

Scheme of Grant-in-aid to Voluntary and other Organizations working for Scheduled Castes – 2018

1. OBJECTIVES

The prime objective of the Scheme is to enhance the reach of development interventions of the Government and fill the gaps in service deficient Scheduled Caste dominant areas, in the education sector through the efforts of voluntary organizations and other organizations and to provide an environment for socio-economic upliftment and overall development of the Scheduled Castes (SCs).

2. SCOPE AND ELIGIBILITY

2.1. Assistance under this Scheme will continue for only ongoing and new educational related projects namely, Residential and Non-Residential Schools and Hostels of eligible voluntary and other organizations fulfilling the eligibility conditions as laid down in para 2.4.

2.2. No new application in any category or projects would be examined and entertained for GIA from 1st April 2018 except for the projects related to Education as per para 2.1 above.

2.3. For ongoing projects relating to Skill Development like Training in Typing and Shorthand, Craft Training, T.V. & Radio Training etc., the agencies who fulfill the norms of the Ministry of Skill Development and Entrepreneurship, need to apply to National Scheduled Castes Finance & Development Corporation (NSFDC). Grant in aid for health related projects would not be provided from financial year 2018-19.

2.4. In order to be eligible for assistance under this Scheme, an organization should have the following characteristics:-

(i) It should be:-

a. Registered under the Societies Registration Act, 1860 (XXI of 1860) or any relevant Act of the State / Union Territory; or

- b. A Public Trust registered under the law for the time being in force; or
 - c. A charitable company licensed under Section 25 of the Companies Act, 1958; or
 - d. Indian Red Cross Society or its branches; and/ or
 - e. Any other public body or institution having a legal status of its own;
 - f. The voluntary organization should have been registered for, at least three years, at the time of applying for grant under the scheme. This can, however, be waived by the Secretary, Ministry of Social Justice and Empowerment, for reasons to be recorded in writing, in exceptional cases.
 - g. Number of Scheduled Caste beneficiaries is not less than 60% in cases of voluntary organizations.
 - h. Any other organization or training institution of repute, which may be approved by the Secretary, Ministry of Social Justice and Empowerment.
 - i. Non-Governmental Organizations (NGOs)/ Voluntary Organizations (VOs) must have had a Bank Account maintained and operated in the name of NGO/VOs for the last three years
- (ii) It is not run for profit to any individual or a body of individuals except in case of training institutions of repute specifically included under 2.2 (i)

3. TYPE OF ACTIVITIES COVERED

- (i) Residential Schools
- (ii) Non-Residential Schools
- (iii) Hostels

4. ADMISSIBLE ITEMS

4.1. Assistance under the Scheme is admissible for the following items:

- a. Rent for the building in which the project is being run;
- b. Purchase of furniture;
- c. Purchase of equipment and machinery;
- d. Honorarium to the staff;
- e. Stipend to the students and trainees; Tuition fee chargeable by the institutions approved under 2.4 (i) (b) above;
- f. Stationery;

- g. Contingencies which include TAVDA and other such expenditure, and
- h. Any other item as may be approved by the Secretary, Ministry of Social Justice and Empowerment.

4.2. The above is not exhaustive but merely an illustrative list of items for which assistance may be provided. It will be open to the Government of India to provide assistance for any other purpose connected with the activities referred to in para 1 above.

5. EXTENT OF ASSISTANCE

The quantum of assistance shall be determined in each case on merit as indicated in para 6.3.

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.

6. NORMS FOR RELEASE OF ASSISTANCE

6.1. For SCs with disability, the grant in aid will be admissible under this scheme for all the items of assistance which are admissible under grant in aid schemes of Disability Development Division for Persons with Disabilities. The eligibility norms of assistance, procedure for inspection and all other details either contained in the various schemes of Disability Development Division or issued by the Ministry of Social Justice and Empowerment from time to time shall be applicable mutandis for providing grant-in-aid for various activities relating to SCs with disabilities.

6.2. NGOs having presence in more than one State and having more than one branch will be eligible to receive for each of its branches grants for meeting expenditure on administrative overheads involving supervision and monitoring of the performance of its various branches. Each branch can apply separately or under the parent body.

6.3. Procedure for Release of Grant-in-aid & Funding pattern:-

6.4.1. Under the scheme, grants shall be sanctioned in favour of VOs/NGOs subject to prescribed financial norms (Annexure) and terms & conditions 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. For ongoing projects, 90% of the total project cost will be funded by the Government and the rest 10% will be borne by the concerned Organization(s).
- b. The grant shall be sanctioned as per the procedure laid down under General Financial Rules, 2017 as amended from time to time.
- c. 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.
- d. The funds will normally be released through electronic transfer directly to the bank account of the organization as referred in sub-para above.
- e. 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.

