

**F.No.22040/31/2007-NGO**  
**Government of India**  
**Ministry of Tribal Affairs**

**SCHEME OF GRANT-IN-AID TO VOLUNTARY ORGANISATIONS  
WORKING FOR THE WELFARE OF SCHEDULED TRIBES  
(with effect from 1<sup>st</sup> April 2008)**

**1. Objective**

The prime objective of the scheme is to enhance the reach of welfare schemes of Government and fill the gaps in service deficient tribal areas, in the sectors such as education, health, drinking water, agro-horticultural productivity, social security etc. through the efforts of voluntary organizations, and to provide an environment for socio-economic upliftment and overall development of the Scheduled Tribes (STs). Any other innovative activity having direct impact on the socio-economic development or livelihood generation of STs may also be considered through voluntary efforts.

**2. Scope and Eligibility**

**2.1 Organizations eligible for assistance shall be as follows:-**

- a) Any registered voluntary organization (VO) / non-governmental organization (NGO) engaged in the conduct and promotion of social welfare of STs. The organization should have been registered for at least three years.
- b) Institutions or organizations set up by Government as autonomous bodies either under a statute or as a society registered under the Societies Registration Act, 1860.
- c) A Public Trust registered under any law for the time being in force. The trust must have been registered for at least three years.

**2.2 In addition to the above eligibility conditions, the following criteria would be kept in view while selecting the VOs/NGOs:**

- a) Experience of at least three years in the relevant field.
- b) Aptitude and experience in welfare work pertaining to weaker sections.
- c) The location of the project proposed by the organization in service deficient tribal areas. Preference will be given to programmes that benefit the Primitive Tribal Groups or naxal affected areas/remote/interior/backward areas not serviced by Government Institutions or other established NGOs.
- d) Financial viability of the organization to contribute its share, and ability to continue the work for limited periods in absence of assistance from the Ministry.
- e) Good reputation and credentials.
- f) Capability to mobilize community.
- g) Networking with other institutions for optimum utilization of resources allocated and assets created.

### **3. Procedure for Release of Grant-in-aid & Funding pattern**

3.1 Under the scheme, grants shall be sanctioned in favour of VOs/NGOs subject to prescribed financial norms (**Appendix-I**) and terms & conditions (**Appendix-II**) as stipulated by this Ministry and revised from time to time. Further, while sanctioning the project and releasing the grant, following norms shall be followed by the Ministry:

- (a) The extent of assistance under the scheme would be 100% for those projects being implemented in the Scheduled Areas.
- (b) For those projects being operated in areas other than Scheduled Areas, 90% of the total project cost will be funded by the Government and the rest 10% will be borne by the concerned Organization(s).
- (c) The Ministry shall, however, have the discretion to decide on 100% assistance depending on the merits of individual case, in areas other than the Scheduled Areas.
- (d) In such ongoing cases where the financial assistance to a particular VO/NGO is already 100%, and for which the decision had been taken at appropriate levels, the support will continue at the same level i.e. 100%.
- (e) The extent of financial assistance to a VO/NGO for a particular category of project shall be limited to the financial norms prescribed for that category of project by the Government and revised from time to time.
- (f) The grant shall be sanctioned as per the procedure laid down **under Rule 209 of General Financial Rules, 2005 as amended from time to time.**
- (g) The Ministry will issue the sanction order in the name of the President/Secretary and transfer the funds to the bank account of the organization which should be under joint operation of President and Secretary. If the headquarter of the organization is not located at the project site, the funds will be in turn transferred by the organization into a bank account at the project location to be jointly operated by the Secretary and a duly authorized project head within 7 (seven) days from the date of receipt of funds in account. For this purpose, the organization shall open a bank account in the name of organization at the project location also.
- (h) The funds will normally be released through **telegraphic transfer** directly to the bank account of the organization as referred in 3.1 (g) above.
- (i) Tentatively allocated funds not utilized by one/more States can be diverted to deserving cases elsewhere, from the third quarter onwards of a particular financial year.

### **4. Procedure for Submission of Application and Time Schedule for the State Government /UT Administration**

- a) The organization shall submit the application in the prescribed format as per the procedure and guidelines prescribed by this Ministry for the project (s) mentioned under relevant para of these guidelines.
- b) The application shall be submitted by the organization to the Tribal Welfare Department (or the department responsible for tribal matters in the State/UT) preferably in the months of **December-January** for the forthcoming financial year (e.g. the proposals for the financial year 2009-10 must be submitted by the organization in December, 2008 or January 2009).

- c) State Government (State Tribal Welfare Department or the department dealing with tribal matters) after verifying the genuineness of the organization and/or the project at the field level, shall place all the proposals before the multidisciplinary **“State Committee for Supporting Voluntary Efforts (SCSVE)” (hereinafter State Committee)** and forward the recommendations of the State Committee to the Ministry of Tribal Affairs by 30<sup>th</sup> April.
- d) No application will be accepted by the Ministry of Tribal Affairs directly. The application must always be recommended by the State Committee as prescribed above.
- e) Any application submitted directly without following the aforesaid procedure, will not be entertained or considered by the Ministry of Tribal Affairs. No correspondence in this regard shall be entertained.
- f) State Government /UT Administrations, while forwarding the recommendations of the State Committee and the proposals of VOs/NGOs, shall submit following documents **as per the given Check List and Time Schedule:**

S. No. and Name of Documents	For New Projects in April-May every year along with State Committee's recommendations	For On-going Cases only	
		In April-May every year along with State Committee's recommendations	Latest by 15 <sup>th</sup> July every year
1. Application Form	√	√	X
2. Budget Estimates	√	√	X
3. Un-audited Accounts of last year	X	√	X
4. Audited Accounts with Auditor's Report	√ (of last three years)	X	√ (of last year)
5. Utilization certificate of previous year's grant in prescribed format as per GFR	X	X	√
6. Annual Report	√ (of last three years)	X	√ (of last year)
7. List of Staff	√	√	X
8. List of beneficiaries	√	√ (except educational institutions)	√ (For educational institution only)
9. Inspection Report counter-signed by District Collector/ Commissioner	√	X	√
10. Registration Certificate, Rules & Bye laws	√	√	X
11. List of Management Committee	√	√	X
12. Up to date Rent agreement/ rent assessment certificate authenticated by PWD/CPWD (as applicable)	√	√	X
13. Surety Bond, Authorization letter (in <b>Advance</b> )	√	√	X
14. Acceptance of Terms and Conditions ( <b>Advance</b> )	√	√	X

√- To be sent ; X- not to be sent

- g) The organization receiving grants from the Ministry shall regularly submit six-monthly Progress Report in the months of October (for April to September of a financial year) and in April (for October to March of the same financial year) in the prescribed format.

