

F.No. 22040/06/2022 - NGO
GOVERNMENT OF INDIA
MINISTRY OF TRIBAL AFFAIRS
{NGO DIVISION}

New Delhi, dated 27th January, 2023

The Principal Secretary/Secretary/Commissioner
Tribal Welfare Department
All State Governments/UT Administration

Subject: Revision of Guidelines for the scheme of "Grants-in-Aid to Voluntary Organizations working for the welfare of STs" being implemented by the Ministry of Tribal Affairs.

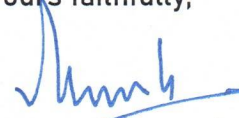
Madam/Sir,

In supersession of the existing guidelines issued by the Ministry and were effective from 01.04.2008, as amended from time to time, please find enclosed the revised guidelines for the scheme of "Grants-in-Aid to Voluntary Organizations working for the welfare of STs" being administered by Ministry of Tribal Affairs. The new guidelines will be effective from the financial year 2022-23 to 2025-26.

You are requested to publicise the revised guidelines to all the stakeholders of the scheme.

Encl.: As above.

Yours faithfully,



(K. Chandra Sekhar)

Under Secretary to Government of India

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सत्यमेव जयते

F. No. 22040/30/2012-NGO
Government of India
Ministry of Tribal Affairs

(With effect from fiscal 2022-23 to 2025-26)

**'GRANT-IN-AID TO VOLUNTARY ORGANISATIONS WORKING FOR THE WELFARE OF
THE SCHEDULED TRIBES (STs)'**

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1. BACKGROUND

- 1.1 Scheduled Tribe people comprise about 8.6% of the population (census, 2011) of the country. Tribal development programmes face challenges like, remoteness of tribal habitations, dispersed population, displacement and communication barriers. Though significant allocations have been made under the Tribal Sub Plan /Schedule Tribe Component for tribal welfare, a lot needs to be done in respect of many of the socio-economic and health indicators like low literacy rate, low income and high IMR/MMR, and low nutritional status. Infrastructural gaps still exist in respect of availability of educational, health and livelihood support in tribal areas.
- 1.2 Ministry of Tribal Affairs (MoTA) has been continuing its endeavour for socio-economic development of Scheduled Tribes (STs) through supporting schemes in education, livelihood and for development of infrastructure in tribal areas. Though these interventions have led to improvement in the socio-economic conditions of STs over the years, there is a continuing need for supplementary efforts of the NGOs for better results.
- 1.3 In this backdrop, the role of Non-Governmental Organisations (NGOs)/ Voluntary Organisations (VOs) with their local roots, dedication to work in difficult and remote areas with flexibility in their systems become increasingly important. MoTA has initiated two interventions for the welfare of Scheduled Tribes (STs) in partnership with Non-Governmental Organisations to cater to comparatively service-deficient areas with significant tribal population, where direct outreach of Government services through its institutional mechanism has not been adequate:

- a) Grant-in-aid to voluntary Organisation's working for welfare of STs
- b) Strengthening education of ST girls in district, where ST population is 25% or above, and female ST literacy rate is below the national female ST literacy rate as per latest census.

In both these schemes, grants are given to Organizations as per norms prescribed for them. For the sake of convenience, both these schemes have now been merged under one scheme 'Aid to Voluntary Organisation 's for the Welfare of the Scheduled Tribes' with revised financial norms for different projects run under these two schemes.

2. Objective and Scope of the Scheme

The prime objective of the scheme is to supplement the welfare efforts of the Government and fill the gaps in area of education, health, livelihood etc. by developing a participatory and collaborative mechanism with dedicated NGOs, who have capacity to provide quality services for development of tribal population.

2.1 Broad Sector-wise indicative categories of projects for which grant-in-aid will be considered are as follows:

S. N.	Sectors	Category of Projects
I	Education	1. Running and maintenance of Non-Residential Schools/ Residential Schools / Hostels.
		2. Sponsoring tribal girls from the North Eastern States viz. Assam, Meghalaya, Mizoram, Manipur, Nagaland, Tripura, Arunachal Pradesh, Sikkim, and from Andaman & Nicobar Islands and Lakshadweep for study in reputed educational institutions.
II	Health	3. Running/maintenance of hospitals/dispensary with 10 or more beds.
		4. Mobile Dispensary
III.	Livelihood	5. Enhancement of livelihood and income generation opportunities through infrastructure support and capacity building in the sector like agriculture, fishery, dairy and animal husbandry, water conservation, organic /natural farming.

2.2 In addition to above, during natural calamity, disaster or pandemic, Ministry of Tribal Affairs may provide emergency health services including provision of food and water through NGOs in the affected area for which norms may be decided in consultation with IFD with approval of Minister, Ministry Tribal Affairs.

2.3. Priority will be given to programmes / projects that benefit Particularly Vulnerable Tribal Groups (PVTGs), LWE affected districts, tribal populations in remote or difficult areas.

3. Funding Pattern

This is a Central Sector Scheme, where grants are given to Organizations as per norms fixed for different projects given in **Annexure-1**, subject to the ceilings for recurring and non-recurring grants, as appraised by Expenditure Finance Committee (EFC) and approved by Cabinet

4. Eligibility Conditions

- 4.1 The applicant organization (NGO) should be registered under Societies Registration Act, 1860/State Society Registration/Public Trust or Institutions either under a statute or as a society registered under the Societies Registration Act, 1860 or any other act.
- 4.2 The applicant organization must get registered with NGO–Darpan portal of NITI Aayog (www.ngodarpan.gov.in).
- 4.3 The organization should have experience of at least three years in running activities similar in the size and objectives of the project, for which the grants are sought.
- 4.4 The organization making application for seeking grants would itself implement the projects without passing the grants to any different entity for managing the project.
- 4.5 The organization will agree to complying with the terms and conditions and sign an MoU with Ministry as in **Annexure 2**.
- 4.6 The organization will open Aadhaar linked bank account in its name under joint operation of President and Secretary or their authorized signatories, in an authorized scheduled bank in respect of the grant in line with the instructions issued by the Government of India from time to time.
- 4.7 The organization should have PAN and TAN Number in its name and should have filed Income Tax Returns (ITR) for at least last three years.
- 4.8 The organization needs to be registered under section 12A of Income Tax Act.
- 4.9 The organization should not be facing bankruptcy nor facing enquiries or investigations for economic offences by CBI/ED/CBIC or any other Union/State Government agencies.
- 4.10 The organization should have sound financial capacity to partially co-finance the project, as grants from the Ministry would be restricted to supporting the core activities only that have been defined in Annexure-1.
- 4.11 The organization shall submit details of its trustees, promoters, beneficial owners and Management Committee along with PAN and Aadhaar number in the format given, before grant is considered.
- 4.12 The organization should not have been blacklisted by NITI Aayog/Union/State Ministries or Government organisations.
- 4.13 A minimum of at least 75 beneficiaries shall be the requirement for commencement of the project. However, in exceptional cases, with due

justification by the Tribal Welfare Department of the State Government, a project with a minimum of 25 ST students may be considered by the Ministry with the approval of Minister, Ministry of Tribal Affairs, for commencement of an educational project.