7. APPLICATION

7.1 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 (Application-cum-Monitoring Form) as per the procedure and guidelines prescribed by this Ministry for the project (s) mentioned under relevant para of these guidelines.
- b) The applications, in ongoing would be submitted by the organization to the Social Welfare Department (or the Department responsible for matters relating to Scheduled Castes in the State/UT) preferably in the first quarter of the financial year to which the proposal pertains.
- c) State Government (State Social Welfare Department or the Department dealing with Scheduled Caste matters) after verifying the genuineness of the organization and/or the project at the field level, would place all the proposals before the multidisciplinary "State Grant –in-aid Committee" (hereinafter State Committee) and forward the recommendations of the State Committee to the Ministry of Social Justice and Empowerment by 30th April. The state committee must record reasons for recommending/rejecting the proposals. In case the proposals/ recommendations from the State Governments/UTs are not received within a reasonable period, the Ministry may obtain inspection report, from National Scheduled Caste Finance Development Corporation (NSCFDC)/ National Safai Karmachari Finance Development Corporation (NSKFDC)/ Ambedkar Chairs under Dr. Ambedkar Foundation nearby, or by deputing a suitable officer from the ministry for inspection
- d) No application will be accepted by the Ministry of Social Justice and Empowerment directly. The application must always be recommended by the State Committee or otherwise as prescribed above.
- e) Any application submitted directly without following the aforesaid procedure, will not be entertained or considered by the Ministry of Social Justice and Empowerment. No correspondence in this regard would be entertained.
- f) State Government /UT Administrations, while forwarding the recommendations of the State Committee and the proposals of VOs/NGOs, would submit following documents as per the given Check List and Time Schedule up loaded on website.
- g) The organization receiving grants from the Ministry shall regularly submit quarterly Progress Report in the months of July (for April to

June of a financial year), October (for July to September of the same financial year), January (for October to December of the same financial year) and in April (for January to March of the same financial year) in the prescribed format.

7.2. Constitution and Role of State Committees

- a. Each State Government/UT Administration shall constitute a multidisciplinary State Grant-in-Aid (GIA) Committee, if not already constituted, under the chairpersonship of Principal Secretary/Secretary, State Social Welfare Department.
- b. State Committees would 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.
- c. While examining the proposals, the State Committee shall take care of the following aspects:
 - (i) The location of the Residential & Non-Residential School Projects proposed by the organization should be in:-
 - Educationally Backward Blocks (EBBs) and 115 Aspirational districts as declared by NITI Aayog; or
 - Service Deficient blocks with 40% SC population; or
 - Aspirational Districts identified by NITI Aayog or
 - Integrated Action Plan Districts identified by the Govt. Of India.
 - (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) Residential schools for girls must have female service staff, wardens and adequate security provisions;
 - (v) Establishment of a linkage with Panchayati Raj Institutions, wherever possible for monitoring etc.
 - (vi) Preference be given to such new projects which are already running and have established a record of rendering quality services in service deficient areas;
 - (vii) For new projects, a minimum benchmark data must be available

or collected at the start of the project to objectively assess the impact.

- d. State GIA Committees are also expected to satisfy themselves about the necessity and viability of funding the project, keeping in view its performance by making inspection visits as per the requirements.

8. INSTALMENTS

8.1. In case of the projects already approved, i.e., projects getting grant in aid continuously for the last three years, first instalment to the extent of 75% of the estimated expenditure may be released as soon as possible on receipt of the following documents:-

- (i) An application in the prescribed proforma together with the required documents;
- (ii) Utilisation Certificate of the grant last released, in the format prescribed under GFR-19A. Audited / Unaudited accounts for the previous year indicating the expenditure incurred on each sanctioned item vis-a-vis the grant sanctioned;
- (iii) Budget Estimates for the financial year for which grant-in-aid is required; and
- (iv) Annual Report giving Performance, with statistical data, of the projects during the previous year. In case of new proposal this condition will not be applicable.

8.2. The second installment will be released on receipt of the audited statement of accounts, together with utilization certificate, and inspection report from the prescribed agency along with recommendation of the Grant-in-Aid Committee of State Government/UT Administration.