## 5. Constitution and Role of State Committees

- a) Each State Government/UT Administration shall constitute a multidisciplinary State Committee, if not already constituted, under the chairpersonship of **Principal Secretary/Secretary, State Tribal Welfare Department (State Social Welfare Department as the case may be)** with following members:
- (i) Secretary, State Rural Development Department, or his representative;
  - (ii) Secretary, State Agriculture Department, or his representative;
  - (iii) Secretary, State Health Department, or his representative;
  - (iv) Three Experts/ reputed NGOs working in the State to be nominated by the Chairperson;
  - (v) Commissioner /Director, Tribal Welfare Department: **Member Secretary** or Director, Tribal Research Institute.
- b) Meetings of the State Committee shall be held once or at the most twice in each financial year, preferably before the month of April. No recommendation may be made after the month of April in order to streamline the funding pattern.
- c) State Committees shall be responsible to examine the project proposals of VOs/NGOs in accordance with the procedure/ guidelines as laid down by the Ministry from time to time and on the basis of inspection reports and performance reports furnished by the field functionaries.
- d) While examining the proposals, the State Committee shall take care of the following aspects:
- (i) the project recommended are well run and rendering quality services in service deficient areas;
  - (ii) justification is given for continuation of on-going projects after assessing the impact with supporting data;
  - (iii) likely period for which the project will continue or require funding;
  - (iv) educational projects are normally not recommended in the tribal areas where literacy levels are higher than the national average of general population. Similarly, projects like 10 or more bedded hospitals are not recommended for areas having good hospitals;
  - (v) The projects are prioritized for service deficient tribal areas;
  - (vi) Residential schools for girls must have female service staff, wardens and adequate security provisions;
  - (vii) Establishment of a linkage with Panchayati Raj Institutions, wherever possible for monitoring etc.

- (viii) Every year, in view of the budgetary constraints, efforts may be made to phase out such projects which are not well run; and also on-going projects which have attained the level of self-sufficiency and are in a position to run their projects from their own resources, may be phased out
  - (ix) Preference be given to such new projects which are already running and have established a record of rendering quality services in service deficient areas;
  - (x) For new projects, a minimum benchmark data must be available or collected at the start of the project to objectively assess the impact.
- e) State Committees are also expected to satisfy themselves about the necessity of funding the project, keeping in view its performance by making inspection visits as per the requirements.

**6. Indicative categories of projects for which grants-in-aid may be considered under the scheme** (There is no upper limit of the beneficiaries in each category of project and it will depend on the demand duly recommended by the State Committee subject to availability of funds. The number of beneficiaries shown in financial norms is only for the calculation purpose.)

S.No.	Sectors	Name of Projects
I	Education	1. Running/maintenance of Hostels in rented/owned buildings
		2. Running/maintenance of Non-residential School in rented/owned buildings
		3. Running/maintenance of Residential school(only where regular schools are not available) including schools for orphans in rented/owned buildings
		4. 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 Banasthali Vidyapeeth, Banasthali, Rajasthan or any such reputed organization
		5. Running/maintenance of rural night school for tribal adult education in rented/owned buildings
		6. Training in agriculture and allied subjects
		7. Running/maintenance of Library in rented/owned buildings
II	Health, sanitation and malnutrition	8. Running/maintenance of Ten or more bedded hospitals (in multiple of ten)/dispensaries in rented/owned buildings
		9. Mobile Dispensary; Multi-service mobile units
		10. Preventive health and sanitation programme
		11. Drinking water programme
III	Employment and Livelihood related projects	12. Running/maintenance of Computer Training Centre (30 Trainees) as far as possible to be accredited by DOEACC of Ministry of Information & Technology or any other organization that may be indicated by the Ministry from time to time.
		13. Running/maintenance of training centres for employable skills (40-80 trainees) in rented/owned buildings
IV	Other projects	14. Running/maintenance of balwadi/creche centres (25 children at each centre) in rented/owned buildings
		15. Running/maintenance of old-age homes for tribals in rented/owned buildings
		16. Mobile Library-cum-Audio Visual Unit for awareness towards education, genetic diseases and AIDs etc.

	17. Involving school children in spreading awareness of entitlements under Government programmes in low literacy pockets; promoting preventive health & sanitation; agro-horticultural productivity, soil and water conservation etc.
	18. Any other innovative project for development of education, health, livelihood, income generation etc. which is not covered under any scheme of this Ministry.

## **7. Terms and Conditions for the VOs/NGOs**

As stipulated in Appendix-II of these guidelines.

## **8. Monitoring**

- (a) Besides regular inspections being conducted by the District Collector/ Commissioner/Authorities, the concurrent monitoring shall also be undertaken by the officials of the Ministry and independent agencies appointed by the Central Government for the purpose.
- (b) A monitoring cell shall be established in the NGO Division to maintain data base of the NGO run projects and to monitor their progress.
- (c) The State Government shall also ensure regular check up of the quality of food items being provided in the projects (wherever applicable) by the State Health Department/Food Department.
- (d) 2% of the budget of scheme shall be utilized for monitoring and management of the scheme.

