hostel and (ii) Mobile Dispensary. The last grant for the year 2014-15 amounting to Rs.18,60,649/- was released during 2016-17 vide sanction Order No No.22032/08/2012-NGO dated 30.06.2016 by way of reimbursement. 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.

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.

  
(REENA SHARMA)  
अवर सचिव/Under Secretary  
जातीयता एवं समाज  
Ministry of Tribal Affairs  
शास्त्री भवन, नई दिल्ली  
Govt. of India, New Delhi

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 T.T.Chattopadhyay & CO, Chartered Accountants, 117,R.N.Tagore Road, Dist-Murshidabad.

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

10. 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.

  
(REEMA SHARMA)  
अवर सचिव/Assistant Secretary  
जनजातीय कर्त मन्त्रालय  
Ministry of Tribal Affairs  
महाराष्ट्र सरकार, नई दिल्ली  
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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.

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, The accounts of the organisation have been audited by Chartered Accountants of its own choice and in this case by (M/s T.T.Chattopadhyay & CO, Chartered Accountants, 117,R.N.Tagore Road, Dist-Murshidabad) 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.
- h) 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.
  - i) 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.
  - j) 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.
  - k) 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.
  - l) 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

  
 (रेखा शर्मा)  
 (REKHA SHARMA)  
 अवर सचिव Secretary  
 जलवायु व वन्यजीव मंत्रालय  
 Ministry of Tribal Affairs  
 भारत सरकार, नई दिल्ली  
 Govt of India, New Delhi

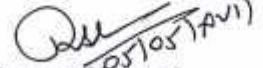
13. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs 18,63,540/- ( Rupees Eighteen Lakh Sixty three thousand five hundred forty Only)** for disbursement to the grantee institution through electronic mode of transfer to Bharat Sevashram Sangh ( Ghaksole Unit) Village – Ghaksole, PO-Bagsarai, District-Malda, West Bengal in **Account No 11652461470 in State Bank of India, Branch at VII/PO-Gazole, Distt-Malda and IFSC Code of the Bank-SBIN0002058.**

14. The expenditure is debitable to the Demand No. 96 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) – 21 Umbrella Programme for Development of STs: Van Bandhu Kalyan Yojana; 03- Aid to Voluntary Organisations working for the welfare of Scheduled Tribes: 31.03.31 Grants-in-Aid General (Plan) for the year 2017-18.

15. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their Dy.No.3510/JS&FA/2017 dated 28.04.2017. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance

16. Certified that this sanction has been noted at Sl.No. 20 in the register of grant.

Yours faithfully,



(Reema Sharma)

Under Secretary to the Govt. of India

Under Secretary

जनजातीय कार्य मन्त्रालय

Ministry of Tribal Affairs

भारत सरकार, नई दिल्ली

2017, PO-Bagsarai, District-

Copy for information and necessary action.

1. The Secretary, Bharat Sevashram Sangh (Ghaksole Unit) Village – Ghaksole, PO-Bagsarai, District-Malda, West Bengal
2. The Director of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Principal Secretary, Backward Classes Welfare Department, Government of West Bengal, Writers Building, Kolkata-700 001.
4. Accountant General, Accountant General's Office, Govt. of West Bengal, Kolkata.
5. The Commissioner, Tribal Development Department, Govt. of West Bengal, Kolkata.
6. Director, TCR&I Govt. of West Bengal, Kolkata
7. The Resident Commissioner, Govt. of West Bengal, West Bengal Bhawan, New Delhi.
8. Bill Copy/Sanction Folder.
9. Integrated Finance Division (IFD).
10. Director Tribal Research Institute, Govt. of West Bengal, Kolkata.
11. The Deputy Commissioner, Distt-Malda, West Bengal.
12. The District Tribal Welfare Officer, Distt-Malda, West Bengal
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.



PROJECT - Hostel at Ghaksole, District-Malda, West Bengal.

No. of students for which grant-in-aid is calculated – 100 students.

