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**File.No.4-1(15)/2015-DD-I**  
**Govt. of India**  
**Ministry of Social Justice and Empowerment**  
**Department of Empowerment of Persons with Disabilities (Divyangjan)**

5<sup>th</sup> Floor, Pt. Deen Dayal Antodaya Bhawan,  
CGO Complex, New Delhi-3.  
Dated: 27.03.2017

To,

The Pay & Account Officer,  
Department of Empowerment of Persons with Disabilities  
Ministry of Social Justice and Empowerment, CGO Complex, New Delhi-3

Subject:- Grant-in-aid under Scheme of Assistance to Disabled Persons for Purchase/Fitting of Aids/Appliances during the year 2016-17.

Sir,

I am directed to convey the sanction of the President of India to the payment of Rs.7,50,000/- (Rupees Seven Lakh Fifty Thousand only) for camp activity of grant-in-aid under ADIP Scheme to the Guru Nanak Charitable Trust, Ludhiana, Punjab for distribution of aid/appliances under the above mentioned scheme as **Non-Recurring** grant during the financial year 2016-17 for camp activity in Ludhiana, Punjab.

2. Certified that this sanction has been noted at S.No. 66 in the register of grant.

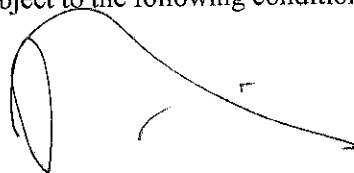
3. The Drawing and Disbursing Officer of the Ministry of Social Justice and Empowerment is authorized to draw an amount of Rs. 7,50,000/- (Rupees seven Lakh and fifty thousand only) for disbursement to Guru Nanak Charitable Trust, Ludhiana, Punjab the grantee institution through electronic transfer to in Saving A/c No. 55078058996 in State Bank of Patiala, Mullanpur, District, Ludhiana, Punjab. IFSC code:-STBP0000738.

4. The Expenditure is debitable to the Demand No. 83, Ministry of Social Justice and Empowerment, Department of Disability Affairs in following Heads:

1 Major Head "2235", 02- Minor Head-Social Welfare, 796 Scheduled Tribes (STs) sub Plan, 03 Welfare of Handicapped, 03.02-Aids and Appliances for the Handicapped (ADIP scheme), 03.02.31 Grant in aid (General) for the year 2016-17 (Plan).	Rs. /-
2. Major Head "2235", 02- Minor Head -Social Welfare, 789- Special Component Plan for Scheduled Castes (SCs), 01-Welfare of Handicapped, 01.02-Aids and Appliances for the Handicapped-ADIP Scheme, 01.02.31- Grant in aid (General) for the year 2016-17 (Plan).	Rs. /-
3. Major Head "2235", 02 -Sub Major Head, 02 101-Minor Head - Welfare of Handicapped, 10-Other Scheme, 10.02-Aids and Appliances for the Handicapped (ADIP Scheme), 10.02.31-Grant in aid (General) for the year 2016-17 (Plan).	Rs.7,50,000 /-
Total	Rs.7,50,000/-

The amount of grant-in-aid released during 2016-17 will be utilized accordingly.

5. The payment of grant-in-aid is subject to the following conditions.



(i) Either of the representative of the District Administration, the District Social Welfare Officer, a representative of the District Rehabilitation Centre (DRC), or functionaries of the District Centres (if already set up in the District) must be associated with the camps.

(ii). Prominent citizens, e.g. from the Panchayat Raj Institutions, Nagar Palikas, District level Consumer Forum, Local BDO should be invited in the camp.

(iii). Local media persons should also be invited to the camps and adequate publicity about the proposed camps should be made in the local media.

(iv) Wherever possible, camp may be integrated with disability assessment and certification. Detailed records of certificate issued, persons involved with the camp, photographs of the beneficiaries along with the names and addresses should be maintained by the organisation concerned. The photograph should depict the beneficiary fitted with or along with the aids and appliances received by him/her.

(v) All implementing agencies should prominently put up signboards, banners etc. in their offices and camps acknowledging that the scheme is run with the assistance of Ministry of Social Justice and Empowerment, Government of India. Name of the Ministry shall also be painted at the back of Wheelchairs, Tricycles etc.. This is for strict compliance, failing which grant to the defaulting agencies will be discontinued.