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# **APPENDIX I**

## **FINANCIAL NORMS**

### **UNDER**

### **THE**

### **SCHEME OF GRANT-IN-AID TO VOLUNTARY ORGANIZATIONS WORKING FOR WELFARE OF SCHEDULED TRIBES**

**(w.e.f. 1<sup>st</sup> April, 2008 onwards)**

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

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**Abbreviations:**      P.M./p.m.:      Per month  
                             P.A./p.a. :      Per annum

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### 1. RESIDENTIAL SCHOOL (Calculations for 100 STUDENTS)

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1.	Cooking Vessels and Utensils	15000/-	
2.	Furniture (Rs.1000/- per student)	100000/-	
3.	Bedding materials (@ Rs.600 per student)	60000/-	
4.	Lab equipment (for Secondary School only)	75000/-	
5.	Mini School Bus (Based on Cost at prevailing authorized dealer's rate) (1 No.)	-	
6.	Generator (1) (as per Approved Dealer's Rate)	-	
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1.	(i) Head Master/Mistress 1 (Primary School)	5000/-	60000/-
2.	(ii) Secondary School (1)	6000/-	72000/-
3.	Warden (1)	4000/-	48000/-
4.	(i) Teacher i) Primary-(6)	4000/-	288000
5.	ii) Secondary-(8)	5000/-	480000
6.	Peon-(1)	2500/-	30000
7.	Cooks (2)	2500/-	60000
8.	Watchman-cum-generator operator-(1)	2500/-	30000
9.	Office Assistant-cum-Typist (1)	2800/-	33600
10.	Doctor (Part-time)	4000/-	48000
11.	Helper to Cook (1)	1500/-	18000
12.	Aya-(1)	2500/-	30000
13.	Bus Driver (1)	2500/-	30000
14.	Handiman/Cleaner (1)	1500/-	18000
15.	Sweeper (2)	1800/-	43200
16.	Accountant (1)	3500/-	42000
17.	Physical Instructor/Games Teacher (1)	4000/-	48000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>		
<b>1</b>	<b>RENT OF BUILDING</b>	<b>Rate P.M.</b>	<b>P.A.</b>
	Primary		
	City	10000/-	120000
	Other Towns	7500/-	90000
	Rural Areas	5000/-	60000
	Secondary		
	City	12000/-	144000

	Other Towns	9000/-	108000
	Rural Areas	7000/-	84000
2	(i) Diet charges for 10 months @ Rs.660/- p.m. per student for 100 students	66000/-	660000 (10 months)
3	Clothing (3 Uniform sets per student) @ Rs.900/- (p.a.)	-	90000/-
4	Medicine per annum	-	10000/-
5	(i) Washing Charges (per student) @ Rs.200/- (p.a.)	-	20000/-
6	(i) Books and Stationery @ Rs.750/- per student (p.a.)	-	75000/-
7	Excursion per annum	-	20000/-
8	Conveyance and TA for Staff per annum	-	10000/-
9	Water & Electricity charges per annum		15000/-
10	Contingencies / office maintenance per annum	-	15000/-
11	Cooking charges per annum	-	20000/-
12	Audit Fee per annum	-	4000/-
13	Cultural Expenses per annum	-	15000/-
14	POL	2000/-	24000/-
15	Sport & Games Equipment's per annum	-	7500/-
16	Maintenance of Bus after 1st year	1000/-	12000/-

#### **Important Notes:**

1. The rent would be released on submission of rent assessment certificate duly certified by concerned PWD/CPWD.
2. Additional rent would be admissible for further addition of a class or a section of 30-40 students.
3. In case Building is owned by the Organization, assistance for building maintenance would be allowed up to 30% of the rent norm.
4. School bus would be admissible along with accompanying posts to well established and reputed organisation having impressive track record of working in remote hilly or inaccessible areas and who have successfully continued the Residential School project for at least 5 years, with grants from this Ministry. In other case, only posts of Driver and Handiman/Cleaner would be admissible if the voluntary organizations has a vehicle registered in their own Organizations's name. Documentary proof is to be submitted.
5. A minimum of at least 75 beneficiaries shall be the requirement for commencement of the project and thereafter the organization has to reach the figure of 100 students or more within a period of

one year. Existing centers shall reach the figure of 100 students within a period of one year to get the continued assistance from this Ministry. However, projects for less than 75 students may be considered for PTG areas and other deserving fully justified cases.

6. For making arrangements for food (diet) and clothing (Uniform) for students, necessary quotation would have to be invited in writing from reputed firms and decided on merits. Full records are to be maintained in printed Register.
7. The organization shall be responsible to get quality of food tested regularly.
8. In case the organization is catering to more than 100 students, the grant on each item except on honorarium to staff, rent, conveyance/TA for staff, contingencies/office maintenance, audit fees, POL and maintenance of bus will be proportionately increased.
9. 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 the working day), grant would be released for the number of students found present.
10. Increase in number of students would be allowed by 10 or rounded off figure of 10 and its multiples, subject to recommendation of District Collector duly approved by State Committee.

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## 2. NON-RESIDENTIAL SCHOOL (Calculations for 100 STUDENTS)

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1.	Cooking Vessels and Utensils	10000	
2.	Furniture & Fixtures	50000	
3.	Lab equipment only for Secondary School	75000	
4.	Mini School Bus (as per authorized dealer's rates)		
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1.	Head Master/Head Mistress (Primary) - 1	5000	60000
	Head Master/Head Mistress (Secondary) -1	6000	72000
2.	Teacher		
	(i) Primary (6)	4000	288000
	(ii) Secondary (8)	5000	480000
3.	Peon-(1)	2500	30000
4.	Part-time Cook (1)	1500	18000
5.	Watchman-cum-sweeper-(1)	2500	30000
6.	Office Assistant-cum-Typist (1)	2800	33600
7.	Part-time Doctor (1)	2000	24000
8.	Driver (1)	2500	30000
9.	Handiman/Cleaner (1)	1500	18000
10.	Accountant (1)	3500	42000
11.	Physical Instructor/Games Teacher (1)	4000	48000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>		
	<b>RENT OF BUILDING (p.m.)</b>	<b>Rate P.M.</b>	<b>P.A.</b>
	Primary		
	City	9000	108000
	Other Towns	6000	72000
	Rural Areas	4000	48000
	Secondary		
	Class I City	10000	120000
	Other Towns	7000	84000
	Rural Areas	5000	60000
2	Mid-day meal per working day @ Rs.10/- per student for 10 months	22000	220000 (10*100*22*10)
3	Medicines per annum	-	8000
4	Clothing @ Rs.900/- (3 sets per student) (p.a.)	-	90000
5	Books and Stationery @ Rs.750/- per student (p.a.)	-	75000
7	Excursion (p.a.)	-	15000
8	Conveyance and TA for Staff (p.a.)	-	6000

9	Water & Electricity charges (p.a.)	-	10000
10	Contingencies/Mis.Expdr./Incl.office maintenance (p.a.)	-	10000
11	Audit Fee p.a.	-	4000
12	Cooking charges (p.a.)	-	8000
13	Cultural Activities p.a.	-	6000
14	Maintenance of Bus after 1st year	700	8400
15	POL	2000	24000
16	Games & Sports Equipment	-	2500