8.3. The grant-in-aid shall be released after the grantee organization executes an Agreement Bond in prescribed proforma to the effect that in the event of its failure to abide by any or all the conditions stipulated in the sanction letter it shall be liable to refund with interest thereon the whole or such part of the grant as the Government of India may decide.

9. EXPENDITURE AND ACCOUNTS

9.1. In case of the actual expenditure on the items for which assistance was sanctioned fall below the level at which the grant was determined, the organization shall be liable to refund unutilized portion of the grant to the Government of India or the unutilized portion of grant shall be adjusted against the grant admissible for the subsequent financial year.

9.2. An aided organization must exercise reasonable economy in the expenditure on the approved items.

10. ACCOUNTS

10.1 An aided organization shall maintain separate accounts of the grants received under this scheme. These shall always be open to check by an officer deputed by the Government of India or State Government. These shall also be open to test check by the Comptroller and Auditor General of India at their discretion.

10.2 An aided organization shall maintain Register of Assets in the proforma prescribed under GFR wherein all assets of permanent value and machinery and equipment having a life of not less than 5 years and costing Rs.10,000 and above (each item) should be entered.

10.3 After the close of the financial year, an aided organization will submit audited statement of accounts with utilization certificate for all expenditure incurred.

10.4 An aided organization will also submit to the Ministry of Social Justice and Empowerment a statement in the proforma prescribed under GFR showing the equipment / machinery purchased, with its price, out of the grant-in-aid received.

11. OTHER CONDITIONS

11.1 If an organization has already received or is expected to receive grant-in-aid from some other official sources for the same purpose for which an application is being made under the scheme, an assessment of Central grant-in-aid will normally be made after taking into account grant-in-aid from other such official sources.

11.2 If it is found at a later stage that the organization had withheld or suppressed information regarding the grant-in-aid from other official sources or otherwise had given factually incorrect information, the grant-in-aid of the Government of India may either be cancelled or reduced and the organization may be asked to refund the grant already given with interest thereon.

12. OTHER MISC. CONDITIONS

12.1 No capitation or other similar fees or donation in any form shall be charged from any beneficiary. In case any fee is charged from the beneficiary, it must be shown in the statement of accounts to be furnished to the Ministry / prescribed agency so that the amount so raised could be deducted from the admissible amount of grant- in-aid.

12.2 The location of the Residential & Non-Residential School Projects proposed by the organization should be in:-

- (i) Educationally Backward Blocks (EBBs); or
- (ii) Service Deficient blocks with 40% SC population; or
- (iii) Aspirational Districts identified by the NITI Aayog or
- (iv) Integrated Action Plan Districts identified by the Govt. Of India.

The District Social Welfare Officer will submit a certificate to this effect along with the inspection report.

12.3. Financial norms for the projects wherever not specified under the Scheme would be decided by the Ministry on case to case basis.

12.4. Financial norms for releasing the grants to the charitable companies licensed under Section 25 of the Company's Act 1958 under the administrative control of M/o Social Justice & Empowerment would be

decided on case to case basis.

12.5 Vocational Education projects funded under the Scheme should be linked with employability.

12.6 The girl hostel funded under the scheme should have a woman chowkidar during night.

It is mandatory for NGO/VO to furnish list of beneficiaries indicating therein Aadhar /Voter ID card No. Details like name, address etc. shall be as per Aadhar/Voter ID card issued by Government of India/Election Commission.

Annexure.

FINANCIAL NORMS/RATES FOR DIFFERENT PROJECTS UNDER THE REVISED SCHEME FROM FINANCIAL YEAR (2014-15) OF GRANT-IN-AID TO VOLUNTARY ORGANISATIONS/NON GOVERNMENTAL ORGANISATIONS WORKING FOR SCHEDULED CASTES

