



No. M-12014/100/2020-21/MD/SC
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)

West Block-7, R. K. Puram,
New Delhi-110066
Dated: 10.02.2021

ORDER

Subject: Payment of Grants-in-aid to the **M/s Kumbhira Minority Mission, Malda, West Bengal for organizing Exhibition at Darjeeling, West Bengal during 2020-21-** regarding.

I am directed to convey the sanction of the President of India for payment of Grants-in-aid **Rs.55500/- (Rupees Fifty Five Thousand Five Hundred Only)** as 1st instalment out of total sanctioned grant-in-aid of **Rs. 111000/- (Rupees One Lakh Eleven Thousand Only)** to **M/s Kumbhira Minority Mission, Malda, West Bengal for organizing Exhibition at Darjeeling, West Bengal for the period of 10 days for 10 SC artisans during 2020-21** on the following terms and conditions and as per details of project cost, item wise & head wise ceilings given below:

Sl. No.	Particulars (for 10 SC Artisans)	Amount (INR)
i.	Space rental & Infrastructure including services for 10 days	73000
ii.	Publicity	20000
iii.	TA (@ Rs. 3000/- per participants) for 10 artisans as proposed by implementing agency	30000
iv.	DA (@ Rs. 500/- for Metro Cities and Rs. 300/- for other cities per day per participants) for 1 artisans as proposed by implementing agency	3000
v.	Insurance	2000
vi.	Service Charges	3000
vii.	Freight @ Rs. 1500/- per person for 10 artisans as proposed by implementing agency	15000
viii.	Misc. including Stationery, Telephone, Refreshment, documentation charges, cultural activities etc.	2000
ix.	Total	Rs. 148000/-

i.	Total Project Cost	Rs. 148000
ii.	Share of O/o DC(Handicrafts) (100% in case of Gandhi Shilp Bazaar and 75% in case of Craft Bazaar and Exhibition)	Rs. 111000
iii.	Share of Implementing Agency (NIL in case of Gandhi Shilp Bazaar and 25% in case of Craft Bazaar and Exhibition)	Rs. 37000
iv.	Advance to be released as 1st instalment (50% of the share of DC (Handicrafts))	Rs. 55500/-