### **Important Notes:**

1. The rent would be released on submission of rent assessment certificate duly certified by concerned PWD/CPWD.
2. Additional rent would be admissible for further addition of a class or a section of 30-40 students.
3. In case Building is owned by the Organization, assistance for building maintenance would be allowed up to 30% of the rent norm.
4. School bus would be admissible along with accompanying posts to well established and reputed organisation having impressive track record of working in remote hilly or inaccessible areas and who have successfully continued the Residential School project for at least 5 years, with grants from this Ministry. In other case, only posts of Driver and Handiman/Cleaner would be admissible if the voluntary organizations has a vehicle registered in their own Organizations's name. Documentary proof is to be submitted.
5. A minimum of at least 75 beneficiaries shall be the requirement for commencement of the project and thereafter the organization has to reach the figure of 100 students or more within a period of one year. Existing centers shall reach the figure of 100 students within a period of one year to get the continued assistance from this Ministry. However, projects for less than 75 students may be considered for PTG areas and other deserving fully justified cases.
6. For making arrangements for food (mid day meal) and clothing (Uniform) for students, necessary quotation would have to be invited in writing from reputed firms and decided on merits. Full records are to be maintained in printed Register.
7. The organization shall be responsible to get quality of food tested regularly.
8. In case the organization is catering to more than 100 students, the grant on each item except on honorarium to staff, rent, conveyance/TA for staff, contingencies/office maintenance, audit fees, POL and maintenance of bus will be proportionately increased.
9. 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 the working day), grant would be released for the number of students found present.
10. Increase in number of students would be allowed by 10 or rounded off figure of 10 and its multiples, subject to recommendation of District Collector duly approved by State Committee.

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### 3. HOSTEL (Calculations for 100 STUDENTS)

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1	Cooking Vessels and Utensils		15000
2	Furniture & Fixtures		60000
3	Bedding materials per student @ Rs.600/- per student		60000
4	Generator (as per approved Dealer's rate)		
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1	Warden (1)	4000	48000
2	Part-time teacher (2)	3000	72000
3	Peon-cum-Sweeper (1)	2500	30000
4	Watchman-cum-generator operator (1)	2500	30000
5	Cooks (2)	2500	60000
6	Helper to cook (1)	1500	18000
7	Aya (1)	2500	30000
8	Office Assistant-cum-Typist (1)	2000	24000
9	Part-time Doctor (1)	4000	48000
10	Part-time Accountant (1)	2800	33600
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>		
	<b>RENT OF BUILDING</b>	<b>Rate P.M.</b>	<b>P.A.</b>
	Class I City	10000	120000
	Other Towns	7000	84000
	Rural Areas	5000	60000
2	Clothing (3 Uniform sets @ Rs.900/- per student) p.a.	-	90000
3	Diet charges @ Rs.660/- p.m. per student for 10 months	66000	660000
4	Medicines p.a.	-	10000
5	Books and Stationery items @ Rs.500/- per student (p.a.)	-	50000
6	Excursion p.a.	-	20000
7	Water & Electricity charges (p.a.)	-	12000
8	Contingencies/Mis.Expdr./Incl.office maintenance (p.a.)	-	10000
9	Audit Fee p.a.	-	4000
10	Cooking charges (p.a.)	-	20000
11	Cultural Activities p.a.	-	10000
12	Conveyance and TA for Staff (p.a.)	-	8000
13	Games & Sports Equipment	-	7500

**Important Notes:**

1. The rent would be released on submission of rent assessment certificate duly certified by concerned PWD/CPWD.
2. Additional rent would be admissible for further increase in number of students @ Rs.50/- per student per month.
3. In case Building is owned by the Organization, assistance for building maintenance would be allowed up to 30% of the rent norm.
4. A minimum of atleast 75 beneficiaries shall be the requirement for commencement of the project and thereafter the organization has to reach the figure of 100 students or more within a period of one year. Existing centers shall reach the figure of 100 students within a period of one year to get the continued assistance from this Ministry. However, projects for less than 75 students may be considered for PTG areas and other deserving fully justified cases.
5. For making arrangements for food (Diet) and clothing (Uniform) for students, necessary quotation would have to be invited in writing from reputed firms and decided on merits. Full records are to be maintained in printed Register.
6. The organization shall be responsible to get quality of food tested regularly.
7. In case the organization is catering to more than 100 students, the grant on each item except on honorarium to staff, rent, conveyance/TA for staff, contingencies/office maintenance, audit fees, POL and maintenance of bus will be proportionately increased.
8. Books and Stationery would be admissible only if these are not provided free of charge by the Institution where the student is studying.
9. The grant would be released for the number of inmates enrolled. If the absence is more than 20% on the day of inspection (carried out on the working day), grant would be released for the number of inmates found present.
10. Increase in number of students would be allowed by 10 or rounded off figure of 10 and its multiples, subject to recommendation of District Collector duly approved by State Committee.

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**4. 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 Banasthali Vidyapeeth, Banasthali, Rajasthan or any such reputed organization**

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING</b>	-	
	NIL	-	
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	-	-
	NIL		
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>	<b>Rate P.M.</b>	<b>P.A.</b>
	Uniform per student per annum	-	1200/-
	Other Clothings per student per annum	-	1200/-
	Books & Stationery per student per annum	-	750/-
	Examination Fee per student per annum	-	300/-
	Pocket Allowance per student per annum	-	500/-
	Annual Fee (School & Hostel) per student per annum	-	25000/-
	Travelling Expenses for Students & Escorts per head per annum	-	1500/-
	Mediclaim Policy per student per annum	-	50/-

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### 5. RURAL NIGHT SCHOOL FOR TRIBALS (FOR 50 STUDENTS PER SCHOOL)

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1	Furniture/fixtures per school		20000
2	Solar Lantern @ Rs.6000/- approx.per lantern or as per quotation from authorized dealers		300000
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1	Instructors 2 per school @ Rs.3000/- each	6000	72000
2	One Accounts Assistant-cum-Typist	3000	36000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>	-	
1.	Contingencies/Misc expenses @ Rs.2000/- p.a. per school	-	2000
2.	Audit Fee per annum	-	3000
3.	Maintenance of Solar Lantern/Fuel Charges (Kerosene) @ Rs.100/- p.m. per school	100	1200
4.	Maintenance of schools p.a. per school	-	2000
5.	Teaching aids/learning materials @ Rs.150/- p.m.	-	1800
6.	Books for students @ Rs.350/- per student per year for 50 students in one school	350	17500

