

No. M-12015/43/2019-20/MD  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)

West Block No.7, R.K.Puram,  
New Delhi-110066.  
Dated:-14.02.2020

To

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

Order

**Subject: - Payment of Grant-in-aid to M/s KUMBHIRA MINORITY MISSION, for organizing 02 CAP in School at MALDA during 2019-20 - regarding.**

Sir,

In exercise of the power delegated to the Development Commissioner as head of the Department vide office of DC (Handicrafts) O.M.No. G-20013/42/DC (HC)/BT/2004 dated 08/05/2015 & in terms of delegation of powers by Integrated Finance Wing (IFW), Ministry of Textiles vide order no. G-20013/DC (HC)/BGT/2004 dated 05/05/2015 & 07/05/2015, Sanction of the President is hereby conveyed for payment of Grants-in-aid of **Rs.1,00,000/- (Rs. One Lakh only)** as 1<sup>st</sup> instalment out of total sanctioned grant-in-aid of **Rs.2,00,000/-** to **M/s KUMBHIRA MINORITY MISSION, for organizing 02 CAP in School at MALDA during 2019-20** on the following terms and conditions and as per details of project cost, item wise & head wise ceilings given below:-

S.N o.	Particulars	Amount Sanctioned as per MSS Scheme (in Rs.)for organizing CAP in minimum two School/College
1.	Space rental & Infrastructure such as table, chair mick, podium etc.	Rs.2,00,000
2.	Honorarium for master craftsperson/experts/faculty etc.(minimum 5 master craftsperson)	
3.	Transport charges for visiting experts/faculty etc.	
4.	Raw material cost	
5.	Freight charges	
6.	Documentation with CD	
7.	Refreshment	
8.	Misc. Expenditure including videography, photography, banner, photocopy, TA/DA to the coordinating officials etc.	
Total		Rs.2,00,000/-

1. Out of sanctioned amount shown above, the 1<sup>st</sup> installment will be released to above said organisation for incurring of non- recurring expenditure towards organizing the above event during 2018-19 immediately as advance.
2. 2<sup>nd</sup> and final installment will be released after the event is organized and submission of reimbursement claim documents including utilization certificate in Form GFR-12, Audited Statement, detailed accounts of total expenditure along with receipts of space rent, publicity & promotion, premium paid for insurance, miscellaneous expenses, 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 Duly countersigned by the authorized signatory of the organization along with submission of achievement-cum- progress report and statement of Number of visitors visiting the event during 7 days, domestic sales figure and export if any after the event.
3. Using PFMS (EAT) module has been made mandatory wef 1st October 2017 for centrally sponsored schemes as such GFR-12A (UC) must be uploaded on this module and acknowledgement obtained thereof must be annexed with the reimbursement claim.

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4. 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.
5. It must be ensured that Master crafts person selected for the programme should be preferably shilpgurus/National Awardees/National Merit certificate/State Awardees
6. **It must be ensured that whenever any Govt. grant is given to any organization that passes on full or any part of grant to any NGO, such NGO has to be mandatorily registered on NITI Aayog-NGO Darpan Portal.**
7. All Implementing agencies must be complaint wrt to DBT as per notification issued under Aadhar Act.
8. The payment of TA,DA & Freight charges will be governed on the following:-
  - i. The payment TA/DA & Freight charges must be paid through ECS/RTGS/NEFT.
  - ii. No artisans will be paid TA/DA/Freight charges for more than two times in a financial year.
  - iii. TA/DA/Freight charges will not paid to artisans in case selected through dropout or allotted stall on own request.
  - iv. TA/Freight charges would be paid to artisans on actual on production of railway/bus ticket (limit to railway fare in 2<sup>nd</sup> class sleeper only) or whichever is less.
  - v. 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.
  - vi. No TA/DA is allowed to the artisans from the same municipality area.
  - vii. 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.
9. Organization will make provision for organizing afore mentioned event at the proposed venue.
10. Certified that this is a continuation scheme and all the conditions laid down as per GFR 228 to 245 Ministry of Finance in this regard have been duly fulfilled.
11. Grants-in-aid shall be utilized for Marketing & Service Support Scheme for above **Event during 2018-19** as per the norms approved by the Govt. and subject to the provisions contained in the General Financial Rules.
12. The grantee shall maintain subsidiary accounts of the grants-in-aid received from the Government.
13. 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.
14. The grantee shall maintain a register of assets in the prescribed form under G.F.R. 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).
15. 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.
16. The grantee shall submit receipt and payment account, event certificate and details of order booked in the Event, final report, performance cum achievement report, list of participant, 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 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.
18. 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.
19. 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).
20. The grantee shall get its accounts audited from the chartered accountants.
21. 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 2019** 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.
22. Certified that no UC is pending against the Organization in the Office of the DC(Handicrafts).
23. 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.

24. 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 News papers must be submitted along with audited accounts at the time of claiming of reimbursement.
25. 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.
26. 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.
27. 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.
28. In the Marketing Events like Gandhi Shilp Bazars, Craft Bazars and Exhibitions, CAP, Photographs of each Stall with stall Number must be given alongwith the details of artisans and products on display.
29. 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
30. **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.**
31. The reimbursement for organizing aforementioned 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.
32. The IAs have not availed similar assistance for the event from any other govt./Non-govt. organization.
33. 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.
34. The utilization certificate in respect of grants-in-aid already paid where due is enclosed duly countersigned by the sanctioning authority.
35. There is no reason to believe that the grantee is involved in corrupt practices.
36. The patterns of assistance of rules governing such grants-in-aid have received the approval of the Ministry of Finance.
37. It is certified that the unspent balance of the previous grant has been taken into account while sanctioning the present grant.
38. **All payments only be made by NEFT/ECS/RTGS only by implementing agencies.**
39. **Any violation of the above terms & conditions will liable to forfeit of any reimbursement and recovery of the released amount.**
40. **The IA must ensure to provide proper civic amenities at the venue without charging any commission/Fee from the beneficiaries for the any service.**
41. **AO (Hqrs), Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.**
42. **Officers/Officials from O/o DC (HC) HQ, New Delhi may conduct surprise inspection of the event.**
43. **The expenditure is debitable to the Major Head 2851 00.789- Village & Small Industries-00789 –Special Component Plan for SC-56.03-Marketing Support & Services -560331 – Grant-in-aid –for the financial year 2019-20 ..**
44. **These issues with the approval of DC(HC) vide Dy. No. 34824 Dated 29/01/2020.**
45. **Entry has been made in Grant-in-aid Register-in SC. at page no. 79 Sl. No. 215.**

Yours faithfully,



(Anirudh Kapil)

Asstt. Director (Marketing)

Copy to: - 1. AO (Hqrs), 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**, It is requested to invite local Board Member of the area and to inform the concerned Regional Director & Asstt. Director, HM&SEC about date & venue of the Programme well in advance and ensure their visit to the programme before its completion. The following documents may also be submitted:-

i) **Stamped pre-receipt for Rs.1,00,000 /- in triplicate.**

ii) **Acceptance of terms & conditions signed /sealed of the Corpn./organization in triplicate.**

iii) **Three copies of ECS/RTGS, Authorization Letter in original & agency details.**

5. **The Regional Director, (Concern) O/O DC (HC).**



6. Asstt. Director, HM&SEC, 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. Comptroller General of Accounts, Bahadurshah Jaffar Marg, New Delhi.
9. Chief Controller of Accounts, Ministry of Textiles Udyog Bhavan, N. Delhi.
10. Computer Cell/Hindi Section/Guard file.
11. In-charge, NIC, Office of DC (HC) to upload in website.

  
Asstt. Director (Marketing)