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1. Out of sanctioned amount, shown above the 1st instalment will be released to above said Organization for incurring of non- recurring expenditure towards organizing the above event during 2020-21 immediately as advance.
2. 2nd and final installment will be released after the event is organized and detailed accounts of total expenditure along with receipt of premium paid for insurance, details of TA paid to the artisans duly **verified by Assistant Director/Inspecting Officer of Office of the Development Commissioner (Handicrafts)** with their seal and utilization certificate in Form GFR-12A and Audited Statement. Duly countersigned by the authorized signatory of the organization are received along with the achievement-cum- progress report along with Number of visitors visited the event during 10 days, domestic sales figure after the event and export if any after the event.
3. The Implementing agencies will submit the details of all beneficiaries in prescribed DBT Performa in excel file in soft copy/CD at the time of submitting report for reimbursement/settlement case. **No reimbursement case will be processed strictly without fulfilling these conditions.**
4. **It must be ensured that whenever any Govt. grant is given to any organization passes on full or any part of grant to any NGO, such NGO has to be mandatorily registered on NITI Aayog-NGO Darpan Portal.**
5. All Implementing agencies proper conditions may be incorporated for compliance with DBT, Notification issued under Aadhar Act.
6. **The Implementing agency must be use PFMS(EAT) Module and all the expenditure incurred and GFR-12A must be uploaded on the PFMS(EAT) before submission of documents for reimbursement.**
7. The payment of TA, DA & Freight chargers will be governed to Pahchan card holders on the following:
 - a. **The payment TA/DA & Freight charges must be paid through ECS/RTGS/NEFT.**
 - b. **No artisans will be paid TA/DA/Freight charges for more than two times in a financial year.**
 - c. **TA/DA/Freight charges will not have paid to artisans in case selected through dropout or allotted stall on own request.**
 - d. **TA/Freight charges would be paid to artisans on actual on production of railway/bus ticket (limit to railway fare in 2nd class sleeper only) or whichever is less.**
 - e. **No TA/DA/Freight charges are allowed in case artisans who left the event in midway and not present in all the days of the event.**
 - f. **No TA/DA is allowed to the artisans from the same municipality area.**
 - g. **A certificate must be submitted by the Inspecting Officer that TA/DA/Freight charges are paid to the artisans those who have fulfilled the above conditions.**
8. **Organization will make provision for construction of 10 stalls in the event for participation of SC Artisans, attractive gate & office etc.**
9. Certified that this is a continuation scheme and all the conditions laid down as per GFR 2017 rule 228-245 Ministry of Finance in this regard have been duly fulfilled.
10. Grants-in-aid shall be utilized for Marketing & Service Support Scheme for above **Event during 2020-21** as per the norms approved by the Govt. and subject to the provisions contained in the General Financial Rules.
11. The grantee shall maintain subsidiary accounts of the grants-in-aid received from the Government.
12. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms & conditions of the payments of Grant-in-aid before release of payment. The funds will be utilized during the current financial year.
13. The grantee shall maintain a register of assets in the prescribed form G.F.R. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Development Commissioner (Handicrafts).
14. The grant shall submit performance-cum-achievement reports against targets of the previous grant both financial and physical while seeking further release of funds within twelve months of the closure of the financial year whichever is earlier.
15. The grantee shall submit receipt and payment account, event certificate and details of order booked in the Event, final report, performance cum achievement report, and list of participants, receipt of ground rent, publicity material and regarding rent of the venue will be reimbursed only on the basis of copy of the original bill subject to ceiling fixed in the scheme guidelines.



17. The amount so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/Internal Audit Party of the Chief Controller of Accounts, Ministry of Commerce & Textiles, and New Delhi whenever the grantee is called upon to do so.
18. The accounts shall be audited by the Internal Auditors of the grantee and finally by the Comptroller and Auditor General of India under Section-14 of the C.A.G. of India (Duties, Powers and conditions of Service in 1971) (or if not applicable).
19. The grantee shall get its accounts audited from the chartered accountants.
20. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institutions or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant by **March 2021** for the purpose for which the same has been sanctioned, the grantee shall be required to refund the amount of the grant with interest there on @ 10% per annum or issued rates applicable from time to time as per Govt. rules in this regard.
21. Certified that no UC is pending against the Organization in the Office of the DC(Handicrafts).
22. The grantee shall submit the utilization Certificate in the prescribed form GFR-12-A received for the purpose duly signed by the Head of the grantee Institution and audited by the Chartered Accountant before release of next installment or within twelve months of the closure of the financial year whichever is earlier. The Utilization Certificate would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
23. A video CD covering all the stalls and participants in presence of Inspecting Officer, Photographs of the events covering all the participants, cutting of advertisement of the event in Newspapers must be submitted along with audited accounts at the time of claiming of reimbursement.
24. The Implementing agency will upload the details of participants and videos of the events on daily basis on its own website and provide a soft copy along with.
25. The publicity material like print cards, brochures, catalogues and posters used during the event may be appended with the reimburse claim. Publicity for the event will be done in accordance with DAVP guidelines & reimbursement for the same will be done as per DAVP rates.
26. The AD is requested to ensure that the Implementing Agencies made adequate space in their publicity material indicating the logo & name of Ministry of Textiles, Government of India as adequate funds are being released for organizing the events.
27. In this Marketing Events i.e. Exhibitions, Photographs of each Stall with stall Number must be given along with the details of artisans and products on display.
28. The Event should be held in consultation with the State Government and given due publicity well in time for getting best value for public money spent. Number of artisans/primary Co-operative Societies participating and value of goods sold may also be monitored
29. **The reimbursement on account of rent of the venue will be reimbursed on the basis of copy of the Rent bill of the concerned owner of the Land/Venue/Building.**
30. The reimbursement for holding the event will be made on actual basis in accordance with relevant GFR provisions & submission of relevant copies of documents on which the IAs & indicate pro-rate cut as proposed in case of low performance.
31. The IAs have not availed similar assistance for the event form any other Govt./Non-govt. organization.
32. The fund proposed to be released will be spent for the purpose for which it is sanctioned & there will be no deviation of fund for any other purpose.
33. The utilization certificate in respect of grants-in-aid already paid where due is enclosed duly countersigned by the sanctioning authority.
34. There is no reason to believe that the grantee is involved in corrupt practices.
35. The patterns of assistance of rules governing such grants-in-aid have received the approval of the Ministry of Finance.
36. It is certified that the unspent balance of the previous grant has been considered while sanctioning the present grant.
37. **The organization will provide proper civic amenities to the artisans and will not charge any commission or stall rent from the artisans.**
38. **The actual expenditure incurred as per the guidelines of the Scheme and concerned Assistant Director should ensure that the claims submitted are based on the basis of receipts/expenditure actually incurred by the IA & indicate pro-rata cut as proposed in case of low performance.**

