

No. 7/02/2017- Welfare  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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Lok Nayak Bhawan, New Delhi,  
Dated 27<sup>th</sup> June, 2017

To

The Secretaries of the,  
Central Government Employees,  
Residents Welfare Associations (recognised by DoPT)

**Subject: Grants-in-aid for the year 2017-2018 to the Central Government Employees Residents Welfare Associations- Submission of Accounts for the year 2016-2017-regarding.**

Sir/Madam,

The Department of Personnel & Training has been sanctioning Grants-in-aid to the eligible recognized Residents Welfare Associations formed by the Central Government employees in residential colonies to enable them to meet a part of their expenditure on the welfare activities, programmes during the financial year. The recognized Central Government employees Residents Welfare Associations eligible to receive grants-in-aid may send a request to this effect to this Department in the prescribed proformae (copy enclosed).

2. The recognized Central Government Employees Residents Welfare Associations are requested to send their request keeping in view the following guidelines:-

- a. Central Government employees and employees of Lok Sabha, Rajya Sabha, Supreme Court, High Court, UPSC, Statutory and Autonomous bodies and Delhi Administration shall qualify for regular membership of an Association in respect of the grants-in-aid from the Department of Personnel & Training subject to fulfillment of conditions as laid in para (b) to (h) of clause II (2) of the O.M. No. 5/8/2013-Welfare dated 3<sup>rd</sup> June, 2014.
- b. Grants-in-aid admissible will be subject to an upper ceiling of Rs.10,000/- during a financial year.
- c. Consolidated accounts for the previous financial year may be provided in Annexure 'A' signed by the President, Secretary, Treasurer and Internal Auditor.
- d. A complete list of the members showing their names, residential address, official designation and address as on 31.03.2017 may be submitted as in Annexure 'B'.
- e. All the vouchers relating to each head of expenditure as appearing in Annexure 'A' should be maintained by the Association, so as to verify the expenditure as and when needed.
- f. The Stock Register maintained by the Association as audited and certified by the Internal Auditor after physical verification should be maintained by the Association. The Department of Personnel & Training may verify the Stock Register as and when required. Similarly, the inventory of articles should also be maintained.

- g. A copy of the minutes of the General Body meeting wherein the accounts of the Association and other activities thereof for the previous year have been approved may be submitted (Annexure 'K').
  - h. Utilization Certificate in respect of the grants-in-aid provided by this Department and information regarding assets acquired wholly or substantially funded from the grant may also be furnished as per proforma in Annexure 'G' and 'H' respectively. The Association who have not received grants-in-aid for the year 2015-16 and 2016-17 may submit Utilization Certificate for the previous year. However, the newly formed Associations need to submit Utilization Certificate indicating 'Nil' along with the Accounts for the year 2016-17.
  - i. A report on the activities of the Association with reference to the Annual Action Plan as provided in Clause 7 of the Rules and Regulations framed under the Model Constitution may also be provided (Annexure 'K').
  - j. A certificate regarding expenditure on Swachh Bharat Mission may also be provided (Annexure 'M').
3. It may be noted that even if the Association is not keen to obtain further grants-in-aid from the Government, it shall have to render full and satisfactory accounts of the grants taken in the past. In case any Association fails to get grants-in-aid for any reason for two consecutive years, such Association will stand derecognized.
4. CGERWAs are requested to send their request complete in all respect, in the prescribed proforma, to DoPT by 31.08.2017 for further necessary action in the matter.

**Note: Incomplete Accounts for the year 2016-17, for receiving the grants-in-aid for the year 2017-18, will not be entertained by this Department.**

Yours faithfully



(G. S. Arora)

Chief Welfare Officer (RWA)

Tel: 24624821

ANNEXURE-'A'

**STATEMENT OF RECEIPTS AND EXPENDITURE OF THE  
ASSOCIATION FOR THE YEAR 2016 -2017**

**RECEIPTS**

1. Opening balance as on 01.04.2016  
(a) Cash Rs.....  
(b) In Bank  
Rs.....  
(Total).....
2. Grants-in-aid sanctioned  
For the year 2016 -17
3. Bank Interest etc.
4. Normal annual membership  
Subscription form: (a) Regular  
Members (b) Associate Members  
(Amount collected for chowkidar  
should not be included)
5. Games Fees
6. Ad-hoc contributions  
(State details of source also - from  
Members or non-members)
7. Entry fee realized for tournaments
8. By sale of old newspapers &  
magazines.
9. By sale of used sports articles
10. Contribution for picnic.
11. Entertainment proceeds from
12. Receipts from the Community Needs  
Scheme.
13. Miscellaneous receipts