S. No	Approved items of expenditure as per financial Norms	Expenditure reported for the year 2015-16	Admissible Grant for the year 2015-16
<b>Recurring</b>			
1.	Warden (1) @ Rs.4000/-(pm)	393600	48000
2.	Part-time Teacher -(2) @ Rs.3000/- (p.m.) each		72000
3.	Peon-cum-sweeper-(1) @ Rs.2500/-p.m.		30000
4.	Watchman-cum-Gen. Operator -(1) @ Rs.2500/-(p.m.)		30000
5.	Cook (2) @ Rs.2500/-(p.m.)		60000
6.	Helper to cook (1) @ Rs.1500/-(p.m.)		18000
7.	Aya-(1) @ Rs.2500/-(p.m.)		30000
8.	Office Asstt/Typist-(1)@Rs.2000/-p.m.		24000
9.	Part time doctor (1) @ Rs.4000/-p.m.		48000
10.	Part Time Accountant(1)@ Rs.2800/- p.m.		33600
	<b>Total (A) Salary</b>	<b>393600</b>	<b>393600</b>
11.	Maintenance for own Building 30% of Rent @Rs.5000/-p.m. [As per norms]	20172	18000
12.	Clothing (3 Uniform sets per student) @Rs.900/-	93200	90000
13.	Diet Charges -(per student) (p.m.) for 10 months @ Rs. 660/-each [660*100*10]	717474	660000
14.	Medicine @Rs.10000/-(p.a.) students	10000	10000
15.	Books and Stationery: @ Rs.500/- per student (p.a.)	50000	50000
16.	Excursion @Rs.20000/-(p.a.) for 100	20090	20000
17.	Water & Electricity charges Rs. 12000/-(p.a.)	14480	12000
18.	Contingencies/ Misc. Expenditure @Rs.10000/-(p.a.)	10584	10000
19.	Audit Fee Rs.4000/-(p.a.)	4000	4000
20.	Cooking Charges @Rs.20000/- p.a.	22500	20000
21.	Cultural Activities @Rs.10000/- for 100 students (p.a.)	10396	10000
22.	Conveyance &TA for staff @Rs.8000/- (p.a.)	8025	8000
23.	Sport & Games materials @Rs.7500/- (p.a.)	7531	7500
	<b>Total (B)</b>	<b>988452</b>	<b>919500</b>
	<b>Grand Total (A+B)</b>	<b>1382052</b>	<b>1313100</b>
	Less 10% share of NGO	(-)	131310
	<b>Net Grant</b>		<b>1181790</b>

  
 (REEMA SHARMA)  
 अवर सचिव/Under Secretary  
 जनजातीय मामलों के मन्त्रालय  
 Ministry of Tribal Affairs  
 भारत सरकार, नई दिल्ली  
 Govt. of India, New Delhi

## PROJECT - Mobile Dispensary at Ghaksole, District-Malda, West Bengal

S. No	Approved items of expenditure as per financial Norms	Expenditure reported for the year 2015-16	Admissible grant for the year 2015-16
<b>Non-Recurring</b>			
1.	Furniture & Fixtures	0	0
2.	Medical Equipments	0	0
3.	Mobile Van	0	0
<b>Recurring</b>			
1.	Doctor (1) @ Rs. 15,000 pm	306000	180000
2.	Compounder/Nurse (1) @ Rs. 4,000 pm		48000
3.	Part time Office Asstt.-cum-Acctt. (1) Rs.2,500/-		30000
4.	Driver (1) @ Rs.2,500 pm		30000
5.	Helper/Handiman (1) @ Rs. 1,500 pm		18000
	<b>Total Salary (A)</b>	<b>306000</b>	<b>306000</b>
6.	Fuel (POL) Hilly areas @ Rs. 14000 p.m.	145000	144000
7.	Drugs @Rs.200000/- p.a.	200450	200000
8.	Contingencies/Mis Expdr. @Rs.10000/-p.a.	10021	10000
9.	Audit Fees @Rs.4000/- p.a.	4000	0
10.	Maintenance & Repairs of Vehicle and Medical Equipments @Rs.30000/-p.a.	30011	30000
11.	Advertisement & Publicity @Rs.7500/- p.a.	7700	7500
12.	Daily Allowance for visiting medical team on duty beyond 16 km from office for whole day @ Rs.5000 pm	60000	60000
	<b>Total (B)</b>	<b>457182</b>	<b>451500</b>
	<b>Grand Total</b>	<b>763182</b>	<b>757500</b>
	Less 10% share of NGO	(-)	75750
	<b>Net Grant</b>		<b>681750</b>

## Summary of Calculation for the year 2015-16

S.No.	Name of the Project	Total (*)
1.	Hostel for 100 STs	1181790
2.	Mobile Dispensary	681750
	<b>Total admissible grant for the year 2015-16</b>	<b>1863540</b>

(रवि शर्मा)  
 REEMA SARKAR  
 सचिव / Under Secretary  
 अवर जनजातीय कार्य मन्त्रालय  
 Ministry of Tribal Affairs  
 भारत सरकार, नई दिल्ली  
 Govt. 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.



(रीमा शर्मा)  
(REEMA SHARMA)  
अवर सचिव, जल सचिव  
Secretary  
जनजातीय कार्य मन्त्रालय  
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