39. **All the payments may be made by only NEFT/ECS/RTGS.**
40. Any violation of the above terms & conditions will liable to forfeit of any reimbursement and recovery of the released amount.
41. AO (HQs), Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
42. The expenditure is debit able to the budget head '**2851.00.789-Special component plan for SC-00.789-Special Component Plan for SC-56.03-Marketing Support & Services-56.03.31-GIA-SC**' for the financial year 2020-21.
43. These issues with the approval of IFW, MoT **vide Dy. No. 38942 Dated. 05.02.2021.**
44. Entry has been made in Grant-in-aid Register (SC) in **Page no. 69 Sl. No. 90.**

(Anirudh Kapil)

Assistant Director (H), MSS

The Senior Accounts Officer,
Pay & Accounts Office,
Office of DC (Handicrafts)
New Delhi.

Copy to:

1. AO (HQs), O/O DC (HC), New Delhi.
2. The Principal Director of Audit Economic & Services Ministries, AGCR Building, I.P. Estate, New Delhi.
3. AO (B&A), O/O DC (HC), New Delhi, may please note the expenditure.
4. **M/s Kumbhira Minority Mission**, -you are requested to send the achievement-cum-progress report within one month after completion the event. It is also requested to invite local Board Member of the area and to inform the concerned Regional Director & Assistant Director, HSC about date & venue of the Programme before the commencement of the event and ensure inspection to the programme before its completion. The following documents may also be submitted:
 - a. **Stamped pre-receipt for Rs. 55500/- for SC in triplicate.**
 - b. **Acceptance of terms & conditions signed /seal of the Corporation/organization in triplicate.**
 - c. **Three copies of ECS/RTGS, / Mandate form certified from the bank.**
 - d. **Three Copies of Authorization Letter & agency details in original letter head.**
 - e. **Three Copies of Niti Aayog registration Certificate.**
5. **The Regional Director (ER), O/O DC (HC), Kolkata- It is requested to permit the commencement of the event only if the Implementing Agency has informed date and venue before the commencement of the event.**
6. **Asst. Director, HSC, concerned, with the request to inspect the programme and send the Inspection Report within 7 days to this office immediately after completion of event.**
7. The Principal Accounts Office, BBA Section, Room No.533, Ministry of Commerce & Textiles, Udyog Bhavan, New Delhi.
8. IFW, Ministry of Textiles, Udyog Bhavan, New Delhi.
9. Comptroller General of Accounts, Bahadurshah Jaffar Marg, New Delhi.
10. Chief Controller of Accounts, Ministry of Textiles Udyog Bhavan, N. Delhi.
11. Computer Cell/Hindi Section/Guard file.
12. In-charge, NIC, Office of DC (HC) to upload in website.