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## 6. LIBRARY

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1.	Furniture (including Racks etc.)	25000	
2.	Typewriter 1 No.	9000	
3.	Books	-	
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1.	Librarian (1)	3500	42000
2.	Peon/Attendant (1)	2500	30000
3.	Part time Accountant-cum-Typist (1)	1500	18000
4.	Watchman (1)	2500	30000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>		
	RENT FOR BUILDING	<b>Rate P.M.</b>	<b>P.A.</b>
	Class I City	4000	48000
	Other Towns	3000	36000
	Rural Areas	2000	24000
2	Water & Electricity charges (p.a.)	-	5000
3	Newspaper, Magazine etc.	700	8400
4	Library Maintenance & contingency (p.a.)	-	2500
5	Audit Fee (p.a.)	-	2500
6	Books per annum	-	5000

### Important Notes:

1. The rent would be released on submission of rent assessment certificate duly certified by concerned PWD/CPWD.
2. In case Building is owned by the Organization, assistance for building maintenance would be allowed up to 30% of the rent norm.

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**7. MOBILE LIBRARY CUM AUDIO VISUAL UNIT FOR AWARENESS  
TOWARDS EDUCATION , GENETIC DISEASES AND HIV/AIDS**

<b>S.N.</b>	<b>Particulars</b>	<b>Financial Norms in Rs.</b>	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
	Equipment (Video Projection Unit, TV, CD/DVD Player etc.)	200000	
	Vehicle (as per Authorized Dealer Rates) Subject to type and Market price		
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1.	Audio-Visual Operator-cum-Librarian (1)	3000	36000
2.	Driver (1)	<b>2500</b>	<b>30000</b>
3.	Part time Clerk-cum-Acctt. (1)	<b>2000</b>	<b>24000</b>
4.	One Helper to Audio Visual Operator	<b>1800</b>	<b>21600</b>
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>	<b>Rate P.M.</b>	<b>P.A.</b>
1.	Fuel for Vehicle (p.a.)		60000
2.	Maintenance of vehicle & equipments (p.a.)		50000
3.	Contingencies/Misc. Expenses (p.a)		10000
4.	VCDs/DVDs		4000
5.	Newspaper & Magazines etc.	500	6000
6.	Books per annum	-	5000

**Important Notes:**

1. For vehicle, Log books (in printed form) to be maintained and countersigned by audio visual operator/librarian.
2. For purchase of vehicle, quotations are to be sent along with the proposal from different dealers.

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**8. TEN OR MORE BEDDED HOSPITAL/DISPENSARY**  
**(Calculations for 10 bedded hospital/dispensary)**

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1.	Furniture/Fixtures for Hospital	400000	Ceiling
2.	Hospital Equipments and other accessories	500000	Ceiling
3.	Ambulance (as per Authorized Dealers Rates) (1)	-	
4.	Generator (as per Authorized Dealers)	-	
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1.	Doctor (Full Time)-2	15000	360000
2.	Visiting Specialists @ Rs. 1000/- per visit and minimum 8 visits per month	8000	96000
3.	Compounder (1)	4000	48000
4.	Dresser (1)	4000	48000
5.	Nurse (2)	4000	96000
6.	Driver (1)	2500	30000
7.	Cook (1)	2500	30000
8.	Helper to Cook (1)	1500	18000
9.	Office Superintendent (1)	3500	42000
10.	Ward Boy (2)	2500	60000
11.	Clerk-cum-accountant (1)	3500	42000
12.	Watchman-cum-generator operator (1)	2500	30000
13.	One Sweeper/Cleaner	2500	30000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>	<b>Rate P.M.</b>	<b>P.A.</b>
	<b>RENT FOR BUILDING</b>		
	City	12000	144000
	Other Towns	9000	108000
	Rural Areas	7000	84000
2	Drugs for Outdoor patients (p.a.)	-	150000
3	Drugs for Indoor patients (p.a.)	-	250000
4	Contingencies/Mis.Expdr. (p.a.)	-	10000
5	Electricity & Water Charges	6000	72000
6	Audit Fees (p.a.)	-	4000
7	Conveyance / TA for Staff (p.a.)	-	15000
8	Diet for Indoor Patients Rs.50/- per day per inmate	15000	180000
9	Office Expenses (p.a.)	-	18000
10	POL	5000	60000

11	Cooking Charges (p.a.)	-	30000
12	Advertisement and publicity (p.a.)	-	5000

**Important Notes:**

1. Visits made by Specialists are to be accounted for and duly certified by the Specialists themselves in printed Register (s).
2. The rent will be considered only on submission of rent assessment certificate duly certified by PWD/CPWD.
3. The number of beds would be increased in multiple of ten, if need arise.
4. If Building owned by the organization, maintenance expenses would be allowed @ 30% of prescribed rent norm.
5. Ambulance 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.
6. Normally, type of Ambulance limited to Maruti Omni Van class (Only in cases where the justification has been made on grounds of difficult geographical conditions of the operational area, other different type/class of vehicle will be considered.
7. Log Book (In printed form) to be maintained and signed by doctor (with date).

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## 9. MOBILE DISPENSARY

S.N.	Particulars	Financial Norms (in Rs.)	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1.	Furniture and Fixtures	10000	
2.	Medical equipments: (ECG, Lab, Equipment for Urine, Stool, Blood tests etc.)	150000	
3.	Mobile Van (as per Authorised Dealers rates): (See Note: 1 below)	-	
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1.	Doctor (1)	15000	180000
2.	Compounder/Nurse (1)	4000	48000
3.	Part time Office Asstt-cum-Acctt. (1)	2500	30000
4.	Driver (1)	2500	30000
5.	Helper/Handiman (1)	1500	18000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>	<b>Rate P.M.</b>	<b>P.A.</b>
	Fuel (POL):		
	(i) Plain areas:	12000	144000
	(ii) Hilly areas:	14000	168000
2	Drugs	-	200000
3	Contingencies/Mis.Expdr.(p.a.)	-	10000
4	Audit Fees (p.a.)	-	4000
5	Maintenance & Repairs of vehicle and medical equipments (p.a.)	-	30000
6	Advertisement & Publicity (p.a.)	-	7500
7	Daily allowance for visiting medical team on duty beyond 16 k..m. from office for whole day @ 5000/- p.m.	5000	60000

### Important Notes:

1. Normally, type of vehicle will be limited to Maruti Omni Van class (Only in cases where the justification has been made on grounds of difficult geographical conditions of the operational area, other different type/class of vehicle will be considered).
2. The organization shall appropriately display the “Mobile Dispensary” on the vehicle and also display that the Mobile Dispensary is running under the aegis of Ministry of Tribal Affairs, Government of India.
3. Log Book (In printed form) to be maintained and signed by doctor (with date).
4. Register(s) are to be maintained for keeping records.
5. In case any proposal comes for multi-service mobile units, the Ministry will decide the norms as and when the proposal received, in consultation with JS&FA of the Ministry. The “multi-service mobile unit” refers to the mobile vans providing health services in remote villages along with other subsidiary services like veterinary, agriculture, horticulture or any other such service which is required in the villages.