(vi) The Organisation will make reservations for SC/ST/OBC persons with disabilities or otherwise for appointment against posts required for the working of the organisation in accordance with instructions issued by the GOI from time to time. The information in this regard may also be incorporated in the Annual Report of the organisation.

(vii) Photographs of camp/function for distribution of aids & appliances undertaken with this grant-in-aid assistance and also press-clippings, posters, pamphlets etc. regarding organisation of camp(s) for undertaking distribution work should be submitted to the Ministry with the proposal for subsequent release of grant under ADIP scheme.

(viii). The audited statement of accounts and utilization certificate in the form GFR 19A for non-recurring grant released should be furnished by the organisation within 12 months of closure of this financial year. The U.C. should also disclose whether the specified quantified and qualitative targets that should have been reached against the amount utilized were in fact reached and if not the reasons therefor.

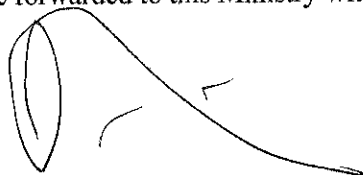
(ix). The institution shall get its account audited by a chartered accountant.

(x). The grantee shall maintain subsidiary account of the grant in aid received from the Government.

(xi) The grantee will obtain an undertaking from the beneficiary that he/she has not obtained such aid from any other agency/source during three years except, for children below 12 years of age in which case the this limit would be 1 year and that he/she will keep it for his/her bona fide use.

(xii). The accounts of grantee institution shall be open to inspection by the Ministry of Social Justice & Empowerment and audit, both by the Comptroller and Auditor General of India under the provisions of CAG (DCP) Act, 1971 and Internal Audit by the Principal Accounts Office of the Ministry whenever the institution is called upon to do so.

(xiii). That a performance-cum-achievement report (2 copies) in respect of the above programme for which the grant has been sanctioned should be forwarded to this Ministry within 6 months.

A handwritten signature or mark consisting of a large, stylized loop on the left, followed by a long, sweeping horizontal line that curves upwards at the end. There are some smaller, less distinct marks below the main line.

(xiv). The assets created out of this grant should not, without prior approval of the Ministry of Social Justice & Empowerment, be disposed or encumbered or utilized for any purpose other than those for which the grant is sanctioned.

(xv). No part of this grant should be diverted to any other institution or utilized for any purpose other than what is mentioned in the budget proposals of the Institute as approved by the Government of India. Any deviation will constitute misappropriation.

(xvi). The grantee shall not divert the grant and entrust execution of the scheme or work concerned to another institution or organization and shall abide by the terms and conditions of the grant, If the grantee fails to utilize the grant, for the purpose for which the same has been sanctioned, the grantee will be required to refund the entire amount with interest thereon @10% per annum.

(xvii). A register of assets acquired wholly or substantially out of the grant should be maintained in the prescribed form and a certified copy from the register in respect of the assets so acquired should be sent to this Ministry not later than 31.3.2018. The information in the returns to be submitted to the Government should relate to all previous assets too, created wholly or substantially out of Government grant upto the end of the period to which the return relates.

(xviii). Before the grant is released, the members of the executive committee of the grantee will execute bonds in a prescribed format binding themselves jointly and severally to:-

- (a) abide by the conditions of the grants-in-aid by the target dates, if any, specified therein; and
- (b) not to divert the grants or entrust execution of the scheme or work concerned to another Institution(s) or Organization(s); and
- (c) abide by any other conditions specified in the agreement governing the grants-in-aid.

In the event of the grantee failing to comply with the conditions or committing breach of the conditions of the bond, the signatories to the bond shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest at ten per cent per annum thereon or the sum specified under the bond. The stamp duty for this bond shall be borne by the Government.

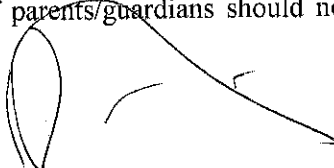
xix) As per the rule 212(2)(ii) of GFR the annual reports and audited accounts of the organisation should be laid on the table of both houses of Parliament within nine months of the close of the succeeding financial year of the organisation.

xx) As per the rule 211 (2)(a) of GFR the accounts of the organisation may be audited by the Controller and Auditor General of India.