Grand Total:-

**EXPENDITURE**

1. Articles of Sports:  
(i) for Adults  
(ii) for Children
2. Accommodation charges
3. Magazines and Periodicals
4. Film Shows
5. Hiring and repairing of furniture
6. Purchase of furniture etc.
7. Organization of Picnics etc.
8. Prizes (i) Adults (ii) Children
9. Office equipment, stationary
10. Social Cultural & Religious meets -  
(details of every meet attached)
11. Purchase and maintenance of  
Community need equipment
12. Swachh Bharat Mission
13. Conveyance charges
14. Light refreshment at the General/  
Executive meetings/guests etc.
15. Miscellaneous (details attached)
16. Attendance charges

Balance as on 31.03.2017

- (a) Cash in Hand.....  
(b) In Bank.....  
Total Balance.....  
Grand Total.....

PRESIDENT

SECRETARY

TREASURER

AUDITOR

(INK

DATED

SEAL

AND

SIGNATURE)

From pre-page:-

NOTE: NO CHOWKIDAR ACCOUNTS SHOULD BE SHOWN IN ANNEXURE- 'A'

**CERTIFICATE**

Certified that:-

1. The opening balance has been tallied with the closing balance of the last year accounts and no difference found to exist. In case, there is any difference, suitable explanation has been furnished.
2. All the receipts have been exhibited truly and correctly in the cash book.
3. Totals of both sides have been physically checked and found to be correct.
4. Vouchers have been classified under blocks and are relevant to the item as shown in the expenditure side of the statement.
5. All the vouchers have been produced for the entire expenditure shown and no voucher is missing. The vouchers have been thoroughly checked by me and are found to be in order. Vouchers have been properly affixed with the Revenue stamp where necessary. All the vouchers bear the pay order of the Executive.
6. The vouchers bear the dated signature of the payee/payee(s) whose names tally with those shown in covering list of vouchers.
7. No part of expenditure and /or vouchers pertains to the period other than the one under review.
8. I have audited the accounts of the Association for the year 2016-17 and found them in order.

(SIGNATURE IN INK WITH DATE)

AUDITOR

SEAL

NOTE: - IN CASE THE AUDITOR HAS MADE ANY OBJECTION, A COPY OF THE OBJECTIONS RAISED BY THE AUDITOR AND THE COMPLIANCE BY THE GENERAL SECRETARY/PRESIDENT OF THE ASSOCIATION SHOULD BE FURNISHED.

### CLARIFICATION ON ACCOUNT OF EXPENDITURE

1. No expenditure should be incurred out of grants-in-aid on watch and ward of the Quarters in the Colony.
2. Associations may incur expenditure on picnics and excursions not exceeding 10% of the total grant-in-aid for the year, the balance of such expenditure, if any, being met by raising special contributions from the participating members. The expenditure incurred on transport to the place of picnics/excursions should be met by raising special contributions for the purpose from the participating members.
3. Expenditure on entertainment (light refreshment served in the General Body/executive committee meetings/Guests etc.) and conveyance should not exceed 15% and 10% respectively, of the total grants-in-aid for the year.
4. An illustrative list of items on which expenditure may be incurred by the Associations out of the grant is given below:-
  - a) Articles of outdoor sports and indoor games equipment.
  - b) Reading Room library organization of book clubs, magazines and periodicals.
  - c) Purchase, hire and repair of furniture, fittings etc. of Association premises.
  - d) Hiring of accommodation for Association.
  - e) Film shows.
  - f) Social and cultural programmes, sports and children's functions.
  - g) Swachh Bharat Mission.
  - h) Community expenses incurred locally.
  - i) Conveyances expenses incurred locally.
  - j) Entertainment.
  - k) Prizes.
  - l) Stationery, office equipment etc.

### COLLECTION OF DONATIONS FROM COMMERCIAL FIRMS

While there is no objection to stray local voluntary donations of small amount being received, it becomes an unhealthy practice if a regular collection drive is made for collecting donations from firms, specially those with whom the Associations are having commercial transactions. It has, therefore, been decided that no Association receiving grants-in-aid from the Department of Personnel and Training should seek any donations or financial assistance from commercial firms particularly donations of substantial amount. There is no objection to the donations being received from members giving in their personal capacity but these should be accounted for.

ANNEXURE-'B'

LIST OF MEMBERS FOR THE YEAR 2016-2017 SHOWING THEIR RESIDENTIAL/OFFICE ADDRESS ETC.