Assistant Director (H), MSS



No. M-12014/100/2020-21/MD/Gen
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)

West Block-7, R. K. Puram,
New Delhi-110066
Dated: 10.02.2021

ORDER

Subject: Payment of Grants-in-aid to the **M/s Kumbhira Minority Mission, Malda, West Bengal for organizing Exhibition at Darjeeling, West Bengal during 2020-21** regarding.

I am directed to convey the sanction of the President of India for payment of Grants-in-aid **Rs.222000/- (Rupees Two Lakh Twenty Two Thousand Only)** as 1st instalment out of total sanctioned grant-in-aid of **Rs.444000/- (Rupees Four Lakh Forty Four Thousand Only)** to **M/s Kumbhira Minority Mission, Malda, West Bengal for organizing Exhibition at Darjeeling, West Bengal for the period of 10 days for 40 General artisans during 2020-21** on the following terms and conditions and as per details of project cost, item wise & head wise ceilings given below:

Sl. No.	Particulars (for 40 General Artisans)	Amount (INR)
i.	Space rental & Infrastructure including services for 10 days	292000
ii.	Publicity	80000
iii.	TA (@ Rs. 3000/- per participants) for 40 artisans as proposed by implementing agency	120000
iv.	DA (@ Rs. 500/- for Metro Cities and Rs. 300/- for other cities per day per participants) for 4 artisans as proposed by implementing agency	12000
v.	Insurance	8000
vi.	Service Charges	12000
vii.	Freight @ Rs. 1500/- per person for 40 artisans as proposed by implementing agency	60000
viii.	Misc. including Stationery, Telephone, Refreshment, documentation charges, cultural activities etc.	8000
ix.	Total	Rs. 592000/-

i.	Total Project Cost	Rs. 592000
ii.	Share of O/o DC(Handicrafts) (100% in case of Gandhi Shilp Bazaar and 75% in case of Craft Bazaar and Exhibition)	Rs. 444000
iii.	Share of Implementing Agency (NIL in case of Gandhi Shilp Bazaar and 25% in case of Craft Bazaar and Exhibition)	Rs. 148000
iv.	Advance to be released as 1st instalment (50% of the share of DC (Handicrafts))	Rs. 222000/-

1. Out of sanctioned amount, shown above the 1st instalment will be released to above said Organization for incurring of non- recurring expenditure towards organizing the above event during 2020-21 immediately as advance.
2. 2nd and final installment will be released after the event is organized and detailed accounts of total expenditure along with receipt of premium paid for insurance, details of TA paid to the artisans duly **verified by Assistant Director/Inspecting Officer of Office of the Development Commissioner (Handicrafts)** with their seal and utilization certificate in Form GFR-12A and Audited Statement. Duly countersigned by the authorized signatory of the organization are received along with the performance-cum-achievement report along with Number of visitors visited the event during 10 days, domestic sales figure after the event and export if any after the event.
3. The Implementing agencies will submit the details of all beneficiaries in prescribed DBT Performa in excel file in soft copy/CD at the time of submitting report for reimbursement/settlement case. **No reimbursement case will be processed strictly without fulfilling these conditions.**
4. **It must be ensured that whenever any Govt. grant is given to any organization passes on full or any part of grant to any NGO, such NGO has to be mandatorily registered on NITI Aayog-NGO Darpan Portal.**
5. All Implementing agencies proper conditions may be incorporated for compliance with DBT, Notification issued under Aadhar Act.
6. **The Implementing agency must be use PFMS(EAT) Module and all the expenditure incurred and GFR-12A must be uploaded on the PFMS(EAT) before submission of documents for reimbursement.**
7. The payment of TA,DA & Freight chargers will be governed to Pahchan card holders on the following:
 - a. **The payment TA/DA & Freight charges must be paid through ECS/RTGS/NEFT.**
 - b. **No artisans will be paid TA/DA/Freight charges for more than two times in a financial year.**
 - c. **TA/DA/Freight charges will not have paid to artisans in case selected through dropout or allotted stall on own request.**
 - d. **TA/Freight charges would be paid to artisans on actual on production of railway/bus ticket (limit to railway fare in 2nd class sleeper only) or whichever is less.**
 - e. **No TA/DA/Freight charges are allowed in case artisans who left the event in midway and not present in all the days of the event.**
 - f. **No TA/DA is allowed to the artisans from the same municipality area.**
 - g. **A certificate must be submitted by the Inspecting Officer that TA/DA/Freight charges are paid to the artisans those who have fulfilled the above conditions.**
8. Organization will make provision for construction of **40 stalls** in the event for participation of **General Artisans**, attractive gate & office etc.
9. Certified that this is a continuation scheme and all the conditions laid down as per GFR 2017 rule 228-245 Ministry of Finance in this regard have been duly fulfilled.
10. Grants-in-aid shall be utilized for Marketing & Service Support Scheme for above **Event during 2020-21** as per the norms approved by the Govt. and subject to the provisions contained in the General Financial Rules.
11. The grantee shall maintain subsidiary accounts of the grants-in-aid received from the Government.
12. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms & conditions of the payments of Grant-in-aid before release of payment. The funds will be utilized during the current financial year.
13. The grantee shall maintain a register of assets in the prescribed form G.F.R. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Development Commissioner (Handicrafts).
14. The grant shall submit performance-cum-achievement reports against targets of the previous grant both financial and physical while seeking further release of funds within twelve months of the closure of the financial year whichever is earlier.
15. The grantee shall submit receipt and payment account, event certificate and details of order booked in the Event, final report, performance cum achievement report, and list of participants, receipt of ground rent, publicity material and regarding rent of the venue will be reimbursed only on the basis of copy of the original bill subject to ceiling fixed in the scheme guidelines.