(xxi) The organisation will have to organize camps according to the total amount allocated for each district and after utilization of first installment will submit a proposal for release of balance amount and cover the remaining districts. The amount allocated for a particular district should not exceed and the UC for the first installment has to indicate districts covered and the amount utilized for the district.

(xxii). As per revised scheme, a person with disabilities fulfilling following conditions would be eligible for assistance under ADIP Scheme:-

- (a) An Indian citizen of any age.
- (b) Holds a 40% Disablement Certificate.
- (c) Has monthly income from all sources not exceeding Rs.20,000/- per month.
- (d) In case of dependents, the income of parents/guardians should not exceed Rs.20,000/- per month



(e) Who have not received assistance during the last 3 years for the same purpose from any source. However, for children below 12 years of age, this limit would be one year.

6. Further releases of grants to the organization will be contingent upon a proper verification along with a test check of previous beneficiaries indicating the utility of the aid/appliance which should be incorporated in the inspection report before releasing of subsequent grants to the organization. The sample checking would cover at least 15% (in case of GIA upto Rs. 10.00 lakh) and 10% ( in case of GIA exceeding Rs. 10.00 lakh).

7. Details of follow-up action taken to verify usage of the aid provided may be submitted at the time of seeking the subsequent full and final grant to the organization.

8. The amount should be utilized by the end of the current financial year or latest by the end of the first quarter of the next financial year. Utilisation Certificate for this grant should invariably be submitted within 6 months of the closing of the current financial year.

9. It is certified that no Utilisation Certificate is pending against the grantee in respect of previous grant(s) for distribution of aid and appliances and under any scheme of the Ministry.

10. The Organisation is requested to register itself under sections 51 and 52 of the PWD Act of 1995. At least 25% beneficiaries covered should be girl /women as per provision of revised Scheme.

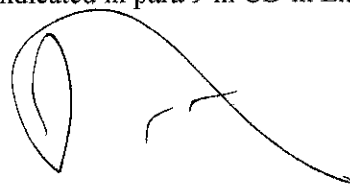
11. The grant-in-aid is further subject, to the conditions laid down in General Financial Rules as amended from time to time.

12. The grantee has not been sanctioned grant-in-aid for this same purpose from any other source.

13. No other bill for the same purpose and installment has already been paid before to the grantee.

14. The sanctioned grant-in-aid will be spent only on the following items:-

- i) Purchase, fabrications, fitting of aids & appliances that are in conformity with the scheme; The aids and appliances supplied under the scheme must have due certifications.
- ii) Suitable arrangement for fitting and post fitting care of aids & appliances;
- iii) Use of mass media, exhibitions, workshops etc., for exchange of information and promoting awareness and distribution and use of aids/appliances;
- iv) Medical/surgical corrections and interventions as per norms of the scheme;
- v) Traveling cost and boarding and lodging expenses as per norms of the scheme.
- vi) Implementing agencies shall use 5% of the grant-in-aid as administrative overhead expenses for conducting awareness assessment and follow-up camps.
- vii) The Implementing Agency Shall obtain a certificate from the concerned competent authority regarding monthly income of beneficiaries.
- viii) The implementing Agency will maintain a register in the prescribed proforma (Annexure-VI) about the beneficiaries assisted under the Scheme.
- ix) The Implementing Agency shall maintain a separate account of funds received and utilized from the Ministry of Social Justice and Empowerment under the Scheme. The fund should be kept in a separate bank account, to be operated under ADIP Scheme duly certified by C.A.
- x) A certificate from the Head of the Implementing Agency to the effect that the funds have been utilized. A list of beneficiaries as per proforma given in Annexure-IV assisted by the organization that the funds given by the Ministry will be furnished along with the yearly application as per procedure indicated in para 9 in CD in Excel programme.



- xi) The implementing Agency will obtain an undertaking from the beneficiaries that he /she has not obtained such aid from any other agency/source during the last three years and that he/she will keep it for his/her bona fide use.
- xii) The Implementing agency will be open to inspection by an officer/third party agency authorized by Union Ministry of Social Justice and Empowerment or the State Government/UT Administration/national Institutes/DRCs etc.
- xiii) When the Government of India has reasons to believe that the sanction is not being utilized for the approved purpose the amount would be recovered from the implementing agency with interest and no further assistance would be given to the agency. Ministry will be at liberty to blacklist such organisation and to take legal action as per law.
- xiv) All camps will display the details of the Scheme & Assistance received there under and the website of the Ministry ( [www.socialjustice.nic.in](http://www.socialjustice.nic.in)). Photos of the camps held will also be uploaded on the website of the Implementing Agency.