5. Online grant management and tracking System for NGOs

In order to reduce citizen compliance burden, Ministry has developed NGO Portal, which is online grant management and tracking system (ngo.tribal.gov.in) for streamlining the process of sanction and release of grants to the NGOs. Various processes related to submitting application, inspection, submission of documents have been simplified and digitized to bring transparency, accountability and efficiency in scheme implementation. Following steps are required to be followed by NGOs for availing grants from the Ministry.

- 5.1 All grant proposals from new as well as ongoing NGOs shall have to be submitted through NGO portal of the Ministry. Physical proposals will not be entertained.
- 5.2 The applicant organisation must first get itself registered on the NGO-Darpan portal (www.ngodarpan.gov.in) of NITI AAYOG.
- 5.3 After obtaining NGO-Darpan registration, the applicant shall register through NGO portal (www.ngo.tribal.gov.in) of the Ministry of Tribal Affairs.
- 5.4. An organization running multiple projects of same nature of categories defined in para 2.1 above, in a district may file single application for all such similar projects for which grant is being sought. The same may be considered in the Ministry on the recommendation of the Principal Secretary or Officer in charge of Tribal Welfare Department of the State concerned.
- 5.5 NGOs will maintain details of expenditure on Receipt, Expenditure, Advance, Transfer (REAT) Module of PFMS and would be required to refund any bank interest earned as per provisions of the latest General Financial Rules (GFR) of Government of India
- 5.6 NGOs can upload any query/grievance through the communication module of NGO portal, which will be replied online through the same module. If the grievance is related to the district or state, the same will be transferred by Ministry to the authority concerned through portal. The District and State authorities are required to redress the grievance online and also update the same online.

The State Government would be requested to ensure that the information of the State and District level Officer is updated on transfer or change of

charge. He will also ensure that all grievances pertaining to district and state are resolved. The help line and details of the resource person will be displayed on portal of State Tribal Welfare Department (TWD).

- 5.7 The Ministry's NGO Portal will be opened for 90 days from 1st July to 30th September or as notified by Ministry to enable the NGO to submit its application for Grants in Aid. The dates for opening and closing of the portal will be notified separately by the Ministry. This is applicable for both ongoing and new projects.

6. Grant-in-aid not a matter of right:

- 6.1 Mere submission of application and even fulfilling above mentioned eligibility criteria will not entitle the organization to claim grant-in-aid under the scheme as a matter of right. Provision of grant shall be at the sole discretion of Government of India depending upon the merit of the project, availability of funds under the scheme, fulfillment of provisions of GFRs, other relevant Govt of India (GOI) instructions issued from time to time, and priorities of the Ministry.
- 6.2 Organizations facing bankruptcy or enquiries in respect of alleged economic offences or criminal cases or blacklisted by NITI Aayog/Government of India or State/UT Governments are not eligible. In case organizations are subsequently found to have suppressed information detrimental to their receiving funds from Government of India, the funds sanctioned will be recovered with suitable penal interest determined by the Government.
- 6.3 Assessment of projects: Project funded under the scheme shall be assessed by the Ministry from time to time. For this purpose, Ministry may appoint an independent agency for carrying out assessment and field inspection. Funding shall be discontinued if projects are not found conforming to the norms of the Government, or not meeting right standards.
- 6.4 Grants under this Scheme can be used for paying remuneration to the personnel crucial for functioning of the approved project, subject to the following conditions.
- (i) Prior sanction is obtained for the remuneration component as part of the specific project.
 - (ii) Remunerative wages are paid to only key personnel for functioning of the project as per the approved financial norms. Wage-support under this scheme of grants to NGOs can be a component of the grant, but shall not mean that these grants have to cover the entire wage component, or minimum wage or any other obligatory payment.
 - (iii) For all statutory purposes, the Principal Employer will be the applicant organisation, who will be responsible for meeting legal

requirements of minimum wages, PF, working conditions or any other applicable law/rules.

- (iv) Grants under this Scheme shall not be tied to the service condition/hiring of personnel by the applicant NGO. Sanction of grants for remuneration/wage component shall not entitle any personnel to any particular job. Government shall not be responsible for any personnel-related matter under any circumstances. Any direct or indirect obligation with respect to the personnel or the building or equipment or any other matter related with the project will be the responsibility of the applicant institution.

7. Procedure for application and selection for New Projects:

7.1 New applicant organisations would quote NGO-Darpan ID given by NITI Aayog and make online application on NGO portal of the Ministry of Tribal Affairs and provide complete information about the project for which grants are sought along with uploading the required documents.

7.2 Scrutiny and Inspection at State Level:

(i) The online applications will get directed to the account of State/UT Tribal Welfare Department which in turn will get the projects inspected through District Level officer. Ministry will provide Login ID and Password to users at State level. The Ministry will also provide facility to the State for making officer at the district level as the authorised user and State would provide Login ID and Password to him. It will be the responsibility of the officer so authorised at District level to inspect and scrutinise the proposed project with respect to the following aspects:

- a) Credibility and general reputation of the applicant NGO and its present profile in the project location.
- b) Sustainability and viability of the project.
- c) The location of the project with respect to the identified priority areas.
- d) Service deficiency in the proposed area of the project based on credible data of beneficiaries to be covered.
- e) Overall capacity of the applicant NGO to deliver the intended benefits.
- f) The applicant organization is not involved in any anti national or anti-social activity.

(ii) The authorised district level Officer will upload comments about the project on the portal after inspection, will upload the Inspection form, duly signed and stamped, and forward the required documents to the State as stipulated by Ministry.