16. The grant shall submit performance-cum-achievement reports against targets of the previous grant both financial and physical while seeking further release of funds within twelve months of the closure of the financial year whichever is earlier.
17. The amount so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/Internal Audit Party of the Chief Controller of Accounts, Ministry of Commerce & Textiles, and New Delhi whenever the grantee is called upon to do so.
18. The accounts shall be audited by the Internal Auditors of the grantee and finally by the Comptroller and Auditor General of India under Section-14 of the C.A.G. of India (Duties, Powers and conditions of Service in 1971) (or if not applicable).
19. The grantee shall get its accounts audited from the chartered accountants.
20. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institutions or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant by **March 2021** for the purpose for which the same has been sanctioned, the grantee shall be required to refund the amount of the grant with interest there on @ 10% per annum or issued rates applicable from time to time as per Govt. rules in this regard.
21. Certified that no UC is pending against the Organization in the Office of the DC(Handicrafts).
22. The grantee shall submit the utilization Certificate in the prescribed form GFR-12-A received for the purpose duly signed by the Head of the grantee Institution and audited by the Chartered Accountant before release of next installment or within twelve months of the closure of the financial year whichever is earlier. The Utilization Certificate would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
23. A video CD covering all the stalls and participants in presence of Inspecting Officer, Photographs of the events covering all the participants, cutting of advertisement of the event in Newspapers must be submitted along with audited accounts at the time of claiming of reimbursement.
24. The Implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with.
25. The publicity material like print cards, brochures, catalogues and posters used during the event may be appended with the reimburse claim. Publicity for the event will be done in accordance with DAVP guidelines & reimbursement for the same will be done as per DAVP rates.
26. The AD is requested to ensure that the Implementing Agencies made adequate space in their publicity material indicating the logo & name of Ministry of Textiles, Government of India as adequate funds are being released for organizing the events.
27. In this Marketing Events i.e. Exhibitions, Photographs of each Stall with stall Number must be given along-with the details of artisans and products on display.
28. The Event should be held in consultation with the State Government and given due publicity well in time for getting best value for public money spent. Number of artisans/primary Co-operative Societies participating and value of goods sold may also be monitored
29. **The reimbursement on account of rent of the venue will be reimbursed on the basis of copy of the Rent bill of the concerned owner of the Land/Venue/Building.**
30. The reimbursement for holding the event will be made on actual basis in accordance with relevant GFR provisions & submission of relevant copies of documents on which the IAs & indicate pro-rate cut as proposed in case of low performance.
31. The IAs have not availed similar assistance for the event form any other Govt./Non-govt. organization.
32. The fund proposed to be released will be spent for the purpose for which it is sanctioned & there will be no deviation of fund for any other purpose.
33. The utilization certificate in respect of grants-in-aid already paid where due is enclosed duly countersigned by the sanctioning authority.
34. There is no reason to believe that the grantee is involved in corrupt practices.
35. The patterns of assistance of rules governing such grants-in-aid have received the approval of the Ministry of Finance.
36. It is certified that the unspent balance of the previous grant has been considered while sanctioning the present grant.
37. **The organization will provide proper civic amenities to the artisans and will not charge any commission or stall rent from the artisans.**

