



F.No.22026/04/2012-NGO(vol.I)
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated the 5th June, 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 **Shree Ramakrishna Ashrama, AT/PO- M.Rampur, PIN- 766102, District-Kalahandi, Orissa** for running & maintenance of ongoing project of (i) Hostel for 200 STs, (ii) Mobile Dispensary and (iii) Training in Agriculture and Allied Subjects for 100 ST Trainees, at M. Rampur, District-Kalahandi, Orissa on reimbursement basis during current financial 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 letter no1484/SSD,STSC-NGO-MEET-0003/2013 dated 27.01.2016 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.67,64,760/- (Rupees Sixty Seven Lakh Sixty Four Thousand Seven Hundred Sixty only)** towards full & 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 **Shree Ramakrishna Ashrama, AT/PO- M.Rampur, PIN- 766102, District-Kalahandi, Orissa** as Recurring grant for running & maintenance of ongoing project of (i) Hostel for 200 STs, (ii) Mobile Dispensary and (iii) Training in Agriculture and Allied Subjects for 100 ST Trainees, at M. Rampur, District-Kalahandi, Orissa. The last grant for the year 2014-15 amounting to Rs.68,06,160/- was released during 2016-17 vide Sanction Order No.22026/04/2012-NGO(Vol.I) dated 07.09.2016 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. 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.

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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 Sangram Paul & CO. Chartered Accountants, Plot No.754/15, Jayadev Vihar, Bhubaneswar-751013.

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.

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- 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.

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 Sangram Paul & CO. Chartered Accountants, Plot No.754/15, Jayadev Vihar, Bhubaneswar-751013) 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.

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- m) 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.
- n) 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.
- o) 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.
- p) 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.
- q) 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.
- r) 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.
- s) 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.
- t) That the organisation shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department.
- u) That the organisation shall not charge any fees from the beneficiaries.
- v) 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.

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12. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.67,64,760/- (Rupees Sixty Seven Lakh Sixty Four Thousand Seven Hundred Sixty only)** for disbursement to the grantee institution through electronic mode of transfer to **Shree Ramakrishna Ashrama, AT/PO- M.Rampur, PIN- 766102, District-Kalahandi, Orissa in Account No. 30270045289 in State Bank of India, Branch at Bhubaneswar, Main Branch, PO Box No.14, Post New Capital, Pin-751009 and MICR code 751002002 and IFSC code SBIN0000041**

13. 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 Plan (Minor Head) - 21 Umbrella Programme for Development of Scheduled Tribes: Van Bandhu Kalyan Yojana; 03- Aid to Voluntary Organisations working for the welfare of Scheduled Tribes: 21.03.31 Grants-in-Aid General (Plan) for the year 2017-18.

14. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their Dy.No.3175/JS&FA/2017 dated 31.05.2017. 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. 46 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 SRI RAMAKRISHNA ASHRAMA, AT-Badarohila, PO-Kadalimunda, District-Angul, PIN-759126, Orissa
2. The Commissioner-cum-Secretary, ST & SC Development Department, Government of Orissa, Bhubaneswar (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, Government of Orissa, Bhubaneswar, Orissa.
5. The Commissioner, Tribal Development Department, Government of Orissa, Bhubaneswar, Orissa
6. Director, TCR&I, Government of Orissa, Bhubaneswar, Orissa.
7. The Resident Commissioner, Government of Orissa., Orissa Bhavan, New Delhi.
8. Integrated Finance Division (IFD).
9. Bill Copy/Sanction Folder.
10. Director Tribal Research Institute, Government of Orissa, Bhubaneswar, Orissa
11. The Deputy Commissioner, **District- Angul, Odisha.**
12. The District Tribal Welfare Officer, **District- Angul, 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.

PROJECT NAME - Hostel at Village & PO- M.Rampur, District-Kalahandi, Orissa.

No. of students found at the time of Inspection- 194 STs

No. of students for which grant-in-aid is calculated 194 STs (Enrolled-200 STs) for the year 2015-16.