- (iii) The projects forwarded by the District Level Officer will be examined by State Government/UT Administration, as per the check list given below: -

S.No.	Description
1.	Application form complete in all respects
2.	Budget estimates are as per norm
3.	Project wise Audited Accounts with Auditor's Report (for last two years)
4.	Annual Report of the Organization (for last two years)
5.	List of Staff (as per format) if project is already running
6.	Beneficiaries' details in given format if project is already running
7.	Duly Signed Inspection report
8.	Registration Certificate, under section 12 A Income Tax Act
9.	List of Management Committee including beneficial owners
10.	Self-declaration by organization about location and legitimacy of premises of the project
11.	Surety Bond along with resolution of the Governing body, Authorization letter
12.	Aadhaar linked Bank Account and PAN

- (iv) State Committee for Support of Voluntary Efforts (SCSVE under chairmanship of Principal Secretary/Officer in-charge of Tribal Welfare Department/Social Welfare Department will make specific recommendation about the application of the NGO within the timelines stipulated by the Ministry. If a project is not recommended by State Committee, the reasons will be indicated. The minutes of the meeting will be uploaded on the NGO portal in the format given by Ministry. The composition of the State Committee (SCSVE) may be as under:

- (i) Principal Secretary/Officer in-charge of Tribal Welfare Department: Chairperson
- (ii) Secretary, State Rural Development Department, or his representative
- (iii) Secretary, State Agriculture Department, or his representative;
- (iv) Secretary, State Health Department, or his representative;
- (v) Three Experts/ reputed NGOs working in the State to be nominated by the Chairperson;
- (vi) Commissioner /Director, Tribal Welfare Department: Member Secretary.

7.3 Screening and Approval at the Ministry Level:

- (i) Based on eligibility criteria and availability of funds, new projects duly inspected and forwarded by district administration and recommended by the State Level Committee, will be scrutinized by the NGO division, headed by Deputy Secretary / Director. The short-listed new projects may be subjected

to further assessment by an independent agency which may include field-based prefunding appraisal. Detailed notes will be drawn while making recommendations for approval or rejection of the project proposal by the NGO division, also keeping in mind the budget available under the scheme.

(ii) Constitution of Project Appraisal Committees at the Ministry level

All projects after screening shall be placed before the Project Appraisal Committee (PAC) under the Chairpersonship of Joint Secretary, Tribal Affairs for final recommendation. The composition of the Committee will be as under:

i.	Joint Secretary, in-charge of NGO Division, Ministry of Tribal Affairs (MoTA)	Chairperson
ii.	Joint Secretary & Financial Advisor, MoTA or representative from IFD	Member
iii.	Principal Secretary / Secretary (in-charge of tribal development) of concerned State / UT or their representative	Member
iv.	Director / Deputy Secretary (NGO), MoTA	Member Convener

The PAC while appraising projects, will keep in mind the availability of funds and budget available under the scheme and may prioritize only those projects which are most needed.

iii. The new project recommended by the Project Appraisal Committee will be eligible for grants subject to final sanction by the Minister of Tribal Affairs.

iv. If a new project is not commenced or operationised after approval by the Ministry of Tribal Affairs, it will be treated as a new project when it is considered for sanction of grants next year. However, verification process except state government recommendation in such cases will be waived subject to the applicant organization justifying the reasons for not running the project in spite of approval of the Ministry. If the project is not run/operational in successive year then the organization has to apply as a new project following the due procedure.

8 Procedure for Renewal of Application for the Ongoing Projects:

(i). Organization would be required to submit its application for ongoing projects for continuation in subsequent financial year.

(ii). The ongoing project of the Organization would be eligible for grants subject to the provisions of GFR and instructions/guidelines issued from time to time by the Ministry of Finance, Government of India, on receipt of the following documents:

- a. Online application in the prescribed proforma has been filed on portal
- b. Utilization certificate of the grant last released, in the format prescribed under GFR-12-A.
- c. Audited accounts for the previous year indicating the expenditure incurred on each sanctioned item vis-à-vis the grant sanctioned.
- d. Budget estimates for the financial year for which grant-in-aid is required
- e. Filing of Expenditure Statement in REAT Module.

(iii) The ongoing project applications filed online by the organizations will be made available to the State concerned. The Principal Secretary/officer in charge of State Tribal Welfare Department would ensure that the documents submitted by the NGO have been examined at State Level. He would also get the field verification done through District Collector or District Welfare Officer, or any other authority at district /state level, who will upload the Inspection report, duly signed and stamped, on the portal. The Inspecting Officer would be asked to specifically examine if there is any change in name, constitution, location of project, number of beneficiaries, whether there is any complaint against the Organization/Project or any reference from Ministry for Inspection.

(iv) Applications for ongoing projects can be forwarded to the Ministry by the Principal Secretary/Officer in charge Tribal Welfare Department without seeking the approval of the SCSVE.

(v). If there is any change in project specifications like location, nomenclature of project, increase in number of beneficiaries under the project, change will be considered by the Ministry on the specific recommendation of the Principal Secretary/Officer in charge of the TWD of the State subject to availability of funds. The recommending authority will also have to certify that the project has sufficient infrastructure to cater to the increased number of beneficiaries recommended.

(vi). In case of non-recommendation of the ongoing project for the current year, reasons for not recommending the project should be mentioned by the State Govt. In case, the State is recommending the project for the current year but the project was not recommended in the previous year(s), reasons would be given for not recommending in previous years.

(vii) Funds will normally be released by Ministry of Tribal Affairs on the recommendation of the State Government. Such releases will be as per the instructions issued by Ministry of Finance from time to time and provisions of the latest GFR.

(viii) In case a project has not been recommended for three successive financial years, the project will not be treated as ongoing for subsequent years. However, the organization will be permitted to apply as a new project and the application will be processed as per the procedure laid down in Para 7 above.

(ix) If a project has been rejected on serious violations, malafide grounds etc., recovery, as appropriate, will be done and the NGO/VO will be debarred from receiving grants in future also. The matter will also be intimated to NITI Aayog and other Ministries/Departments of Central Government.

9. Procedure for release of Grant-In-Aid

9.1 Grants will be released in accordance with the instructions issued by the Ministry of Finance from time to time and the provisions of General Financial Rules in vogue at the time of release.

