

**BY SPEED POST**

No.7/2/2013-Welfare  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
New Delhi-110003  
Dated, 30<sup>th</sup> December, 2013

To

The Secretaries of the Grantee,  
Central Government Employees  
Residents Welfare Associations  
(As per list).

Subject:-Grants-in-aid for the year 2013-2014 to the Central Government Employees  
Residents Welfare Associations- submission of Accounts for the year 2012-2013-  
regarding.

Sir.

I am directed to say that the Department of Personnel and 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 please send a request to this effect to this Department in the prescribed proforma.

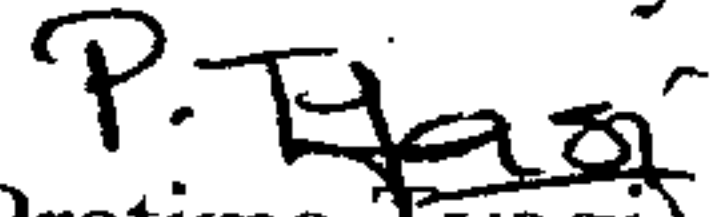
2 The recognized Central Government Employees Residents Welfare Associations are requested to send their request keeping in view the following guidelines:-

- (a) Central Government employees and employees of the Delhi Administration shall qualify for regular membership of an Association in respect of the grants-in-aid from the Department of Personnel and Training subject to fulfillment of conditions as laid in para (b) to (f) of clause II (2) of the rules and regulations under the Model Constitution.
- (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 all the members showing their names, residential address, official designation and address as on 31.3.2013 may be submitted as in Annexure-'B'.

- (e) All the vouchers relating to every 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 and 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 etc. have been approved may be submitted (Annexure-'L').
- (h) Utilization certificate in respect of the grant-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.
- (i) A report on the activities of the Association with reference to the Annual Action Plan as provided in Clause VII of the rules and regulations framed under the Model Constitution may also be provided (Annexure 'K').


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. Those Associations which have not sent acknowledgements in token of having received the grants-in-aid for the year 2012-2013 so far, are requested to send the same.

4. CGERWAs are requested to send their request complete in all respects to DOP&T preferably by 20.1.2014 during the current financial year for further necessary action in the matter.

Yours faithfully  
  
(Pratima Tyagi)  
Director (Canteen)  
Tele:-24624722

Copy to:-

NIC, DOP&T, Lok Nayak Bhawan, New Delhi with the request to place the above circular alongwith proforma on the website of this Ministry under Welfare Division(Residents Welfare Associations)

  
(Pratima Tyagi)  
Director (Canteen)

ANNEXURE-'A'

**STATEMENT OF RECEIPTS AND EXPENDITURE OF THE  
ASSOCIATIONS FOR THE YEAR 2012-2013**

RECEIPTS

EXPENDITURE

1.	Opening balance as on 1.4.2012 (a) Cash Rs. _____)TOTAL  (b) In Bank Rs. _____)	1.	Articles of Sports: (i) for Adults (ii) for Children
2.	Grants-in-aid sanctioned for the year 2012-2013	2.	Accommodation charges
3.	Bank Interest	3.	Magazines and Periodicals
etc		4.	Film Shows
4.	Normal annual membership Subscription from: (a) Regular Members (b) Associate Members (Amount collected for chowkidar Should not be included)	5.	Hiring and repairing of furniture
5.	Games Fees	6.	Purchase of furniture etc.
postage		7.	Organization of Picnics etc.
6.	Ad-hoc contributions (details of source also, state from Members or non-members	8.	Prizes (i) Adults (ii) Children
7.	Entry fee for tournament realised	9.	Office equipment, stationary
8.	By sale of old newspaper & magazines	10.	Social cultural & Religious meets (details of every meet attached)
9.	By sale of used articles of Sports	11.	Purchase and maintenance of Community need equipment
Body		12.	Conveyance charges
10.	Contribution for picnic	13.	Light refreshment at the General Executive meeting/guests etc.
11.	Entertainment proceeds from	14.	Miscellaneous (details attached)
12.	Receipts from the Community Needs Scheme.	15.	Attendance charges
13.	Miscellaneous receipts		Total Expenditure:-
Grand Total:-			Balance as on 31.03.2013 (a) Cash in Hand _____ (b) In Bank _____ Total Balance _____ Grand Total: _____

PRESIDENT  
(INK

SECRETARY  
DATED

TREASURER  
SEAL AND

AUDITOR  
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 pertain to the period other than the one under review.
8. I have Audited the accounts of the Association for the year 201~~2~~201~~3~~ and found them in order.