Recurring Grant			
Sl. No.	Approved items of expenditure as per financial Norms	Expd. Reported during 2015-16	Admissible grant (In Rs.)
1.	Warden (1) @ Rs.4000/-(pm)	48000	48000
2.	Part-time Teacher -(4) @ Rs.3000/- (p.m.) each	144000	144000
3.	Peon-cum-sweeper-(2) @ Rs.2500/-p.m.	60000	60000
4.	Watchman-cum-Gen. Operator -(3) @ Rs.2500/-(p.m.)	0	0
5.	Cook (4) @ Rs.2500/-(p.m.)	120000	120000
6.	Helper to cook (2) @ Rs.1500/-(p.m.)	36000	36000
7.	Aya-(2) @ Rs.2500/-(p.m.)	60000	60000
8.	Office Asstt/Typist-(1)@Rs.2000/-p.m.	24000	24000
9.	Part time doctor (1) @ Rs.4000/-p.m.	48000	48000
10.	Part Time Accountant (1) @Rs.2800/- p.m.	33600	33600
	Total Honorarium	573600	573600
11.	Maintenance for own Building 30% of Rent @Rs.5000/-p.m.[As per norms] Rent Assessment Certificate of PWD	18000	18000
12.	Clothing (3 Uniform sets per student) @Rs 900/-900X194	180000	174600
13.	Diet Charges -(per student) (p.m.) for 10 months @ Rs. 660/-each [660X194X10]	1400000	1280400
14.	Medicine @Rs.10000/-for 100 STs (p.a.) - 194 Students	20000	19400
15.	Books and Stationery: @ Rs.500/- per student (p.a.) for 194	100000	97000
16.	Excursion @Rs.20000/-(p.a.) for 194	40000	38800
17.	Water & Electricity charges Rs. 12000/-(@p.a. for 100) for 194 Students	15000	15000
18.	Contingencies/ Misc. Expenditure(including office maintenance) @Rs.10000/- for 100 STs (p.a.) - 194STs	15000	15000
19.	Audit Fee Rs.4000/-(p.a.)	0	0
20.	Cooking Charges @Rs.20000/- for 100 STS (p.a.)-194 STs	40000	38800

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21.	Cultural Activities @Rs.10000/- for 100 students (p.a.) - 194 Students	10000	10000
22.	Conveyance &TA for staff @Rs.8000/- for 100 Students (p.a.) - 194Students	6000	6000
23.	Sport & Games materials @Rs.7500/- for 100 (p.a.) Students - 194 Students	7500	7500
	Total	1851500	1720500
	Grand Total	2425100	2294100
Net admissible amount for the year 2015-16			2294100
Less 10% towards share of NGO			229410
Net admissible grants for the year 2015-16 as Full & Final instalment			2064690

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10/10/2015
 Director
 Ministry
 Govt of India
 New Delhi
 Affairs

**PROJECT NAME - Mobile Dispensary at Motaganda+5 Other Villages, PO-M.Rampur, District-
Kalahandi, Orissa.**

Sl. No.	Approved items of expenditure as per financial Norms	Expr. Report for the year 2015-16 (In Rs.)	Admissible Grant for 2015-16 (In Rs.)
	Recurring Honorarium		
1.	Doctor (1) @ Rs. 15,000 p.m.	180000	180000
2.	Compounder/Nurse (1) @ Rs. 4,000 pm	48000	48000
3.	Part time Office Asstt. -cum-Acctt. (1) Rs.2,500/-	30000	30000
4.	Driver (1) @ Rs.2,500 pm	30000	30000
5.	Helper/Handiman (1) @ Rs. 1,500 pm	18000	18000
	Total Honorarium	306000	306000
6.	Fuel (POL) Plain areas @ Rs. 12000 p.m.	150000	144000
7.	Drugs @Rs.200000/- p.a.	200000	200000
8.	Contingencies/Misc. Expd. @Rs.10000/-p.a.	12000	10000
9.	Audit Fees @Rs.4000/- p.a.	0	0
10.	Maintenance & Repairs of Vehicle and Medical Equipments @Rs.30000/-p.a.	36000	30000
11.	Advertisement & Publicity @Rs.7500/- p.a.	7500	7500
12.	Daily Allowance for visiting medical team on duty beyond 16 km from office for whole day @ Rs.5000 pm	60000	60000
	TOTAL	465500	451500
	Grant Total	771500	757500
	Net admissible amount for the year 2015-16		757500
	Less 10% NGO contribution		75750
	Net admissible grants for the year 2015-16 as Full & Final instalment		681750