9.2 For projects being run in Scheduled Areas, funding, as per notified norms, will be 100% while for those projects being operated in areas other than Scheduled Areas, 90% of the project cost, as estimated by notified norms, will be funded by the Government and the balance will be borne by the applicant Organization(s)'.

9.3 The extent of assistance under the scheme would be 100% for those projects being implemented in the Scheduled Areas.

10. Monitoring & Review of Performance

10.1 Besides regular inspections being conducted by State Authorities or their representative official, concurrent monitoring may also be undertaken through officials of the Ministry or through Tribal Research Institutes/independent agencies appointed by Central Government for this purpose as and when required.

10.2. State Government shall also ensure regular inspection of quality of food items being provided in projects (wherever applicable) by the State Health Department/Food Department.

10.3. Ministry may devise digital Monitoring mechanism for capturing the attendance of students and monitoring the movement of Ambulance or mobile dispensaries through GPS device. The cost of device and maintenance cost will be funded from the scheme.

10.4 The Ministry may appoint an independent agency of repute to help in conducting the screening of the new projects submitted to the Ministry for funding support. The agency in consultation with Ministry will devise methodology for detailed prefunding appraisals of new project applications /

organizations on various parameters which will include diligently looking after the fulfilment of statutory compliances, desk appraisal of the proposal and conducting field-based prefunding appraisal. The agency will also perform following activities:

- i. The independent agency may conduct field inspection of the ongoing projects to assess the field level effectiveness of the project deliverables. These field level inspections will not be restricted to project monitoring and the agency will provide all onsite hand holding support to the partner Organization for perspective and capacity building.
 - ii. The independent agency may also conduct grading of all organizations funded under the scheme. The grading would be based on various parameters laid down by the Ministry from time to time and a feedback mechanism for course correction would be developed for the organizations based on the grading /assessment.
 - iii. The independent agency may work as interface between MoTA and the partner organization; it will facilitate regular communication and develop better coordination mechanism between organization and Ministry for smooth implementation of the project.
- 10.5 If the performance of any ongoing projects of any organisations/ NGOs based on the assessment of performance review by the Independent Agency/Ministry Officials/Tribal Research Institutes is not found satisfactory or not as per the norms/outcomes of the project envisaged, then such project(s) of such organisations/NGOs shall be dis-continued for availing grant under the scheme.

11. Grievance Mechanism

The NGO Portal provides end-to-end solution right from submission of application to release of admissible grants in the bank account of the organization. The applicant organization has facility to view status of its application on real time basis. Portal has a communication module, through which organization can submit query/grievance. The grievance will be redressed online. The organization has facility to contact the helpline number or the notified email. The Ministry will organize quarterly virtual NGO conclave, wherein training program about new features of portal, the specific issue pertaining to any NGO will be redressed. In case the grievance still remains unresolved and the representative of the organization, intends to seek an appointment with the Ministry officials, they may request for appointment through mail or portal giving detail of the issue to be discussed.

The authorized person from the NGO, who is well versed with its functioning may visit the Ministry only with prior appointment.

12. Relaxation

The Ministry of Tribal Affairs shall have the power to amend or relax any part of these guidelines in view of genuine difficulties being faced by the NGOs in ensuring service delivery to the target beneficiaries or as deemed fit with the approval of the Minister of Tribal Affairs.

**NORMS FOR PROVISION OF GRANT-IN-AID
UNDERTHE SCHEME
'GRANT-IN-AID TO VOLUNTARY ORGANIZATIONS
WORKING FOR THE WELFARE OF SCHEDULED TRIBES'**

(With effect from fiscal 2022-23 to 2025-26)

**GOVERNMENT OF INDIA
MINISTRY OF TRIBAL AFFAIRS
NEW DELHI**

EDUCATION SECTOR

I. RESIDENTIAL SCHOOL (Calculations for 100 STUDENTS)

S.N.	Particulars	Financial Norms in Rs.
I	NON-RECURRING (once in five years)	
1.	Cooking Vessels and Utensils	30000
2.	Furniture (Rs.1500/- p.s. to 2000 p.s.)	200000
3.	Bedding materials (@ Rs.1200 p.s.)	120000
4.	Lab equipment (for Secondary School only)	150000
5.	Generator/solar Based Power supply (1) (as per Approved Dealer's Rate)	200000
6.	TV	25,000
7.	Computer / printer (2) / Wi-fi router (1)	75000
8.	Digital/Smart Class	250000
9.	Biometric attendance system (2 finger scanners)	5000
	Total	905000 (primary)
		1055000 (secondary)

S.N.	Particulars		Financial Norms in Rs.	Financial Norms in Rs.			
		Staff	P.M.	P.A. (primary)	P.A. (sec)	P.A. (LL P) *	P.A. (LL M/S) *
1.	Head Master/Mistress (Qualification – graduate with D.Ed or B.Ed) (i) (Pre-Primary/Primary / -(1) @ Rs18,000/-	1	18000	216000	0	216000	0
	(ii) Upper Primary /Middle/ Secondary /- (1) @ Rs.24,000/-	1	24000	0	288000	0	288000
2.	Warden (1) @ Rs.13500/-	1	13500	162000	162000	162000	162000
3.	Teachers:(Qualification – class Graduate) i) Pre-Primary/ Primary / -(5) @Rs.13,500/-	5	67500	810000	0	810000	0
	(ii) Upper Primary /Middle/ Secondary /- (1) @ Rs.24,000/--(6) (Qualification – graduate with D.Ed	6	120000	0	1440000	0	1440000