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### 10. COMPUTER TRAINING CENTRE (FOR 30 TRAINEES)

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1.	Computer Hardware (Pentium IV, etc.)	200000	
2.	Software & Networking (Office XP, etc.)	80000	
3.	Site preparation: a) One 1.5 Ton AC with stabiliser b) 2KVA UPS with half hour battery back up c) Electrical fittings d) Computer tables, chairs and associated civil works	25000 20000 10000 10000	
4.	Accreditation by DOEACC of M/o Information Technology or any other organization as indicated by the Ministry from time to time	Actuals	
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1.	Instructor-cum-Systems Manager (1)	10000	120000
2.	Assistant Instructor-cum-Junior Programmer (1)	7500	90000
3.	Part time Accountant-cum-Office Assistant (1)	1500	18000
4.	Watchman-cum-Cleaner (1)	2500	30000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>		
	Library, Stationery, Floopy per annum	-	10000
2	Misc.Charges (Advertising, recruitment, selection of students for courses) p.a.	-	15000
3	TA/DA for Computer Faculty/Experts p.a.	-	15000
4	Maintenance from 2 <sup>nd</sup> year of the purchase of the Hardware p.a.	-	15000
5	Stipend	-	0
6	Rent of building	<b>Rate P.M.</b>	<b>P.A.</b>
	Class I City	5000	60000
	Other towns	4000	48000
	Rural Area	3000	36000
7	Audit Fee p.a.	-	4000

#### Important Notes:

- The rent would be released on submission of rent assessment certificate duly certified by concerned PWD/CPWD.

2. All the Computer Training Centres (on-going as well as new) will make efforts to complete accreditation process by DOEACC of Ministry of Information Technology or any other organization that may be indicated by the Ministry from time to time.
3. The requirement of Computer Hardware & Software would be subject to revision once in two years to ensure that the hardware are updated and have not fallen to obsolescence.
4. The syllabus will be as prescribed by Ministry or DOEACC or any other organization as indicated by the Ministry from time to time.
5. The Computer Hardware are to be purchased from Authorised National Level Computer vendors after calling quotations etc. as per procedure.

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# **11. TYPING AND SHORTHAND TRAINING CENTRE (FOR 80 TRAINEES)**

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1.	Type Writer (10) @ Rs.9000/- per machine	90000	
2.	Furniture (Table, Chair etc.)	25000	
3.	Blackboard (2)	2000	
4.	Steel Almirah (1)	6000	
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1.	Project Supervisor (1)	5000	60000
2.	Shorthand Instructor (1)	4000	48000
3.	Typing Instructor (1)	4000	48000
4.	Part time Accountant-cum-Clerk (1)	1500	18000
5.	Watchman-cum-cleaner (1)	2000	24000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>		
	<b>RENT OF BUILDING</b>	<b>Rate P.M.</b>	<b>P.A.</b>
	Class I City	4000	48000
	Other Towns	3000	36000
	Rural Areas	2000	24000
2.	Maintenance of machines (per annum)	-	4000
3.	Electricity & Water Charge	600	7200
4.	Audit Fee (per annum)	-	4000
5.	Stationery & Education material	3000	36000
6.	Contingencies/Misc.Expdr. (per annum)	-	2000

## **Important Notes:**

- 1) The rent will be considered only on submission of rent assessment certificate duly certified by PWD/CPWD.
- 2) If Building owned by the organization, maintenance expenses would be allowed @ 30% of prescribed rent norm.
- 3) Non-recurring items like furnitures, machines, are to be purchased only from authorized dealers at competitive prices after asking quotations from different dealers.

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**12. Training in Agriculture and Allied Subjects (Divyayan etc.) – 100 trainees**

<b>S.N.</b>	<b>Particulars</b>	<b>Financial Norms in Rs.</b>	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1.	Van for training, education extension and follow up	As per rate of authorized dealer	
2.	Bedding @ Rs.600/- per trainee	60000	
3.	Utensils/Cooking Vessels	20000	
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	150000	
5.	Furniture @ Rs.1000/- per trainee	100000	
6.	Sports/Games items	10000	
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1.	(a) Training organizer/Additional training organizer (1)	10000	120000
	(b) Training associates (8) Agronomy, Horticulture, Poultry Dairy, Beekeeping, Fishery, Workshop, Extension, Education	7000	672000
	(c) Assistant to Trainers (6) Leather, Carpentry, Pump repairing, Welding, Cycle-cum-Petromax-cum-solar lantern repair, sericulture	5000	360000
	(d) Training Attendant (7) (i) Poultry Attendant (ii) Horticulture Attendant (iii) Dairy Attendant (iv) Bee keeping Attendant (v) Agronomy Attendant (vi) Fishery Attendant (vii) Sericulture	5000	420000
2.	Senior Accountant (1)	5600	67200
3.	Accounts Asstt. (1)	3000	36000
4.	Warden (1)	4000	48000
5.	Computer Operator (1)	3000	36000