1. Rates for Residential School (for 100 students)

S.No	Particular	RATE AS PER REVISED SCHEME
A	Non recurring Items	
1.	Cooking Vessels and utensils	21000 (per 5years)
2.	Furniture for students	100000 (per 5 years)
3.	Bedding material	800 (per student per 5 years)
4.	Lab equipment for secondary school	70000(per 5 years)
B	Recurring Items	Honararium/Rent per month
1	Principal – Elementary Schools (class I-VIII).	20000 (qualification-graduate with D-Ed or B.Ed)
2	Principal – Secondary Schools (class XI-XII).	25000 (qualification-graduate with D-Ed or B.Ed)
3	Warden	6000
4	Teachers- Elementary Schools (class I-VIII) (teachers-4)	15000 each (qualification-graduate with D-Ed)
5	Teachers- Secondary Schools (class XI-XII) (teachers-6)	20000 each (qualification-graduate with B-Ed)
6	Peon	2400
7	Cooks – 2	3000 each
8	Helper to cook- 1	2000
9	Sweeper 1	2400
10	Watchman 1	2400
11	Office Assistant cum Typist	3600
12	Part Time Doctor	2000
13	Aya	2400
14	Physical Education Instructor	5000
15	Music Teacher	5000
16	Rent of building	8000*
17	Diet charges (per student per month for 10 months)	1000 primary 1200 secondary
18	Uniform – 4 sets	2000/-p.a. per student
19	Books and Stationery (per student per annum)	600 primary 1000 secondary
20	Medicines (per annum)	12000
21	Washing Charges (per student per annum)	300
22	Games and Sports material (per annum)	10000
23	Excursion (per annum)	20000
24	Conveyance & TA for Staff (per annum)	10000
25	Water & Electric charges (per annum)	12000
26	Cooking Charges (per annum)	30000
27	Contingencies (per annum)	20000
28	Audit fee (per annum)	6000

***20% additional financial assistance shall be admissible to the projects located in the cosmopolitan cities (Delhi, Kolkata, Chennai, Mumbai)**

2.Rates For Non-Residential School (for 100 students)

S.no	Particular	Rates in the Revised Scheme
A	Non- Recurring Items	
1	Cooking vessels and utensils	14000 (per 5 years)
2	Furniture for students	62500 (per 5 years)
3	Lab equipment for secondary school	70000 (per 5 years)
B	Recurring Items	(Honorarium / Rent per month
1	Head master/Head Mistress (primary)(Class I to VIII)	20000 p.m (Qualification Graduate with D.Ed. or B.Ed.)
2	Head master/Head Mistress (Secondary) (Class IX to XII)	25000(Qualification-post Graduate with B.Ed)
3	Teacher (Primary-4)	15000 each (Qualification –XII pass with D.Ed)
4	Teacher (Secondary-6)	20000 each (Qualification –Graduate with D.Ed)
5	Peon	2400
6	Part Time Cook	1600
7	Sweeper-cum- =Watchman	2400
8	Office Assistant cum Typist	3600
9	Part Time Doctor	2000
10	Music Teacher	5000
11	Physical Education Instructor	5000
12	Rent	9000*
13	Mid-day meals (per working day per student for 10 months)	10
14	Uniform per student per annum (4 sets)	2000
15	Medicines (per annum	8000
16	Books and Stationary (per student per annum)	600-primary 1000-secondary
17	Excursion (per annum)	20000
18	Conveyance/TA to staff (per annum)	6000
19	Water/Electricity charges(per annum)	10000
20	Contingencies/office maintenance (per annum)	10000
21	Cooking charges (per annum)	6000
22	Audit Fee (per annum)	6000
23	Sports and Games (per annum)	6000

*20% Additional financial assistance shall be assistance shall be admissible to the projects located in the cosmopolitan cities (Delhi , Kolkata , Mumbai , Chennai)

3. Rates for Hostel (for 100 students)

Sl. No.	Particulars	Rates in the Revised Scheme (in Rs)
A	Non-recurring items	
1.	Cooking Vessels and Utensils	28000 (per 5 years)
2.	Furniture including cots for students	62500 (per 5 years)
3.	Bedding Materials	800 (per student per 5 years)
B.	Recurring Items	Honorarium/Rent per month
I	Honorarium	
1	Warden	6000
2	Part time Teachers -2	1600 each
3	Peon cum Sweeper	2400
4	Office Assistant cum Typist	3600
5	Part Time Doctor	2000
6	Cooks- 2	3000
7	Helper to Cook	2000
8	Aya	2400
9	Watchman/Chowkidar *	2400
10	Rent	8000**
11	Diet charges (per student per month for 10 months only)	1000 primary 1200 secondary
12	Medicines (per annum)	12000
13	Games and Sports material (per annum)	10000
14	Excursion (per annum)	10000
15	Conveyance & TA to staff (per annum)	10000
16	Water & Electricity charges (per annum)	8000
17	Contingencies/Office Maintenance (per annum)	10000
18	Cooking charges (per annum)	30000
19	Audit fee	6000
20	Uniform per students per annum (4 sets)	2000
21	Books and Stationery (per student per annum)	600 - primary 1000 - secondary

***The Girl hostel should preferably have a women chowkidar in the night.**

**** 20% additional financial assistance shall be admissible to the projects located in the cosmopolitan cities (Delhi, Kolkata, Mumbai, Chennai)**