F.No.22022/05/2018-NGO
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi 110001
Dated: 28th March, 2018

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

Subject: Grant-in-Aid as recurring expenses to Chil Chil Asian Mission Society (CHAMS), CHAMS’ Campus, Kanglatongbi, Manipur-795 151 for running and maintenance of ongoing project of Residential School (Secondary) for 200 ST students towards 1st instalment for the year 2017-18 on budget estimate basis during the 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 No. 10/4/2008-TD (NGO)PT dated 31.01.2018 from the Government of Manipur and to convey the sanction of the President of India and to release Grants-in-aid of Rs.6,57,000/- (Rupees Six Lakh Fifty Seven Thousand only) towards 1st instalment for the year 2017-18 on the budget estimate basis during the current financial year 2017-18 as per details of Expenditure enclosed as Annexure-I, after adjusting Rs.Nil on account of unspent balance to Chil Chil Asian Mission Society (CHAMS), CHAMS’ Campus, Kanglatongbi, Manipur (NGO Darpan Unique ID- MN/2010/0025693) for maintenance and running of ongoing project of Residential School (Secondary) for 200 ST students under the scheme of Grants-in-aid to voluntary organizations working for the welfare of scheduled tribes. The last grant for the year 2016-17 amounting to Rs. 26,82,000/- was released vide Sanction order No.22022/04/2010-NGO (Vol-I) dated 22.01.2018 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. Time Limit: The provisional utilization certificate for recurring grant-in-aid for the year 2017-18 sanctioned during the current financial year 2017-18 shall be submitted immediately after the close of the financial year. The audited statement of Accounts along with utilization certificate will be submitted by the grantee institution/ organization to the Ministry within 3 months after the close of the financial year 2017-18.

3. The accounts of all grantee Institutions/organizations shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor-General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry or Department, whenever the Institution or organization is called to do so.
4. The grantee organization has certified that all the terms & conditions incorporated in the last sanction order have been complied with, and if any violation of the conditions comes to the notice of the Ministry, the grantee institution shall be liable for legal action.

5. The members of the executive committee of the grantee organization has executed bond in a prescribed format that they themselves jointly and severally:

   (a) abide by the conditions of the grants-in-aid by the target dates, if any, specified therein;
   (b) utilize the grants for the purpose for which it has been sanctioned and not divert the grants or entrust execution of the project to any other Institutions(s) or Organisation(s);
   and
   (c) abide by any other conditions specified in the agreement governing the grants-in-aid.

In the event of the grantee organization failing to comply with the conditions or committing breach of the conditions of the bond, the signatories to the bond shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest at ten percent per annum thereon or the sum specified under the bond.

6. Institutions/organizations receiving grants should, irrespective of the amount involved, be required to maintain subsidiary accounts of the Government grant and furnish to the Accounts Officer a set of audited statement of accounts. These audited statements of accounts should be required to be furnished after utilization of the grants-in-aid or whenever called for. The audited statements of accounts have been submitted by the organization.

7. The accounts of the organisation for the year 2017-18 shall be audited either by Government Auditor or Chartered Accountant of its own choice.

8. The Unspent balance, if any, will be surrendered to the Ministry of Tribal Affairs or may be adjusted from the subsequent grant with the prior approval of the Government.

9. 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.

10. The grant in aid is sanctioned under the scheme subject to fulfillment of following terms & conditions of the scheme by the VO/NGO and the organization has certified that all the terms & conditions mentioned in the last sanction order have been complied with:

   a) That the organisation which intends to receive the Grant-in-aid under the Scheme, will fulfill the eligibility criteria as specified in para 2 of the scheme.

   b) **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.

[Signature]

Rajender Kumar
Director
Ministry of Tribal Affairs
Government of India
New Delhi-110001
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.

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 and supply a 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.

[Signature]
RAJENDER KUMAR
Director
Ministry of Tribal Affairs
Government of India
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 if 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.

11. 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.

12. 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.


14. The Drawing and Disbursing officer of this Ministry is authorized to draw an amount of Rs.6,57,000/- (Rupees Six Lakh Fifty Seven Thousand only) for disbursement to the grantee institution through electronic mode of transfer to Chil Chil Asian Mission Society (CHAMS), CHAMS’ Campus, Kanglatongbi, Manipur-795151 in Account No. 915010007125106 in Axis Bank Ltd, Thangal Bazar, Imphal Branch, Manipur-795001, and IFSC Code: UTIB0000657.

[Signature]

RAJENDRA KUMAR
Director
Ministry of Tribal Affairs
New Delhi-110001
15. The expenditure is debitable to the Demand No. 96 Ministry of Tribal Affairs Major Head "2225" Welfare of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities: 02-Welfare of Scheduled Tribes (Sub-Major Head), 796 Tribal Area Sub Plans (Minor Head) – 21 Umbrella Programme for Development of 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.

16. The sanction is issued with the concurrence of Integrated Finance Division communicated vide their Dy.No.11634/JS&FA/2018 dated 27.03.2018. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

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

Yours faithfully,

(Rajender Kumar)
Director

Copy for information and necessary action: -

1. The Secretary, Chil Chil Asian Mission Society (CHAMS), CHAMS' Campus, Kanglatongbi, Manipur-795 151.
2. The Director of Audit, Central Revenues, I.P. Estate, New Delhi.
3. The Secretary, Tribal Department Department, Govt. of Manipur, Imphal.
4. The Director, Tribal Research Institute, Govt. of Manipur, Imphal.
5. The Deputy Commissioner, District- Imphal East, Manipur.
6. The District Tribal Welfare Officer, District- Imphal East, Manipur.
8. Bill Copy/Sanction Folder.
10. The Resident Commissioner, Govt. of Manipur, Manipur Bhawan, New Delhi.
11. Auditor General, Accountant General Office, Govt. of Manipur, Imphal.
12. The Director, NIC, Ministry of Tribal Affairs with request to upload this sanction letter on the website of the Ministry.
Calculation for the year 2017-18 for Residential School (Secondary) for 200 ST Students

Organisation-Chil Chil Asian Mission Society (CHAMS), Kanglatongbi-795136, Kangpokpi Block, Senapati District, Manipur
PROJECT: Residential School (Secondary) for 200 ST students at CHAMS campus, Kanglatongbi-795136, Manipur
Number of beneficiaries claimed in the organisation-231 ST students
No. of students for which grants-in-aid is calculated –200 (Last year funded)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Approved items of expenditure as per financial Norms</th>
<th>Budget estimates for 2017-18</th>
<th>Admissible grant for 2017-18 for 200 STs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Non recurring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Cooking vessels and utensils</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Furnitures &amp; Fixtures</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Bedding materials</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Lab Equipment</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>Mini School Bus (1)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Recurring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Head Master/ Mistress (1) (Secondary) @ Rs.6,000/- per month</td>
<td>72000</td>
<td>72000</td>
</tr>
<tr>
<td>7</td>
<td>Warden (2) @ Rs.4,000/- per month</td>
<td>96000</td>
<td>96000</td>
</tr>
<tr>
<td>8</td>
<td>Teacher (Secondary) (8) @ Rs.5000 pm</td>
<td>480000</td>
<td>480000</td>
</tr>
<tr>
<td>9</td>
<td>Teacher (Primary) (6) @ Rs.4000 pm</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>Peon (1) @ Rs.2500 pm</td>
<td>30000</td>
<td>30000</td>
</tr>
<tr>
<td>11</td>
<td>Cooks (2) @ Rs.2500 pm</td>
<td>60000</td>
<td>60000</td>
</tr>
<tr>
<td>12</td>
<td>Watchman (1) @ Rs.2500 pm</td>
<td>30000</td>
<td>30000</td>
</tr>
<tr>
<td>13</td>
<td>Office Assistant-cum-typist (1) @ Rs.2800 pm</td>
<td>33600</td>
<td>33600</td>
</tr>
<tr>
<td>14</td>
<td>Doctor (1) –(Part-time) @ Rs.4000/- (p.m.)</td>
<td>48000</td>
<td>48000</td>
</tr>
<tr>
<td>15</td>
<td>Helper to Cook (1) @ Rs.1500/- p.m.</td>
<td>18000</td>
<td>18000</td>
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<tr>
<td>16</td>
<td>Aya (2) @ Rs.2500/- p.m.</td>
<td>60000</td>
<td>60000</td>
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<tr>
<td>17</td>
<td>Sweeper -(2) @ Rs.1800/- (p.m.)</td>
<td>43200</td>
<td>43200</td>
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<tr>
<td>18</td>
<td>Accountant -(1) @ Rs.3500/- pm</td>
<td>42000</td>
<td>42000</td>
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<tr>
<td>19</td>
<td>Physical Instructor /Games Teacher(1) @ Rs.4000/- p.m.</td>
<td>48000</td>
<td>48000</td>
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<tr>
<td>20</td>
<td>Driver (1)</td>
<td>30000</td>
<td>0</td>
</tr>
<tr>
<td>21</td>
<td>Handiman/Cleaner (1)</td>
<td>18000</td>
<td>0</td>
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<tr>
<td></td>
<td><strong>Total Salary</strong></td>
<td><strong>1108800</strong></td>
<td><strong>1060800</strong></td>
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<tr>
<td>22</td>
<td>Maintenance of Building @ 30% of Rs.7000/- p.m. for rural area as per norms</td>
<td>25200</td>
<td>25200</td>
</tr>
<tr>
<td>23</td>
<td>Diet Charges -(per student) (p.m.) for 10 months @ Rs.660/-pm</td>
<td>1320000</td>
<td>1320000</td>
</tr>
<tr>
<td>24</td>
<td>Medicine @ Rs.10000/- (p.a.)</td>
<td>20000</td>
<td>20000</td>
</tr>
<tr>
<td>25</td>
<td>Washing Charges (pre student) @ Rs.200/- (p.a.)</td>
<td>40000</td>
<td>40000</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Amount 1</td>
<td>Amount 2</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>26</td>
<td>Excursion @ Rs.20,000/- (p.a.)</td>
<td>40000</td>
<td>40000</td>
</tr>
<tr>
<td>27</td>
<td>Conveyance and TA for Staff Rs.10,000/- (p.a.)</td>
<td>10000</td>
<td>10000</td>
</tr>
<tr>
<td>28</td>
<td>Water &amp; Electricity charges Rs.15000/- (p.a.)</td>
<td>30000</td>
<td>30000</td>
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<tr>
<td>29</td>
<td>Contingencies/office maintenance Rs.15,000/- (p.a.)</td>
<td>30000</td>
<td>15000</td>
</tr>
<tr>
<td>30</td>
<td>Cooking Charges Rs.20000/- p.a.</td>
<td>40000</td>
<td>40000</td>
</tr>
<tr>
<td>31</td>
<td>Audit Fee Rs.4000/- (p.a.)</td>
<td>4000</td>
<td>4000</td>
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<tr>
<td>32</td>
<td>Cultural Expenses p.a. Rs.15000/- p.a.</td>
<td>30000</td>
<td>30000</td>
</tr>
<tr>
<td>33</td>
<td>Sport &amp; Games Equipment’s Rs.7500/- p.a.</td>
<td>15000</td>
<td>15000</td>
</tr>
<tr>
<td>34</td>
<td>Clothing (3 Uniform sets per student) @ Rs.900/- p.a.</td>
<td>180000</td>
<td>120000</td>
</tr>
<tr>
<td>35</td>
<td>Books and Stationery: @ Rs.750/- per student,p.a.</td>
<td>150000</td>
<td>150000</td>
</tr>
<tr>
<td>36</td>
<td>POL</td>
<td>24000</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>1958200</td>
<td>1859200</td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td>3067000</td>
<td>2920000</td>
</tr>
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</table>

**Calculation for the year 2017-18**

Net admissible amount for the year 2017-18: 2920000

Less 10% contribution from NGO: 292000

Net approved grants-in-aid for 2017-18: 2628000

Less unspent balance: 0

Net admissible grants for the year 2017-18 on budget estimates basis (Full & Final instalment): 2628000

25% of total admissible grant as 1st Instalment for the year 2017-18 to be released: 657000

(Signed)  
Rajendra Kumar  
Director  
Ministry of Tribal Affairs  
21st Floor, D Block, V, North Block, New Delhi-110001
LIST OF REGISTER TO BE MAINTAINED

1. Admission Register of students.
2. Attendance Register of Students & Member of the Staff.
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.

Rajender Kumar
Director
Ministry of Tribal Affairs
Govt. of India
New Delhi-110001

Shastri Bhawan, New Delhi-110001