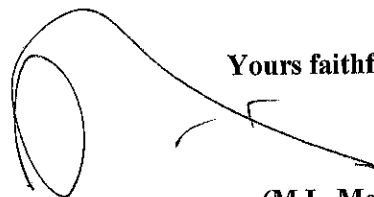
15. The grant-in-aid also subjected to the following conditions:-

- (i) The organization would supply the details of purchases.
- (ii) Implementing agency should also maintain a website and upload details of grants received, utilized and list of beneficiaries with complete address and contact Tel. No. alongwith photo and ration card number/voter ID number/Adhar Card Number, as the case may be.
- (iii) The organization must make all disbursements/payments exceeding Rs.20,000/- only through cheques and not in cash and these transactions may be duly incorporated in the accounts of the Organization.

16. This issues under the powers vested in the Ministry and with the concurrence of Integrated /Finance Division vide Dy. No.1086/JS&FA/2017 dated 23.03.2017 pattern of assistance under the Grant in aid Scheme has received the approval of Ministry of Finance.

17. Special efforts should be made for needy leprosy-cured patients.

18. **The Organisation must ensure to notify the district Collector about the camps as well as local BDO in advance. The Organisation should also notify the Local MLA/M.P. about the camp.** The organization should also intimate the Ministry vide fax/e-mail the date and place of the camp in advance.

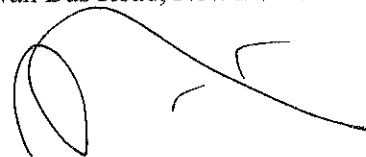
Yours faithfully,  


(M.L. Meena)  
Deputy Secretary to the Govt. of India

**Copy for information and necessary action to :-**

1. General Secretary, Guru Nanak Charitable Trust, Mandi Mullanpur Dakha Distt. Ludhiana, Punjab with the request to submit the under mentioned documents (vide Forms attached) before the amount is remitted through a telegraphic/electronic transfer:-
  - a) An Agreement bond in non-judicial stamp paper of Rs.20/- duly signed by two witness and two sureties.

- b) A stamp pre-receipt in the prescribed format or authorization letter for sending grants-in-aid directly into the Bank Account of the Organization through electronic mode of transfer in the prescribed format.
- c) A letter confirming that the terms and conditions contained in the sanction are acceptable to the organisation;
- d) The Organisation is requested to open their bank account in State Bank of India or its subsidiary branch, if not already done. The details of bank account number and the name and address of the bank along with its code number may kindly be furnished to this Ministry alongwith the agreement bond, pre-receipt & letter towards acceptance of terms and conditions within a week.
- e) The organization is also requested to furnish the revised schedule of camps/calendar of activity in the allotted district(s) as the earlier calendar of activity needs modification in view of the delay in release of funds.
- f) The organization should also intimate the Ministry vide fax (no.011-23383853, 23384918) e-mail the date and place of the camp in advance. It is also requested that the Quarterly Progress Report in respect of the beneficiaries may please be sent as per the enclosed Performa.
2. Principal Secretary, Deptt. of Social Security, Chandigarh, Govt. of Punjab.
3. Director General of Audit, Central Revenues, I.P. Estate, New Delhi.
4. RM & DRC, ALIMCO, Social Justice Service Centre, Chelmsford Road, Paharganj, New Delhi .
5. The District Magistrate/Collector, Ludhiana, Punjab.
6. B & C Section (with 2 spare copies)
7. Sanction Folder.
8. The Controller and Auditor General of India, IP State New Delhi with the request that the accounts of the organisation may kindly be got audited as per the GFR 211 (2) (A).
9. IFD Section, Ministry of Social Justice & Empowerment, Pt. Antyodaya Bhawan, CGO complex, New Delhi.
10. Chief Commissioner for Disabilities, 6, Sarojini House, Bhagwan Das Road, New Delhi.
11. Hon'ble Member of Parliament/MLA of concerned districts.



(M.L. Meena)  
Deputy Secretary to the Government of India