S.N	Particulars		Financial Norms in Rs.	Financial Norms in Rs.			
	or B.Ed)@Rs.20,000						
4.	Peon-(1)	1	7500	90000	90000	90000	90000
5.	Watchman-cum-generator operator-(1)	1	7500	90000	90000	90000	90000
7.	Technical Assistant	1	10000	120000	120000	120000	120000
	Total (upto primary)	11		1488000	0	1488000	0
	Total (upto Secondary)	12		-	2190000		2190000
III	RECURRING (OTHER THAN HONORARIUM)						
1	Diet charges for 10 months @ Rs.1600/1900/- p.m. per student for 100 students (including honorarium to cooking staff and fuel)		1600/1900	1600000	1900000	1600000	1900000
2	Clothing (3 Uniform sets per student) @ Rs.1500/1800/-(p.a.)		-	150000	180000	150000	180000
3	Medical expenses per annum		-	60000	100000	100000	150000
4	(i) Books and Stationery @ Rs.1200/2000/- per student(p.a.)		-	120000	200000	120000	200000
5	Water & Electricity charges (incl. washing charges) per annum			50000	100000	60000	120000
6	Internet charges			7000	7000	7000	7000
	Cash stipend for availing tuition/coaching: a) for primary level student- @ Rs.150/- per girl per month (for 12 months) b) for upper primary/middle/secondary/ level student- @ Rs.300/- per girl per month (for 12 months)	- -		0	0	180000	360000
	Vocational/skill development training per annum Primary upper primary/middle/secondary			0	0	40000	60000
	Miscellaneous including toiletries etc.: a) For pre-primary/primary level @ Rs.500/- per annum per student b) For upper primary/middle/secondary/ level @ Rs.1000/- per annum per student	-		0	0	50000	100000
	Incentives to each girl student @ Rs.150/- per month to meet their day-to-day requirements	-		0	0	180000	180000
				1987000	2487000	2487000	3257000

***Abbreviations:**

P.M.: Per Month

P.A.: Per Annum

LL P: Low Literacy district (Primary)

LL (M/S): Low Literacy district (Middle/Secondary)

In addition to above, Awards to tribal girls passing class VIII @ Rs.1000/- per girl for watches and for girls passing class X @ Rs.2400/- per girl for bicycles (in hilly regions, instead of bicycles, the girls may be provided saving certificates for the same amount) under residential schools / hostels for ST girls in low literacy district/Block. The awards will be given to the actual number of passed students indicated by the organization along with the proposal.

II. NON-RESIDENTIAL SCHOOL (Calculations for 100 STUDENTS)

S.N.	Particulars	Financial Norms in Rs.
I	NON-RECURRING (once in five years)	
1.	Cooking Vessels and Utensils	20000
2.	Furniture & Fixtures	100000
3.	Lab equipment only for Secondary School	150000
4.	Mini School Bus (as per authorized dealer's rates)	2000000 ceiling
5.	TV	20000
6.	Computer / printer (2) / Wi-fi router (1)	60000
7.	Digital/Smart Class	250000
8.	Biometric attendance system (2 finger scanners)	5000
	Total	2455000 (primary)
		2605000 (secondary)

S.N.	Particulars		Financial Norms in Rs.		
I	RECURRING (HONORARIUM)	Staff	P.M.	P.A. (Primary)	P.A. (Secondary)
1.	Head Master/Mistress (Qualification – graduate with D.Ed or B.Ed) (i) (pre- Primary / Primary) –(1) @ Rs.18,000/-	1	18000	216000	0
	(ii) Upper Primary/Middle /Secondary– (1) @ Rs.24,000/-	1	24000	0	288000
2.	Teachers: (Qualification – graduate) i)Pre-Primary /Primary –(5) @Rs.13,500/-	5	67500	810000	0
	ii) Upper Primary/Middle /Secondary – (6)(Qualification – graduate with D.Ed or B.Ed)@Rs.20,000	6	120000	0	1440000
3.	Peon-(1)	1	7500	90000	90000
4.	Driver (1)	1	7500	90000	90000
5.	Technical Assistant	1	10000	120000	120000
	Total (Primary)	9		1326000	0
	Total (Secondary)	10		-	2028000
II	RECURRING (OTHER THAN HONORARIUM)				
1	Mid-day meal per working day @ Rs.16/20/- per day per student for 10 months (22 days a month) (including honorarium to cooking staff and fuel)		39600/44 000	352000	440000
2	Medical expenses per annum		-	30000	50000
3	Clothing @ Rs.1500/1800/- (3 sets per student)		-	150000	180000

S.N.	Particulars		Financial Norms in Rs.		
	(p.a.)				
4	Books and Stationery @ Rs.1200/2000/- per student (p.a.)		-	120000	200000
5	Water & Electricity charges (p.a.)		-	20000	30000
6	Internet charges		-	7000	7000
	Total (other)			679000	907000

III. HOSTEL (Calculation for 100 STUDENTS)

S. N.	Particulars	Financial Norms in Rs.
I	NON-RECURRING (once in five years)	
1	Cooking Vessels and Utensils	30000
2	Furniture & Fixtures	120000
3	Bedding materials per student @ Rs.1200/- per student	120000
4	Generator/Solar Based Power supply(as per approved Dealer's rate)	200000 ceiling
5	TV	20000
6	Computer / printer (2) / Wi-fi router (1)	60000
7	Biometric attendance system (2 finger scanners)	5000
	Total	555000

S. N.	Particulars		Financial Norms in Rs.		
I	RECURRING (HONORARIUM)	Staff	P. M.	P. A.	P.A. (low lit)
1	Warden (1)	1	13500	162000	162000
2	Part-time teacher (1)	1	9000	108000	108000
3	Peon-cum-Sweeper (1)	1	7500	90000	90000
4	Watchman-cum-generator operator (1)	1	7500	90000	90000
5	Technical Assistant	1	10000	120000	120000
	Total (honorarium)	6		570000	570000
II	RECURRING (OTHER THAN HONORARIUM)				
1	Clothing (3 Uniform sets @ Rs.1500/1800/- per student) p.a.		-	150000	180000

2	Diet charges @ Rs.1600/1700- p.m. per student for 10 months (including honorarium to cooking staff and fuel)			1600000	1700000
3	Medical expenses per annum (including honorarium to medical staff)		-	50000	80000
4	Books and Stationery items @ Rs.750/900/- per student (p.a.)		-	75000	90000
5	Water & Electricity charges (p.a.)		-	30000	50000
6	Internet charges		-	7000	7000
7	Cash stipend for availing tuition/coaching: a) for primary /upper primary/secondary/sr. secondary level student- @ Rs.100/- per girl per month (for 12 months)	- -		0	120000
8	Miscellaneous including toiletries etc.: a) For pre-primary/primary / upper primary/middle/secondary level @ Rs.800/- per annum per student	-		0	80000
9	Incentives to each girl student @ Rs.100/- per month to meet their day-to-day requirements	-		0	120000
	Total			1912000	2427000

IV. Sponsoring of 15 Tribal Girls from each of the North Eastern States viz. Assam, Meghalaya, Mizoram, Manipur, Nagaland, Tripura, Arunachal Pradesh, Sikkim, and from Andaman & Nicobar Islands and Lakshadweep in reputed institution

