



F.No.22032/25/99-NGO(Vol-VI)  
Government of India  
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001  
Dated: 9<sup>th</sup> October, 2017

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

**Subject:** Grant-in-aid towards full & final installment for the year 2015-16 to BHARAT SEVASHRAM SANGHA (Dokra Unit), Village & PO – Dokra, District-Pachim Midnapur, PIN-721125, West Bengal for running and maintenance of ongoing projects namely Residential School (Primary) for 100 students and Mobile Dispensary for STs on reimbursement basis during the current financial year 2017-18.

Sir,

I am directed to refer to Letter No. 84-TDD/12S-35/2014 dated 19.01.2017 from the Government of West Bengal and to convey the sanction of the President of India for Grants-in-aid of **Rs.22,62,204/- (Rupees Twenty Two Lakh Sixty Two Thousand Two Hundred Four only)** towards **full & final instalment for the year 2015-16 as re-imbursement of expenditure** during the year 2017-18 as per details of Expenditure enclosed as Annexure-I A and I B, after adjusting Rs.NIL/- on account of unspent balance to BHARAT SEVASHRAM SANGHA (Dokra Unit), Village & PO – Dokra, District-Pachim Midnapur, PIN-721125, West Bengal (*NGO Darpan Unique Id- WB/2014/0076441*) for ongoing projects of Residential School (Primary) for 100 students and Mobile Dispensary for STs. No utilisation certificate is due for rendition. The last grant for the years 2014-15 amounting to Rs. 22,46,792/- was released during vide Sanction Order 22032/25/99-NGO (Vol.V) dated 30.06.2016 by way of reimbursement. Therefore, no utilization certificate is required in terms of Rule 238(3) of GFRs 2017. No utilisation certificate is due for rendition. The grant-in-aid shall be subject to provisions of GFR-2017 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 Rule No. 238(3) of GFR, 2017.

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 S. K. Pal & Associates, Chartered Accountants, Chatra, Serampore, Hooghly-712204.

8. Provisions of General Financial Rule 236(2)(i) of GFR, 2017 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) Salary of Staff: Salary/honorarium of staff involved in implementation of the project is to be paid through cheque/bank only.
- c) 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.
- d) 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.
- e) 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.

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- f) 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 shall have the accounts of the grant-in-aid audited either by Govt. Auditor or Chartered Accountant (S. K. Pal & Associates, Chartered Accountants, Chatra, Serampore, Hooghly-712204), 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.
- g) 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.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) 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.
- m) 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.



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- n) 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.
- o) In respect of Voluntary Organizations assisted for running educational institutions like residential schools, non-residential schools etc., the organisation shall get recognition of school/courses by State Governments.
- p) 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, NGO Darpan Unique ID, year of beginning of project, Total project cost borne by MoTA, Location of project, Name of the NGO with its headquarters.
- q) 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.
- r) The purchase of non-recurring items i.e. furniture etc. should be made only reputed dealers at competitive prices subject to vouchers being produced for inspection.
- s) That the organisation shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department.
- t) That the organisation shall not charge any fees from the beneficiaries.
- u) 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.

12. Rule 87 "Direct Benefit Transfer" of General Financial Rules, 2017, wherever applicable, shall be complied with.

13. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of **Rs.22,62,204/- (Rupees Twenty Two Lakh Sixty Two Thousand Two Hundred Four only)** for disbursement to the grantee institution through electronic mode of transfer to **BHARAT SEVASHRAM SANGHA (Dokra Unit), Village & PO – Dokra, District-Pachim Midnapur, PIN-721125, West Bengal in Account No. 11896359693 in State Bank of India, Branch at BALIGERIA (Distt-Pachim Midnapur, West Bengal) and IFSC Code SBIN0008328, directly.**

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

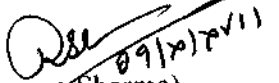
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(Minor Head) – 21 Umbrella Programme for Development of Scheduled Tribes: Van Bandhu Kalyan Yojana; 03- Aid to Voluntary Organisations working for the welfare of Scheduled Tribes: 21.03.31 Grants-in-Aid General (Plan) for the year 2017-18.

15. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their Dy.No. 3699/JS&FA/2017 dated 21.09.2017. 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. \_\_\_\_\_ in the register of grant.

Yours faithfully,

  
(Reema Sharma)

Under Secretary to the Government of India

Copy for information and necessary action: -

1. The Secretary, BHARAT SEVASHRAM SANGHA (Dokra Unit), Village & PO Dokra, District-Pachim Midnapur, PIN-721125, West Bengal
2. The Director General of Audit, Central Revenue, I.P. Estate, New Delhi.
3. The Principal Secretary, Backward Classes Welfare Department, Government of West Bengal, Writers Building, Kolkata – 700 001
4. The Director Tribal Research Institute, Government of West Bengal, Kolkata
5. The District Magistrate, Pachim Midnapur (West Bengal).
6. The Project Officer cum District Welfare Officer, Pachim Midnapur (West Bengal).
7. Bill Copy/Sanction Folder.
8. B&C Section
9. IFD w.r.t. their Dy.No.3699/JS&FA/2017 dated 21.09.2017
10. Resident Commissioner, Government of West Bengal, West Bengal Bhawan, New Delhi.
11. Auditor General, Accountant General Office, Government of West Bengal, Kolkata
12. Chief Controller of Accounts, Ministry of Tribal Affairs.
13. The Director, NIC with request to upload the sanction letter on the website of this Ministry.

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Project Name -Residential School (Primary-boys) at Dokra, District Pachim Midnapur, West Bengal  
No. of students for which grants-in-aid is calculated –100 ST Students

S.N	Approved items of expenditure as per financial Norms	Exp. Reported for 2015-16	Admissible grant for the 2015-16
1.	Head Master/ Mistress 1 (Primary School) @ 5000/-p.m.	60000	60000
2.	Warden (1) @ Rs.4000/-(pm)	48000	48000
3.	Teacher ( Primary) (6) @ Rs.4000/- p.m.	288000	288000
4.	Peon -(1) @ Rs.2500/-(p.m.)	30000	30000
5.	Cooks -(2) @ Rs.2500/-(p.m.) each	60000	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.)	18000	18000
10.	Aya (1) @ Rs.2500/ p.m.	30000	30000
11.	Sweeper -(2) @ Rs.1800/-(p.m.)	43200	43200
12.	Accountant -(1) @ Rs.3500/-(p.m.)	42000	42000
13.	Physical Instructor /Games Teacher(1) @ Rs.4000/-(p.m.)	48000	48000
14.	Rent for Building (Own Building ) 30% Maintenance Charges @ rent Rs. 4000/- pm as per old norms.	18034	14400
15.	Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-each	950884	660000
16.	Medicine @ Rs.10000/-(p.a.)	10195	10000
17.	Washing Charges (pre student) @ Rs.200/-(p.a.)	27600	20000
18.	Excursion @ Rs.20,000/-(p.a.)	20600	20000
19.	Conveyance and TA for Staff Rs.10,000/-(p.a.)	10100	10000
20.	Water & Electricity charges Rs.15000/-(p.a.)	24952	15000
21.	Contingencies/office maintenance Rs.15000/-(p.a.)	16490	15000
22.	Cooking Charges Rs.20000/-(p.a.)	35480	20000
23.	Audit Fee Rs.4000/-(p.a.)	4000	4000
24.	Cultural Expenses p.a. Rs.15000/-	15660	15000
25.	Sport & Games Equipment's 7500/-(p.a.)	10105	7500
26.	Clothing (3 Uniform sets per student) @ Rs.900/-(p.a.)	96000	90000
27.	Books and Stationery: @ Rs.750/- per student	111904	75000
	<b>Total</b>	<b>2130804</b>	<b>1754700</b>
	Less 10% contribution of the NGO		175470
	<b>Net admissible grant for 2015-16</b>		<b>1579230</b>



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**Project Name - Mobile Dispensary at DOKRA, Distt-Pachim Midnapur, West Bengal.**  
**Organization – BHARAT SEVASHRAM SANGHA**

S. No	Approved items of expenditure as per financial Norms	Expenditure Reported for 2015-16	Admissible Grant for 2015-16
1.	Doctor (1) @ Rs.15,000 pm	180000	180000
2.	Compounder/Nurse (1) @ Rs. 4,000 pm	48000	48000
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	145360	145360
7.	Drugs @Rs.200000/-p.a.	203836	200000
8.	Contingencies/Mis Expdr. @Rs.10000/- p.a.	10200	10000
9.	Maintenance & Repairs of Vehicle and Medical Equipments @Rs.30000/-p.a.	31348	30000
10.	Advertisement & Publicity @Rs.7500/- p.a.	9500	7500
11.	Daily Allowance for visiting medical team on duty beyond 16 km from office for whole day @ Rs. 5000/- p.m.	60000	60000
12.	Audit Fees	4000	0
<b>Total</b>		<b>770244</b>	<b>758860</b>
Less 10% contribution of NGO			<b>75886</b>
<b>Net admissible grant</b>			<b>682974</b>

**Summary of Grant to be released**

Sl. NO.	Particulars	Total admissible grant for the year 2015-16
1.	Residential School, Dokra	1579230
2.	Mobile Dispensary	682974
	<b>Total</b>	<b>2262204</b>



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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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