38. **The actual expenditure incurred as per the guidelines of the Scheme and concerned Assistant Director should ensure that the claims submitted are based on the basis of receipts/expenditure actually incurred by the IA & indicate pro-rata cut as proposed in case of low performance.**
39. **All the payments may be made by only NEFT/ECS/RTGS.**
40. Any violation of the above terms & conditions will liable to forefeet of any reimbursement and recovery of the released amount.
41. AO (HQs), Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
42. The expenditure is debit able to the budget head '**2851.00.104'-Villages and Small Industries-00.104-Handicrafts Industries-38.03-Marketing Support & Services-38.03.31-GIA General** for the financial year 2020-21.
43. These issues with the approval of IFW,MoT **vide Dy. No. 38942 Dated. 05.02.2021.**
44. Entry has been made in Grant-in-aid Register (General) in **Page no. 14,Sl. No.104.**


(Anirudh Kapil)
Assistant Director (H)

The Senior Accounts Officer,
 Pay & Accounts Office,
 Office of DC (Handicrafts)
 New Delhi.

Copy to:

1. AO (HQs), O/O DC (HC), New Delhi.
2. The Principal Director of Audit Economic & Services Ministries, AGCR Building, I.P. Estate, NewDelhi.
3. AO (B&A), O/O DC (HC), New Delhi, may please note the expenditure.
4. **M/s Kumbhira Minority Mission**, -you are requested to send the achievement-cum-progress report within one month after completion the event. It is also requested to invite local Board Member of the area and to inform the concerned Regional Director & Assistant Director, HSC about date & venue of the Programme before the commencement of the event and ensure inspection to the programme before its completion. The following documents may also be submitted:
 - a. **Stamped pre-receipt for Rs.222000/- for General in triplicate.**
 - b. **Acceptance of terms & conditions signed /seal of the Corporation/organization in triplicate.**
 - c. **Three copies of ECS/RTGS, / Mandate form certified from the bank.**
 - d. **Three Copies of Authorization Letter & agency details in original letter head.**
 - e. **Three Copies of Niti Aayog registration Certificate.**
5. **The Regional Director (ER), O/o DC (Handicrafts),Kolkata- It is requested to permit the commencement of the event only if the Implementing Agency has informed date and venue before the commencement of the event.**
6. **Asst. Director, HSC, concerned, with the request to inspect the programme and send the Inspection Report within 7 days to this office immediately after completion of event.**
7. The Principal Accounts Office, BBA Section, Room No.533, Ministry of Commerce & Textiles, Udyog Bhavan, New Delhi.
8. IFW, Ministry of Textiles, Udyog Bhavan, New Delhi.
9. Comptroller General of Accounts, Bahadurshah Jaffar Marg, New Delhi.
10. Chief Controller of Accounts, Ministry of Textiles Udyog Bhavan, N. Delhi.
11. Computer Cell/Hindi Section/Guard file.
12. In-charge, NIC, Office of DC (HC) to upload in website.


Assistant Director (H)