S.N.	Particulars	Financial Norms in Rs. (per student)
I	NON-RECURRING	-
	NIL	-
II	RECURRING (HONORARIUM)	
	NIL	
III	RECURRING (OTHER THAN HONORARIUM)	P.A.
1	3 Uniform per student per annum	2000
2	3 Other dresses per student per annum	2000
3	Books & Stationery per student per annum	1350

4	Examination Fee per student per annum	500
5	Pocket Allowance per student per annum	1000
6	Annual Fee (School & Hostel) per student per annum	40000
7	Travelling Expenses for Students & Escorts per head per annum	3000
8	Mediclaim Policy per student per annum	150
	Total	50000

IMPORTANT NOTES PERTAINING TO GRANTS FOR PROJECTS IN EDUCATION SECTOR

1. As Ministry will be funding only those core activities identified by it in the sanction order and Annexure-1, implementing agencies are required to carry out expenditure on secondary staff / items out of their own funds.
2. Organizations seeking grant-in-aid against non-recurring items (where grant will be admitted as per approved dealer's rate) will be required to submit 03 quotations of same model from approved dealers.
3. Organisation will be eligible for non-recurring grants for a new project only from the financial year following the year in which it was initially funded by the Ministry of Tribal Affairs.
4. In case of non- residential schools, grant, as per notified norms, for purchase of vehicle will be considered only if the Ministry has been funding the project continuously for the preceding five financial years. project where vehicle has been sanctioned earlier by the Ministry will be considered for sanctioning of next vehicle subject to submission of condemnation certificate issued by the competent government agency or government approved agency.
5. The organization shall be responsible to give quality food to the beneficiaries.
6. The grant would be released for the number of students enrolled. If the absence is more than 20% on the day of inspection (carried out on a working day), in case of lack of sufficient ground for absence, grant would be released only for the number of students found present.
7. Increase in number of students would be subject to recommendation of District Welfare Officer / Collector / Inspection authority duly approved by State Committee headed by Principal Secretary / Secretary / Commissioner /Officer in charge of Department for Tribal Welfare in the State.

8. The number of teachers eligible for grants will be based on following admissibility pattern:

No. of students/ beneficiaries	25- 50	50- 75	75- below 100	101- 150	151- 200	201- 250	251- 300	301- 350	351- 400	401- 450	451- 500*
Pre-Primary/ Primary (Upto class 5)	2	3	4	6	7	8	9	10	11	12	13
Upper Primary/Middle Secondary	2	3	5	7	8	9	10	11	12	13	14

*for more than 500 students/beneficiaries admissibility will be in similar pattern.

9. Organization may undertake additional activities in schools such as counselling, self-defence skills for girls, adult education, vocational training, computer training, Handy-man training (multiple skilling of one person) and Incinerators for sanitary napkins.
10. The category / level of schools is indicated as under:
 - i) Pre-Primary and Primary -Up to Class V
 - ii) Upper Primary/Middle – 1st to 8th; 6th to 8th
 - iii) Secondary – 1st to 12th; 6th to 12th; 9th to 12th
11. In case of the organisation catering to more or less than 100 students, the grants on each item will be proportionately increased or decreased as per financial norms except for eligibility of number of teachers .
12. In case of schools with single teacher running on informal basis including adult education centres, institutions for teaching regional languages ,the organization running such schools will be paid 1 teacher honorarium @ Rs. 15,000 per month (Rs.1,80,000 annually) and Rs.20,000 per annum for miscellaneous expenditure. The upper limit will be Rs. 2,00,000 per annum.
13. The teachers should be well convergent with regional language.
14. All necessary permission from relevant authority be obtained and all the standard norms, rules/guidelines be complied with.
15. The ongoing projects of the NGOs receiving grants under the scheme need to comply with the minimum number beneficiaries specified in para 4.13 of the guidelines within two years from the date of the issue of the guidelines i.e., by FY 2024-25.

HEALTH SECTOR

TEN OR MORE BEDDED HOSPITAL/DISPENSARY

(Calculations for 10 bedded hospital/dispensary)

S.N.	Particulars	Financial Norms in Rs.
I	NON-RECURRING (once in five years)	
1.	Furniture/Fixtures for Hospital	800000 ceiling
2.	Hospital Equipment and other accessories	1000000 ceiling
3.	Ambulance/Patient Transportation vehicle (as per Authorized Dealers Rates) (1)	1500000 ceiling
4.	Generator/Solar Based power Supply (as per Authorized Dealers)	200000 ceiling
	Total	3500000

I	RECURRING (HONORARIUM)	Staff	P.M.	PA
1.	Doctor (Full Time)-2	2	50000	1200000
2.	Visiting Specialists @ Rs. 2300/- per visit and maximum 8 visits per month	1	18400	220800
3.	Compounder (1)	1	10000	120000
4.	Nurse (2)	2	15000	360000
5.	Driver (1)	1	10000	120000
6.	Ward Boy (2)	2	10000	240000
7.	One Sweeper/Cleaner	1	10000	120000
	Total (Honorarium)	10	123400	2380800
II	RECURRING (OTHER THAN HONORARIUM)			
1	Drugs for Outdoor patients (p.a.)			920000
2	Drugs for Indoor patients (p.a.)		-	
3	Electricity & Water Charges		12000	144000
4	Diet for Indoor Patients Rs.115/- per day per Inmate(including honorarium to cooking staff and fuel)		34500	414000
5	POL		12000	144000
	Total (Others)			1622000
	Total (I + II)			4002800

MOBILE DISPENSARY

S.N	Particulars	Financial Norms in Rs.
I	NON-RECURRING (once in five years)	
1.	Furniture and Fixtures	20000
2.	Medical equipment: (ECG, Lab, Equipment for Urine, Stool, Blood tests etc.)	300000
3.	Mobile Van GPS enabled (as per Authorised Dealers rates):	1500000 ceiling
	Total	1820000

S.N.	Particulars		Financial Norms in Rs.	
I	RECURRING (HONORARIUM)	Staff	P.M.	P.A.
1.	Doctor (1)	1	50000	600000
2.	Compounder/Nurse (1)	1	15000	180000
3.	Driver (1)	1	10000	120000
	Total (Honorarium)	3		900000
II	RECURRING (OTHER THAN HONORARIUM)			
1	Fuel (POL): (i) Plain areas: (ii) Hilly areas:		22000 25000	264000 300000
2	Drugs		-	350000
3	Maintenance & Repairs of vehicle and medical equipment (p.a.)		-	60000
4	Daily allowance for visiting medical team on duty @ 7500/- p.m.		7500	90000
	Total (Other)			764000 (Plain)
				800000 (Hilly)
	Total (I + II)			1664000 / 1700000

IMPORTANT NOTES FOR GRANTS FOR PROJECTS PERTAINING TO HEALTH SECTOR

1. As Ministry will be funding only those core activities identified by it in the sanction order and Annexure-1, implementing agencies are advised to carry out expenditure on secondary staff / items out of their own funds.
2. Organizations seeking grant-in-aid against non-recurring items (where grant will be admitted as per approved dealer's rate) will be required to submit 03 quotations for the same model from at least 03 approved dealers.

