

## **Chapter V**

### **CONDITIONS FOR SANCTION OF GRANT – IN – AID**

The grant is sanctioned subject to the fulfillment of the following conditions:

- 1) The grant should be utilized for the purpose for which it is intended and an utilization certificate in the prescribed proforma together with an audited statement of accounts and a report on the working of the leprosy control should be submitted to this Ministry. Details of expenditure on each of the approved items showing the salary given to each category of staff employed and the number of patients to whom leprosy drugs were issued should also be sent along with the statement of accounts. All these documents should be signed by the head of the institution and countersigned by the Chartered Accountant and the original ones should be sent to the Ministry.
- 2) The amount of grant will be subject to adjustment in due course. The grantee institution should neither divert the Grant- In- Aid received from the Government nor entrust the work to another institution.
- 3) A uniform system of performance (technical & financial) reporting should be followed by all the NGOs seeking GIA. The institution should submit quarterly and annual statements on the progress of work done under the common formats suggested by Govt. of India, in the prescribed form to the State Govt. and the Directorate General of Health Services, Nirman Bhawan, New Delhi. If the work of the institution is not found in accordance with the scheme or is otherwise considered unsatisfactory on account of the irregularity in the submission of the reports, the continuation of grant will be withheld.
- 4) The grantee institution will execute a bond in the prescribed proforma (Annexure-VII) with two sureties to the effect that the institution will abide by all the conditions of the grant. In the event of any failure to comply with these conditions or committing any breach of the bond, the grantee along with sureties individually and jointly will be liable to refunded to the Government the entire amount of the grant together with interest thereon. The requirement of furnishing sureties will not be necessary if the grantee institution/ organization is a society, registered under the Societies Registration Act, 1860.
- 5) The accounts of institution receiving the grant should be open for inspection by person authorized by the Central or state Government concerned and C & A.G. The Supervision will be under taken by the Govt. (State/ Central) and ILEP for NGOs receiving GIA and any other agencies providing funds. NGOs/ VOs should be

accountable to the concerned district CMOH (DLO/ DHO) w.r.t. technical performance.

- 6) If the above terms and conditions are acceptable to the institution, a bond duly executed and signed in the enclosed proforma may be submitted to this Ministry. The bond should be signed on behalf of the institution by a person who is authorized to operate upon the Bank accounts and to bind the institution in accordance with its rules/ regulations for this purpose. A certified copy, duly attested by a Gazetted Officer, of the document under which that person has been authorised to bind the grantee institution, with financial commitments should also be furnished. Each of the sureties should be solvent and owner of such assets worth not less the amount of bond, as can be attached and sold in execution of a court's decree. This fact should be certified by the District Magistrate or other equivalent authority on the body of the bond.
- 7) The assets created out of Government grants by autonomous bodies are neither to be disposed off without the specific sanction of the Government nor likewise encumbered nor utilized for an object other than the intended one. If, and when such body is dissolved the assets are to be reverted to the Government.
- 8) The institution should submit an extract of their assets register detailing the position of various assets. The grantee institution should furnish a certificate to the effect that the organisation was not/ has not been sanctioned grant-in-aid for the same purpose by another Department of Central Government during the period to which the grant relates.
- 9) The grantee institutions should furnish a certificate to the effect that they have included District Magistrate and the Chief Medical Officer of Health of the District or their authorised representative as member in their governing body and executive committee to oversee the activities and expenditure of the organisation. The names of such officials may also be given.
- 10) The payment of the grant will be made by Demand Draft which will be issued in the name of the organisation on receipts of the requisite bond and a certificate that the institution/ organisation is not involved in any court proceedings relating to the amount or conduct, of any of its office bearers. Statement showing the following details in respect of the Medical Officer and the Para-medical Workers for the current year and invariably with each application:- Name-Designation-Date of joining-Scale of pay, Pay and Salary Allowance drawn-whether training was received, Period of training whether worked with Leprosy for Institution more than 5 years. These particular units may be supported by an attested true copy of the certificate.

- 11) If the work of the Voluntary Organisations is considered sub-standard and/ or if they do not comply with the standards laid down by the Govt. of India, the assets acquired out of Govt. of India grants Viz. Vehicles, Cycles, other equipments out of the Govt. grants are returnable to the Govt. of India or transferred to a new organizations and further Grant-in-Aid to the NGO is liable to be stopped. An undertaking is to be given by Vos before the grant is received by them that they will abide with the terms and conditions of the grant as modified from time to time and an undertaking to participate in the leprosy control programme for a period of at least three years from the sanction of the first grant.
- 12) The NGOs / VO should have experience of at least three years of functioning in the field of leprosy or in general health before applying for GIA.
- 13) Quarterly statements of the expenditure and annual audited Statements of expenditure incurred by NGOs are to be submitted and the activity wise amount spent against allocation vis-à-vis the technical performance of the activity be analysed for timely corrective measures, as and when required. Existing system of auditing the expenditure should be followed.