(SIGNATURE IN INK WITH DATE)

AUDITOR  
SEAL

N.B.:-

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 on 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 item on which expenditure may be incurred by the clubs/ associations out of the grant is given below:-
  - a) Articles of sports – outdoor and indoor games equipment.
  - d) Reading Room – library organization of book clubs, magazines and periodicals.
  - c) Purchase, hire and repair of furniture, fittings etc. of clubs premises.
  - d) Hiring of accommodation for club/Association.
  - e) Film shows.
  - f) Social and cultural programmes, sports and children's functions.
  - g) community expenses incurred locally.
  - h) conveyances expenses incurred locally.
  - i) Entertainment.
  - j) Prizes.
  - k) 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 clubs/associations are having commercial transactions. It has, therefore, been decided that no Association/club 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 2012-2013 SHOWING  
THEIR RESIDENTIAL/ OFFICE ADDRESSES ETC.

Sl. No.	Name and designation	Address (should be given in full (Official/ residential		Category	Amount of subscription for the year 2012-2013 Amount Receipt No. Date		
1.	2.	3.	4.	5.	6.	7.	8.

**ANNEXURE 'C'**

**LIST OF OFFICE BEARERS AND MEMBERS OF  
MANAGING COMMITTEE OF THE ASSOCIATION/  
CLUB FOR THE BLOCK YEAR 2013 – 2015**

<b>Sl.No.</b>	<b>Name in full and office held</b>	<b>Residential address</b>	<b>Ministry/ Deptt./ Office</b>	<b>Tele No.Office/ Residence</b>	<b>Remarks</b>
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'**

**(FORM OF AQUATTANCE FOR GRANT-IN-AID)**

Received a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_

\_\_\_\_\_ ) by \_\_\_\_\_

Cheque No. . \_\_\_\_\_ dated \_\_\_\_\_ from the Deputy Secretary.

Department of Personnel and Training on account of Grants-in-aid for 2012 -2013 sanctioned

in Department's letter No. \_\_\_\_\_ dated \_\_\_\_\_

SIGNATURE OF GRANTEE

REVENUE STAMP

DATE.....



**ANNEXURE 'E'**

**STATEMENT SHOWING THE NUMBER OF MEMBERS (REGULAR & ASSOCIATE CATEGORY-WISE FOR THE YEAR 2012 – 2013**

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 'D' employees				
ii)	Group 'C' employees				
iii)	Group 'B' and 'A', employees				
	TOTAL				

**IMPORTANT NOTE**

Please ensure that the number of Regular and Associate members as shown invariably tallied 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 'F'**

**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 grant-in-aid by the Department of Personnel and Training.

Signature

Signature

Name & Address of the President  
Address of Secretary

Name &

Dated-----  
-----

Dated-----

**ANNEXURE 'G'**

(To be given in duplicate)

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

**FORM OF UTILIZATION CERTIFICATE**

---

Sl. No.	Letter No.	Amount	Certified that out of Rs. _____ and date of grants-in-aid sanctioned during the year _____ in favour of _____ _____ _____ under this Ministry /Department letter No. given in the margin and Rs. _____ on account of unspent balance of 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 No. _____ dated _____) will be adjusted towards the Grants-in-aid payable during next year _____
TOTAL			

---

2. Certified that, I have satisfied my self 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-'H'**

(To be given in duplicate)

Assets acquired wholly or substantially out of Govt. Grants.

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

**ANNEXURE-'I'**

**STATEMENT OF EXPENDITURE HEADWISE FOR THE YEAR 2012 -2013**

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

TOTAL

---

ANNEXURE- 'J'

**C E R T I F I C A T E**

**CERTIFICATE FROM THE BANK SHOWING THE AMOUNT AT THE  
CREDIT OF THE ASSOCIATION AS ON 31<sup>st</sup> MARCH, 2013.**

Signature of the  
Bank(Branch Manager)



ANNEXURE -'K'

**A REPORT ON THE ACTIVITIES UNDERTAKEN DURING  
THE YEAR 2012-2013 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 – 'L'

**A COPY OF THE MINUTES OF GENERAL BODY MEETING IN WHICH  
THE AUDITED ACCOUNTS FOR THE YEAR 2012 – 2013 WERE  
APPROVED MAY ALSO PLEASE BE ENCLOSED.**