6.	Stores Assistant (1)	3000	36000
7.	Field Assistant (For Follow up programmes @ one Field Asstt.per 10 centers) (5)	3000	180000
8.	Driver (2)	2500	60000
9.	Handiman/Helper to Driver of bus (1)	1500	18000
10.	Clerk-cum-Typist/Assistant (2)	2500	60000
11.	Electrician-cum-Generator Operator (1)	2000	24000
12.	Mechanic (for maintenance of machinery) (1)	2500	30000
13.	Watchman (2)	2000	48000
14.	Peon (1)	2500	30000
15.	Cook (2)	2500	60000
16.	Helper to Cook (1)	1500	18000
17.	Sweeper (1)	1800	21600
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>	<b>Rate P.M.</b>	<b>P.A.</b>
1.	Board and Lodging Rs.1000/- per trainee, for 100 trainees	100000	1200000
2.	Working Uniform (2 sets per trainee or as required under Local conditions @ Rs.600/- per trainee p.a.)	-	60000
3.	Washing/Cleaning charges for trainees @ Rs.300/- per trainee per annum	-	30000
4.	Medical expenses @ Rs.350/- per trainee per annum	-	35000
5.	Electricity and water charges	6000	72000
6.	Building repairs/maintenance	3000	36000
7.	Maintenance of equipment, computer etc.	3500	42000
8.	POL @ Rs.15000/- p.m. per vehicle	-	180000
9.	Rent and Taxes	1000	12000
10.	Printing and Stationery	3500	42000
11.	Postage and Telephones	6000	72000
12.	Travelling expenses for staff	4000	48000
13.	Contingencies/Misc.expenses	2000	24000
14.	Excursion for trainees per annum	-	20000
15.	Cooking charges per annum	-	25000
16.	Audit Fee per annum	-	5000
17.	Tool kit/Book/Training material/Raw materials	<b>Depending upon trade materials</b>	
18.	Kissan Melas (5 meals @ Rs.3000/- per mela per annum)	-	15000
19.	Divyayan Samachar Monthly News Bulletin (about Agricultural related subjects) For 1000 tribal Ex-trainees @ Rs.5/- per copy per month (1000*12*5)		60000

20.	Monthly Follow up meeting with 2 representatives/Contact persons from each village from 50 villages (Total 50*2= 100 participants) @ Rs.60 (TA+Meal per day) (60*100*12)		72000
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### 13. TRAINING IN CARPENTRY (FOR 25 TRAINEES)

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1.	Tools, Equipment/machinery		30000
2.	Black Board (1)		1000
3.	Furniture and Fixture (Rs.5000/-)		5000
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1.	Senior Instructor (1)	4000	48000
2.	Instructor (1)	3000	36000
3.	Clerk-cum-Accountant (1)	2500	30000
4.	Sweeper-cum-Watchman (1)	2000	24000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>		
1.	Training materials (@ Rs.500/- per month per trainee)	12500	150000
2.	<b>RENT FOR BUILDING</b>	<b>Rate P.M.</b>	<b>P.A.</b>
	Class I City	2000	24000
	Other Towns	1500	18000
	Rural Areas	1000	12000
3.	Contingencies/Misc.Expdr. (per annum)	-	5000
4.	Audit Fee@ Rs.2500 p.a.	-	2500

**Important Notes:**

1. The rent will be considered only on submission of rent assessment certificate duly certified by PWD/CPWD.
2. If Building owned by the organization, maintenance expenses would be allowed @ 30% of prescribed rent norm

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**14. KNITTING/WEAVING AND HANDLOOM TRAINING CENTRE  
(FOR 75 TRAINEES)**

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING</b>		
	Machine & equipments		
	a) Sewing machine 25 nos. @ 3000/- each		75000
	b) Knitting equipments 5 nos. @ 6000 each		30000
	c) Handloom equipments		75000
			ceiling
	Furniture & Fixtures		40000
	Black board (1)		1000
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M per head</b>	<b>P.A</b>
	Supervisor (1)	5000	60000
	Instructor (3) as follows:	12000	144000
	a. Knitting (1)		
	b. Tailoring (1)		
	c. Handloom (1)		
	Part-time Clerk-cum-Accountant (1)	1600	19200
	Peon /Helper (1)	2000	24000
	Sweeper/Cleaner (1)	2000	24000
	Watchman (1)	2000	24000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>	<b>Rate P.M.</b>	<b>P.A.</b>
	Rent for building		
	Class I City	5000	60000
	Other Towns	3000	36000
	Rural Areas	1500	18000
	Training Materials (p.m.)	4000	48000
	Contingencies p.a.	-	6000
	Water/Electricity charges	800	9600
	Maintenance & Repair Mech./Equipments after 1 <sup>st</sup> year p.a.	-	15000
	Audit fee p.a.	-	4000

**Important Notes:**

1. The rent will be considered only on submission of rent assessment certificate duly certified by PWD/CPWD.
2. If Building owned by the organization, maintenance expenses would be allowed @ 30% of prescribed rent norm
3. For purchase of machines/equipments, necessary quotations would have to be invited in writing from reputed dealers/firms and decided on merits. Full records are to be maintained in printed register.

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**15. BALWADI/CRECHE CENTRE (FOR 25 CHILDREN IN EACH CENTRE)**

<b>S.N.</b>	<b>Particulars</b>	<b>Financial Norms in Rs.</b>	
<b>I</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A</b>
	Supervisor/Coordinator-cum-Accountant (1)	3500	42000
	Balsevika (1)	2000	24000
	Helper/Aya. (1)	1500	18000
	Doctor (part time) (1)	2000	24000
<b>II</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>	<b>Rate P.M.</b>	<b>P.A.</b>
	<b>Rent for building</b>		
	Class I City	2000	24000
	Other Towns	1500	18000
	Rural Areas	500	6000
	Water & Electricity charges (p.a.)	-	2000
	Contingencies/Misc.Expdr. p.a.	-	1500
	Medicines p.a.	1000	12000
	Nutrition for children @ Rs.5 per inmate for 25 days in a month for 25 children for 10 months	3125	31250