3. Organisation will be eligible for non-recurring grants for a project only from the financial year following the year in which it was initially funded by the Ministry of Tribal Affairs.

For purchase of vehicle for the project, grant, as per notified norms, will be considered only if the Ministry has been funding the project continuously for the preceding five financial years. Project for which vehicle has been sanctioned earlier by the Ministry will be considered for sanctioning of next vehicle subject to submission of condemnation certificate issued by the competent government agency or government approved agency.

4. Increase in number of beds would be allowed on recommendation of District Welfare Officer / Collector /Inspection authority duly approved by State Committee headed by Principal Secretary/Secretary/Commissioner/Officer in charge of Tribal Welfare of State.

5. The number of doctors eligible for grants will be based on following admissibility pattern:

Beds	10	20	30	40	50	60	70	80	90	100
Doctor	2	4	6	7	8	9	10	11	12	13

6. Ambulance/Patient Transportation Vehicle to be used only for transportation of patients. The Organization shall appropriately display the "Ambulance" on the vehicle and also display that the hospital is running under the aegis of Ministry of Tribal Affairs, Government of India.
7. For Project of Mobile Dispensary/Patient Transportation vehicle the Organization shall appropriately display "Mobile Dispensary" on the vehicle and also display that the hospital is running under the aegis of Ministry of Tribal Affairs, Government of India.
8. Type of vehicle will be limited to a model suited for an ambulance or dispensary from any Reputed Indian Manufacturer subject to upper financial limit of Rs.15.00 lakhs. For hilly/forest areas, vehicles suitable for the terrain may be purchased. NGO would be free to invest from its own resources if the vehicle cost is more than Rs. 15 lacs. Vehicle purchased has to be a new one (first hand) from authorised dealer.

9. Organisation will maintain the record of OPD as well as In-door Patients along with details of ailment. In case of Indoor Patients, date of admission and date of discharge will also be recorded. This data will be shared with the Ministry on NGO Portal on a monthly basis.
10. For Project of Mobile Dispensary, Organisation will maintain and upload on online NGO Portal the following requisite details on monthly basis:

S.No.	Date	Area visited	Number of Patients checked

11. The Hospital should have necessary registrations as mandated by the State Government.
12. Log Book(in printed form) to be maintained and signed by doctor.
13. Visits made by Specialists are to be accounted for and duly certified by the Specialists themselves in printed Register (s)" may be incorporated.
14. if at any stage (inspection/audit/third party audit etc.) it is found that there is repetition of staff beyond practicality or in contravention with the guidelines, fraudulent claim etc., the NGO/VO shall be 25liable for appropriate recovery/penal action.
15. All necessary permission from relevant authorities shall be obtained and all the standard norms, rules/guidelines for running Hospital/Mobile Dispensary/Ambulance will be complied with.
16. The Organization shall not charge for the facilities provided to ST beneficiaries.

LIVELIHOOD PROJECT – 100 TRAINEES

S.N.	Particulars	Financial Norms in Rs.
I	NON-RECURRING (once in five years)	
1.	Van for training, education extension and follow up (as per Approved Dealer's Rate)	1500000ceiling
2.	Bedding @ Rs.1200/- per trainee	120000
3.	Utensils/Cooking Vessels	30000
4.	Equipment's for Trade (a) Agronomy (b) Horticulture (c) Dairy (d) Poultry (e) Bee-keeping (f) Extension Education Service (g) Farm Machinery Workshop (Leather/Carpentry/Pump repairing/Welding/Cycle repairing-cum-petromax-cum-solar lantern repair) (h) Fishery (i) Any other trade	250000
5.	Furniture @ Rs.2000/- per trainee	200000
	Total	2100000

S.N.	Particulars		Financial Norms in Rs.	
I	RECURRING (HONORARIUM)	Staff	Rate P.M. per head	P.A.
1.	(a) Training organizer/Additional training organizer (1)	1	20000	240000
	(b) Training associates (5) Agronomy, Horticulture, Poultry Dairy, Beekeeping, Fishery, Workshop, Extension, Education, etc	5	12000	720000
	© Assistant to Trainers(5) Leather, Carpentry, Pump repairing ,Welding, Cycle-cum-Petromax-cum-solar lantern repair, sericulture etc	5	10000	600000
2.	Warden (1)	1	15000	180000
3.	Computer Operator (1)	1	10000	120000
4.	Field Assistant (For Follow up programs)	1	8000	96000
5.	Driver (1)	1	7500	90000
6.	Mechanic (for maintenance of machinery)/vehicle (1)	1	6000	72000
	Total (Honorarium)	16		2118000
II	RECURRING (OTHER THAN HONORARIUM)		Rate P.M.	P.A.

S.N.	Particulars	Financial Norms in Rs.	
8.	Recurring per month per trainee @ Rs.3000 (includes Boarding/lodging of trainees, electricity and water charges, etc)	300000	3600000
9.	Tool kit/Book/Training material/Raw Materials		90000
10.	Kissan Melas (maximum 5 melas @ Rs.6000/- per mela per annum)		72000
11.	Monthly News Bulletin (about agricultural related subjects) For 1000 tribal Ex-trainees @ Rs.10/- per copy per month (1000*12*10)		120000
	Total (Others)		3882000
	Total		6000000

Important Notes:

1. As Ministry will be funding only those core activities identified by it in the sanction order and Annexure-1, implementing agencies are advised to carry out expenditure on secondary staff / items out of their own funds.
2. Organizations seeking grant-in-aid against non-recurring items (where grant will be admitted as per approved dealer's rate) will be required to submit 03 quotations from approved dealers.
3. Organisation will be eligible for non-recurring grants for a project only from the financial year following the year in which it was initially funded by the Ministry of Tribal Affairs.
4. In case of the organisation catering to more or less than 100 trainees, the grants on each item will be proportionately increased or decreased as per financial norms.
5. For purchase of vehicle for the project, grant, as per notified norms, will be considered only if the Ministry has been funding the project continuously for the preceding five financial years. Project for which vehicle has been sanctioned earlier by the Ministry will be considered for sanctioning of next vehicle subject to submission of condemnation certificate issued by the competent government agency or government approved agency.

**TERMS AND CONDITIONS
FOR AVAILING GRANTS-IN-AID UNDER THE SCHEME
'AID TO VOLUNTARY ORGANIZATIONS WORKING FOR
THE WELFARE OF SCHEDULED TRIBES'**

(With effect from Financial Year 2022-23 to **2025-26**)

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The grant-in-aid sanctioned under aforesaid scheme is subject to fulfillment of following conditions by organizations:

1. Grants applied for will not be claimed as a matter of right.
2. That the organization shall execute a Bond on Non-Judicial Stamp Paper of Rs.20 (valid for 5 years) in favour of the President of India to the effect that it will abide by terms and conditions attached to the grant, provisions of guidelines of the scheme, relevant provisions of General Financial Rules (GFRs) applicable to grantee organizations and any subsequent revision / changes therein. In case of its failure to abide by the same, it will refund to the Government the total Grant-in-aid sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal action as per law.
3. That the organization shall maintain a separate account for the project in a authorized bank in respect of the grant in line with the instructions issued by the Government of India from time to time. The grantee institutions are required to submit, at the time of seeking grant for continuation of the project, a copy of the bank passbook/bank statement indicating all transactions.
4. The organisation will maintain records in the format prescribed by the Ministry and provide all documents for inspection by representatives / officers including from the office of Comptroller and Auditor General of India, Government of India, or concerned State Government at any time. Digital monitoring, including GPS based location monitoring, will be supported by the Organization.
5. The organization shall get its account audited through a registered Chartered Accountant and upload a copy of following audited accounts, together with Utilisation Certificate, on Ministry's online portal. The audited report will have following statements.
 - a. the audited accounts of the organisation as a whole for the year.

- b. the receipt and payment/ Income and Expenditure account of the project for which grant-in-aid is received during the year;
 - c. the balance sheet, indicating assets and liabilities from grant-in-aid in question;
 - d. the utilization certificate in prescribed format as per General Financial Rules (as amended from time to time) along with the item-wise break-up
6. Release of funds by MoTA will be subject to applicable provisions of General Financial Rules, 2017 (as amended from time to time) and the same will be binding on the organization .Release of grants will be conditional and subject to satisfactory performance of the project and compliance of the guidelines.
7. If a project has been rejected on serious violations, malafide grounds etc, it would be appropriate to debar it from receiving grants in future also.
8. That the organization will not obtain grant for the same project from any other Government sources for same set of beneficiaries. No charges will be taken from beneficiaries for whom funds are claimed from MoTA under the scheme.
9. That the organization should liaise with District Administration for convergence of other existing services for welfare of STs. It should also have institutional arrangements for seeking community participation.
10. That the organization will utilize grant-in-aid for the purpose for which it has been sanctioned, and not divert it or entrust the project to another organization or institution.
11. For all purposes, the Principal Employer for the personnel hired by the NGO will be the applicant organization. It will be responsible for meeting legal requirements of minimum wages, PF, working conditions ~~or~~ and any other applicable law/rules. The Ministry of Tribal Affairs and the Government of India will not be responsible for any personnel-related matter, including their hiring, removal, timely payments, etc. under any circumstance. The NGO will also ensure that no person employed by it for the project will claim employment and other benefits from the Government of India.
12. That the facilities to be extended with grant-in-aid will be available for welfare of all STs irrespective of creed, religion, colour, etc.

13. That the organization would be required to register it under Public Financial Management System (PFMS) and ensure to use the Receipt-Expenditure-Advance-Transfer (REAT) module for carrying out cash transaction under the sanctioned project. This may however be modified through instructions issued by Government of India from time to time.
14. That remuneration to Staff and other beneficiaries under the project of NGO sanctioned by the Ministry should preferably be made by bank transfer (through DBT Mode).
15. All interests or other earnings against Grants in Aid or advances (other than reimbursement) should be mandatorily remitted to the Ministry of Tribal Affairs immediately after finalisation of accounts. Such advances will not be allowed to be adjusted against future releases. All unutilized amount of Grant-in-Aid, with interest thereon, will be remitted to Ministry of Tribal Affairs with interest at the rate intimated by the Ministry.
16. If at any stage (inspection/audit/third party audit etc.) it is found that there is repetition of staff beyond practicality or in contravention with the guidelines, fraudulent claim etc., the NGO/VO shall be liable for appropriate recovery/penal action.
17. That no assets acquired wholly or substantially out of grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned.
18. That in respect of Voluntary Organizations assisted for running educational projects like residential schools, non-residential schools etc., organization shall obtain recognition of school, including UDISE Code,/ courses by State Governments;
19. That the organization shall appropriately display the boards at the project site indicating that the organization is running the project with funding from Ministry of Tribal Affairs, Government of India, NGO Darpan Unique ID, year of the beginning of project, total project cost borne by Ministry of Tribal Affairs, location of the project, name of the NGO with its headquarters and also mention that services to STs beneficiaries is free of cost.
20. As per provisions of Clause 238 (5) of GFR 2017 (as amended from time to time), Annual Reports and Audited Accounts (AR and AA) of Private and Voluntary Organizations receiving recurring Grants-in-aid to the tune of Rupees fifty lakhs and above should be laid on the Table of the House within

nine months of the close of the succeeding financial year of the Grantee Organizations. Therefore, Annual Reports and Audited Accounts shall be submitted by organizations in English and Hindi as per the format prescribed by Ministry. At later stage, if any information provided in the Annual report and annual accounts submitted by the organization is found to be incorrect /false or fraud than organization shall be de barred for availing grants from the Ministry.

21. Organization should have networking with other institutions for optimum utilization of resources allocated and assets created
22. Organization should have capability to mobilize community.
23. Any other conditions that may prescribe by the Ministry from time to time.
