To

The Pay and Accounts Officer,
Ministry of Minority Affairs,
Paryavaran Bhawan, CGO Complex,
New Delhi – 110003.

Sub: Payment of Rs. 5,62,500/- (Rupees Five Lakh Sixty Two Thousand Five Hundred Only) to Centre for Good Governance, HCM Rajasthan State Institute of Public Administration, Jaipur, Rajasthan under Research/Studies, Monitoring and Evaluation of Development Schemes including Publicity.

Sir,

The undersigned is directed to convey the sanction of the President of India for Rs. 6,25,000/- (Rupees Six Lakh Twenty Five Thousand Only) and release of First Installment (90%) of Rs. 5,62,500/- (Rupees Five Lakh Sixty Two Thousand Five Hundred Only) for conducting two days State level Workshop on Capacity Building of Minority NGOs at the HCM Rajasthan State Institute of Public Administration.

2. The project has been sanctioned under the scheme ‘Research/Studies, Monitoring and Evaluation of Development Schemes including Publicity’ at the rate of Rs. 1.25 Lakh for 50 persons for one-day workshop, as per Para 7 (A. 2) of the guidelines. The Centre for Good Governance will conduct the capacity building workshop with 125 participants (70 NGOs of the State, Minority NGOS of other States, Officials, 15 Resource Persons) for two days.

3. The Centre will submit a detailed report after the workshop is conducted, as well as Utilization Certificate as per GFR 19 (A) and expenditure statement for the amount released. The 2nd and final installment (10%) of the approved funds will be released on receipt of the report and relevant documents. The detailed Terms and Conditions have been enclosed as Annexure.

4. The Drawing & Disbursing Officer of the Ministry of Minority Affairs will prepare the bill for an amount of Rs. 5,62,500/- (Rupees Five Lakh Sixty Two Thousand Five Hundred Only) as payment. The payment will be made by Pay & Accounts Officer of the Ministry of Minority Affairs to Centre for Good Governance, HCM Rajasthan State Institute of Public Administration, JLN Marg, Jaipur, Rajasthan - 302017 through RTGS to the Organization’s bank State Bank of India, Branch – Malviya Nagar, A/c No. 30005146011, IFSC Code: SBIN0006912, MICR Code – 302002009.

5. The payment is to be booked under Demand No. 68, Ministry of Minority Affairs, Major Head 2235- Social Security and Welfare, Sub Major Head – “02” – Social Welfare, Minor Head – 200, Other programmes – 25, Research/Studies, Monitoring and evaluation of schemes, 25.00.28 – Professional Services for the year 2015-16 (Plan).

Contd. p/2
6. This issues with the concurrence of the JS & FA vide Dy. No. 835/JS & FA dated 08-10-2015.

Yours faithfully,

(Ravi Chandr)

Under Secretary to the Government of India

Copy to:-

1. Director General, Centre for Good Governance, HCM Rajasthan State Institute of Public Administration, JLN Marg, Jaipur, Rajasthan – 302017, with reference to their proposal vide No. F.17 (22) MA/CGG/RIPA/2015 dated 24th September, 2015. A copy of the scheme guidelines is enclosed.

2. Additional Chief Secretary, Department of Minority Affairs, 1st Floor, Madarsa Board Bhawan, Shiksha Sankul, J.L.N Marg, Jaipur, Rajasthan – 302020.

3. Deputy Secretary (IFD), Ministry of Minority Affairs, 11th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

4. The Drawing & Disbursing Officer, Ministry of Minority Affairs, 11th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

5. Guard File of scheme of Research/ Studies, Monitoring and Evaluation of Development Schemes including Publicity.
TERMS AND CONDITIONS

The following “General Conditions” will be complied with by the Research Organization receiving assistance under this scheme for Operation Research/ Market Research/ Action Research including baseline survey/survey, concurrent monitoring & evaluation and Workshops/ Seminars/ Conferences:

(i) The Research Organization will maintain the accounts and get the final accounts audited by Government empanelled auditors in case of institutes whose accounts are audited by Government empanelled auditors or by a Chartered Accountant, as the case may be, and submit these to the Ministry, along with the Utilization Certificate on the completion of the assignment.

(ii) The Research Organization will not accept or apply for any professional charges from any other source towards the assignment approved under this scheme.

(iii) Separate account will be kept of the project receipts and expenses even though some of the items of expenditure may be common with that incurred by the institution/organization of other activities.

(iv) The Research Organization will be required to prepare a quarterly progress report (except in case of Workshops/ Seminars/ Conferences) on the study and submit the same to the Ministry along with a statement of expenditure actually incurred during the quarter. It will also be required to record a certificate to the effect that the expenditure has been incurred in accordance with the sanctioned grant.

(v) The accounts/documents etc. relating to the project for which professional charges have been provided will be made available for inspection by an officer authorized by the Ministry. The accounts relating to the project shall be open to audit also by the Comptroller and Auditor General of India or his nominee(s) at his discretion.

(vi) The Research Organization shall prepare and maintain records of all assets acquired solely or substantially out of the funds received under the scheme. Such assets shall not be disposed, encumbered or utilized for other purpose without prior sanction of the Ministry.

(vii) The Project Director of the Research Organization will be required to give an undertaking with Performance Guarantee in writing duly signed by him/her to undertake the Operation Research/ Market Research/ Action Research /survey/ baseline survey/ concurrent monitoring/evaluation and complete it in time. Memorandum of Understanding (MoU) will be signed with Research Organizations and Research Organizations will be given Terms of Reference (TOR) with reference to work assigned to them.

(viii) Delay in completion of the assignment may cause reduction in the professional charges as per the decision of the Ministry taken by the Secretary (Minority Affairs). This penalty may be to the extent of maximum 10% of the total professional charges as agreed between Ministry of Minority Affairs and Research Organizations.

(ix) The Project Director shall submit the final report (with 10 additional copies) to the Ministry within the stipulated duration of study/survey. Normally, Operation Research/ Market Research/ Action Research etc. under this scheme would be expected to be completed within the duration of six months and in any case not beyond a period of one year. Final report will include the problem studied, the procedure followed—methodology of study/survey/monitoring/ evaluation, an account of the population studied/surveyed, description and analysis of data, findings, conclusion and policy recommendations/ intervention (if required).

(x) The final report on the study will be evaluated by an Expert Committee to be set up by the Ministry and such reports as recommended and accepted for publication shall be published by the Ministry. The copyright in respect of all reports shall vest in the Government of India. In case, the Research Organization desires to publish the report on its own, prior permission of the Ministry shall be

[Signature]
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Ministry of Minority
Affairs, Govt. of India
(xi) The Research Organization shall be liable to refund the entire grant amount together with damages and interest at the rate prescribed in General Financial Rules or decided in consultation of Controller of Accounts in the Ministry for any violation of the terms and conditions mentioned in the Scheme/Government sanction, from the date of encashment of the cheque/bank draft/e-transfer for the amount sanctioned for the project, provided that the Government in its discretion may relax the date for the purpose of calculation of interest to provide for such interest to be charged or on a subsequent date. Ministry reserves the right to take legal opinion w.r.t. calculation of interest and effective date for imposition of interest.

(xii) The decision of the Secretary, Minority Affairs on the question whether there has been breach or violation of any of the terms and conditions mentioned herein as well as in the sanction letter, shall be final and binding on the Research Organization.

(xiii) For all disputes, the Court of Jurisdiction will be Delhi only.