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Sl. No.	Approved items of expenditure as per financial norms	Expd. Reported for 2015-16 (In Rs.)	Admissible Grant for 200 STs for 2015-16(In Rs.)
	Recurring Honorarium		
1.	Training Organizer @ 10000/- pm	120000	120000
2.	Training Associates (8) @ Rs. 7000/- each	672000	672000
3.	Assistant to Trainers (7) @ Rs. 5000/- each	360000	360000
4.	Training Attendant (7) @ Rs. 5000/-	420000	420000
5.	Senior Accounts (1) @ Rs. 5600/-	67200	67200
6.	Accounts Assistant (1) @ Rs. 3000/-	36000	36000
7.	Warden (1) @ Rs. 4000/-	48000	48000
8.	Computer Operator (1) @Rs. 3000/-	36000	36000
9.	Stores Assistant (1) @ Rs. 3000/-	36000	36000
10.	Field Assistant @ one Field Assistant per 10 Centers (5) @ Rs. 3000/-	180000	180000
11.	Driver @ Rs. 2500/-(2)	60000	60000
12.	Helper to Driver (2) @ Rs. 1500/-	18000	18000
13.	Clerk cum typist/Assistant (2) @ Rs. 2500/- pm	60000	60000
14.	Electrician-cum-Generator Operator @ Rs. 2000/- pm	24000	24000
15.	Mechanic for Maintenance of Machinery (1) @ Rs. 2500/-	30000	30000
16.	Watchman (2) @ Rs. 2000/-	48000	48000
17.	Peon (1) @ Rs. 2500/-	30000	30000
18.	Cook (2) @ Rs. 2500/-	60000	60000
19.	Helper to Cook (1) @ Rs. 1500/-	18000	18000
20.	Sweeper (1) @ Rs. 1800/-	21600	21600
	Total Honorarium	2344800	2344800
21.	Board and Lodging Rs. 1000/- per trainee	1260000	1200000
22.	Working Uniform (2 sets per trainee or required under Local conditions @ Rs. 600/- per trainee p.a.	60000	60000
23.	Washing and Cleaning charges Rs. 300/- per trainee p.a.	30000	30000
24.	Medical Expenses @ 350/- per trainee p.a.	35000	35000
25.	Electricity and Water Charges Rs. 6000/- p.m.	90000	72000
26.	Building Repairs/maintenance Rs. 3000/- pm (Rent Assessment Certificate may be seen at page 2005/c) as per norms	36000	36000
27.	Maintenance of Equipments, computers @ 2500 pm	42000	42000

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28.	POL @ 15000/- pm per vehicle	180000	180000
29.	Rent and Taxes @ 1000/- pm	12000	12000
30.	Printing and Stationery @ 3500/- pm	42000	42000
31.	Postage and Telephone @ Rs. 6000/- pm	72000	72000
32.	Travelling expenses for staff @ Rs. 4000/- pm	48000	48000
33.	Contingencies / Misc. expenses @ Rs. 2000/- pm	36000	24000
34.	Excursion for trainees @ Rs. 20000/- p.a.	20000	20000
35.	Cooking charges @ Rs. 25000/- pa	25000	25000
36.	Audit fee Rs. 5000/-	5000	5000
37.	Tool kit/ Books/ Training material/ Raw material depends upon trade material	70000	70000
38.	KishanMelas(5 meals @ Rs. 3000/- per meal per annum	15000	15000
39.	Divyayan Samachar Monthly News Bulletin (About Agriculture related subjects) for 1000 tribal Ex-trainees @ Rs. 5/- per copy per month i.e. 1000*12*5	60000	60000
40.	Monthly follow up meeting with 2 representative's/ Contacts persons from each Village from 50 villages (total 50*2=100 participants) @ Rs. 60 (60*100*12	72000	72000
	Total	2210000	2120000
	Grand Total	4554800	4464800
Net admissible amount for the year 2015-16			4464800
Less 10% of NGOs contribution			446480
Net grant to be released towards full and final installment for the year 2015-16			4018320

Summary of admissible GIA for the year 2015-16

Sl. No.	Name of Projects	Admissible Grant to be released for the year 2015-16 as full and final installment on reimbursement basis.(In Rs.)
1.	Hostel at M. Rampur, District Kalahandi	2064690
2.	Mobile Dispensary at Motaganda	681750
3.	Training in Agriculture & Allied Subjects	4018320
	Grand Total	6764760

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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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