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### 16. OLD AGE HOMES FOR TRIBALS (25 INMATES) – NEW CATEOGRY

S.N.	Particulars	Financial Norms in Rs.	
<b>I</b>	<b>NON-RECURRING (once in five years)</b>		
1	Cooking Vessels and Utensils		3500
2	Furniture & Fixtures		15000
3	Bedding materials @ Rs.600/- per inmate		15000
4	Inverter		(as per approved Dealer's rate)
5	Recreation (1 T.V., indoor games, etc.)		15000
<b>II</b>	<b>RECURRING (HONORARIUM)</b>	<b>Rate P.M. per head</b>	<b>P.A.</b>
1	Warden (1)	4000	48000
2	Peon-cum-Sweeper (1)	2500	30000
3	Watchman (1)	2500	30000
4	Cook (1)	2500	30000
5	Helper to cook (1)	1500	18000
6	Attendant (1)	2500	30000
7	Accountant-cum-Typist (1) (part-time.)	1500	18000
8	Part-time Doctor (1)	4000	48000
<b>III</b>	<b>RECURRING (OTHER THAN HONORARIUM)</b>	<b>Rate P.M.</b>	<b>P.A.</b>
<b>1</b>	<b>RENT OF BUILDING</b>		
	Class I City	6000	72000
	Other Towns	5000	60000
	Rural Areas	3000	36000
2	Clothing @ Rs.500/- per inmate p.a.	-	12500
3	Diet charges @ Rs.660/- p.m. per inmate for 12 months (660*25*12)	-	198000
4	Medicines ( p.a.)	-	15000
7	Water & Electricity charges (p.a.)	-	12000
8	Contingencies/Mis.Expdr./Incl.office maintenance (p.a.)	-	4000
9	Audit Fee p.a.	-	3000
10	Cooking charges (p.a.)	-	7000

#### Important Notes:

1. The rent would be released on submission of rent assessment certificate duly certified by concerned PWD/CPWD.



2. Additional rent would be admissible for further increase in number of inmates @ Rs.50/- per student per month.
3. In case Building is owned by the Organization, assistance for building maintenance would be allowed up to 30% of the rent norm.
4. A minimum of atleast 15 beneficiaries shall be the requirement for commencement of the project.
5. For making arrangements for food (Diet) and clothing for inmates, necessary quotation would have to be invited in writing from reputed firms and decided on merits. Full records are to be maintained in printed Register.
6. The organization shall be responsible to get quality of food tested regularly.

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## **17. DRINKING WATER PROGRAMME FOR TRIBALS**

Under this project, safe drinking water facility will be provided where the normal water supply per capita is less than 40 litre per head/per day. The project will also have to include measures for safe water quality like control of arsenic, excess iron, fluorosis, Brackishness, guinea worm.

The priority areas for the coverage of this project would be in those residential centers already supported by this Ministry especially Residential Schools, Hostels and Hospitals where the minimum standard supply of water @ 40 litre per head/per day is not available.

### **Funding pattern:**

Detail project proposals are to be submitted and recommended by the State Governments through an inspection by the appropriate technical department, e.g. like Public Health Engineering Department who would certify the potential and geo-hydrological feasibility of the project. Assistance will be given for handpump as well as for motorized pump depending upon their need. The main heads for extending assistance will be:

- (i) Geo-Hydrological survey wherever felt necessary.
- (ii) Installation of pumps (hand-pumps) or other motorized pumps.
- (iii) Removal of contaminants and
- (iv) Operational maintenance cost @ 10% of the total assistance per annum.

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## **APPENDIX-II**

### **TERMS AND CONDITIONS UNDER THE SCHEME OF GRANT-IN-AID TO VOLUNTARY ORGANIZATIONS WORKING FOR THE WELFARE OF SCHEDULED TRIBES (with effect from 1<sup>st</sup> April 2008)**

The grant-in-aid sanctioned under the aforesaid scheme is subject to fulfillment of following conditions by the Voluntary organization (VO) / non-governmental organization (NGO):

1. that the organization which intends to receive the Grant-in-aid under the Scheme, will fulfill the eligibility criteria as specified in para 2 of the scheme;
2. the grants can not be claimed as a matter of right, it depends on sole discretion of Government of India depending on the merit of the project;
3. 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;
4. that the organization 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;
5. that the organization will also execute a Bond on Non-Judicial Stamp Paper of Rs.20 in favour of the President of India to the effect that it will abide by terms and conditions attached to the grant and as revised from time to time and that 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;
6. that the organization will make reservations for the Scheduled Castes and Scheduled Tribes, etc., in the posts/services under their control on the lines of the instructions issued by the Government of India and as amended from time to time;

7. that the Ministry shall not be liable for any kind of payment to the temporary/regular employees appointed by the organization for running the project;
8. 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 the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection of 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 Utilisation Certificate, to the Ministry of Tribal Affairs latest by first week of July month every year:
  - a. the receipt and payment account of grant-in-aid in question for the year;
  - b. the income and expenditure accounts of grant-in-aid in question for 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 along with the item-wise break-up;
  - e. the audited accounts of the organisation as a whole for the year.
9. the organization shall submit performance-cum-achievement report (s) every six months on the project for which it received Grant-in-aid in the prescribed format;
10. 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.;
11. the organization will not obtain grant for the same purpose/project from any other source, including the 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;

12. 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;
13. 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;
14. at the time of renewal of the project any unspent balance out of the grants shall be adjusted by the Ministry in the subsequent admissible grant due ;
15. no assets acquired wholly or substantially out of this Grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned;
16. the organization shall maintain a register in the 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 the officials from the Office of the Comptroller 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 furnished to the Ministry, along with the Audited Accounts;
17. the release of the last instalment of the annual grant will be conditional upon the grantee institutions to provide reasonable evidence or proper utilization of instalment released earlier during the year;
18. the Voluntary Organisations 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;
19. in respect of Voluntary Organisations assisted for running educational institutions like residential schools, non-residential schools etc., the organization shall make efforts for recognition of school/courses by State Governments;

20. provisions of General Financial Rule 150(2) (a) would be applicable where the Voluntary Organisation are being provided assistance for the prescribed amount;
21. the organization shall appropriately 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;
22. the organization 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;
23. the purchase of non-recurring items i.e. furniture etc. should be made only from authorized dealers at competitive prices and subject to vouchers being produced for inspection;
24. that the organization shall ensure the quarterly check on the quality of food being provided (if applicable) by the State Health Department/Food Department;
25. that the organization shall not charge any fees from the beneficiaries;
26. in case of new projects, the organization shall intimate this Ministry and the State Tribal Welfare Department about the date of commencement of project and that should be within 15 days from the receipt of funds by the organization in their bank account;
27. that the organization shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants;
28. in the event of a Court case, the organization 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 the VO/NGO and a third party. By accepting the grant, the recipient accepts this condition;
29. **for all disputes involving Ministry of Tribal Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi;**

30. the organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

Date  
Place

Signature of President/Secretary  
Full Name  
Designation  
Official Seal

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Note : Organization should ensure signature with date on all the pages of terms and conditions.





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