Sl. No.	Name and designation	Address (complete address should be given)		Category	Amount of subscription for the year 2016-2017		
		Official	Residential		Amount	Receipt No.	Date
1	2	3	4	5	6	7	8

LIST OF OFFICE BEARERS AND MEMBERS OF MANAGING COMMITTEE OF THE  
ASSOCIATION FOR THE BLOCK YEAR 2017-2019

Sl. No.	Name in full and office held	Residential address	Ministry/Deptt./Office	Tele No. Office/Residence/Mobile/ e-mail i.d.	Remarks
1	2	3	4	5	6

NOTE: A COPY OF THE REPORT OF THE RETURNING OFFICER/MINUTES OF THE MEETING OF THE GENERAL BODY ELECTING THE OFFICE BEARERS MAY BE ADDED.

ANNEXURE 'D'

**STATEMENT SHOWING THE NUMBER OF MEMBERS (REGULAR & ASSOCIATE  
CATEGORY-WISE FOR THE YEAR 2016-2017**

Sl. No.	Category	Regular Members	Associate Members	Total amount of subscription realised from members	
				Regular Members	Associate Members
1	2	3	4	5	6
i)	Group 'A' & 'B' employees				
ii)	Group 'C' employees				
	TOTAL				

**IMPORTANT NOTE**

Please ensure that the number of Regular and Associate members shown invariably tallies with the amount of subscription realized from each category and tallies with that shown on the receipt side of statement of Receipts and Expenditure.

ANNEXURE 'E'

**CERTIFICATE**

Certified that no member of this Association is enrolled on the record of any other Residents Welfare Association which is recognized as well as is sanctioned the grants-in-aid by the Department of Personnel and Training.

Signature

Signature

Name & Address of the Secretary

Name & Address of the President

Dated

Dated



ANNEXURE 'F'

FORM OF G.F.R. 19-A  
(Sec Rule 212 (1))

FORM OF UTILIZATION CERTIFICATE

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Sl. No.	Letter No. & date	Amount	Certified that out of Rs. _____ of grants-in-aid sanctioned during the year _____ in favour of _____ under this Ministry / Department letter No. _____ given in the previous year, a sum of Rs. _____ has been utilized for the purpose for which it was sanctioned. The balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (vide receipt No. _____ dated _____ and will be adjusted towards the grants-in-aid payable during the next financial year _____.
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TOTAL

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2. Certified that, I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature

Designation

Date

ANNEXURE 'G'

Assets acquired wholly or substantially out of Govt. Grants.

1. Name of the Association.
2. No. and date of sanction
3. Amount of the sanctioned grant
4. Brief purpose of grant
5. Whether any condition regarding right of ownership of Govt. in the property or other assets acquired out of the grant was incorporated in the grants-in-aid sanction.
6. Particulars of assets actually credited or acquired.
7. Value of the Assets as on
8. Purpose for which utilized at present
9. Encumbered or not
10. Reasons if encumbered
11. Disposed or not
12. Reasons and authority if any, for disposal
13. Amount realized on disposal
14. Remarks

ANNEXURE – 'H'

**STATEMENT OF EXPENDITURE HEAD WISE FOR THE YEAR 2016-2017**

Sl. No.	Voucher No.	Brief description of the expenditure with Bill No. _____ dated _____ from M/s _____	Amount.
1.	2.	3.	4.

TOTAL \_\_\_\_\_

ANNEXURE- 'I'

CERTIFICATE

CERTIFICATE FROM THE BANK SHOWING THE AMOUNT AT THE CREDIT OF THE  
ASSOCIATION AS ON 31<sup>ST</sup> MARCH, 2017.

Signature of Branch  
Manager of the Bank

ANNEXURE- 'J'

A REPORT ON THE ACTIVITIES UNDERTAKEN DURING THE YEAR 2016-2017 AS PER ANNUAL ACTION PLAN OF THE ASSOCIATION/SABHA/SAMITI ETC.

Sl. No.	Item in Annual Action Plan	Action taken thereon	Reasons for shortfall if any
1.	2.	3.	4.

ANNEXURE- 'K'

A COPY OF THE MINUTES OF GENERAL BODY MEETING IN WHICH THE AUDITED ACCOUNTS FOR THE YEAR 2016-2017 WERE APPROVED MAY ALSO BE ENCLOSED.

**Certificate regarding expenditure on Swachh Bharat Mission**

It is certified that an amount of Rs. \_\_\_\_\_ has been spent on Swachh Bharat Mission-  
Cleanliness Campaign by the RWA.

Signature

Designation:

Date: