

**F. No. 55/23/2017- P&PW(C)**  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Pension & Pensioners' Welfare

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-1100 03  
Dated: 21<sup>st</sup> March, 2018

The Pay & Accounts Officer,  
Department of Pension & Pensioners' Welfare,  
Lok Nayak Bhavan, Khan Market, New Delhi.

Subject: Web-based 'Pensioners' Portal' Project - Release of Grant-in Aid to Pensioners' Associations for implementation of the objectives of the Portal.

Sir,

I am directed to convey the sanction of the President of India to the release of a sum of **Rs. 73730/- (Rupees Seventy Three Thousand Seven Hundred thirty only)** towards Grant-in-Aid in favour of the following 1 Pensioners Association on their having been registered under NITI Aayog DARPAN and having been linked with PA&O under PFMS, for meeting expenditure in connection with the implementation of objectives of 'Pensioners' Portal', as per the details given below:

S. N.	Name of Pensioners' Association/Organization	Max. amount of Grant-in-aid admissible as per scheme	Deduction (inadmissible) on account of unspent balance and SB Interest lying with PA as on 1.4.17 & to be carry forward to 2017-18	Actual Amount of Grant-in-aid to be released (Co. 3-4) during 2017-18	Total amount with Pensioners Asson. for 2017-18	Unique ID registration No. with NITI Aayog DARPA N	Unique ID registration No. with PFMS (EAT) module
1.	2.	3.	4.	5.	6.	7	8
1	All India Organization of Pensioners, Kanpur	75000/-	(1270/- (Interest))	73730/-	75000/-	UP/2018/0184719	AIOP 16

2. **Utilization Certificate in respect of earlier grant sanctioned to above Pensioner Association is enclosed.**

3. **Details of Recurring Grant for admissible Activities:**

The maximum permissible amounts on the individual component eligible for sanction/reimbursement in the form of Grant-in-Aid are as follows, with flexibility of 25% on higher/lower side of individual component:

- |   |   |                                   |
|---|---|-----------------------------------|
| (i) Telephone + Internet Connection   | - | Up to Rs. 12,000 per annum        |
| (ii) Stationery+ Battery replacement  | - | Up to Rs. 19,500 per annum        |
| (iii) Subsidy towards Rent of Building/<br>Water/electricity/AMC of equipment | - | Up to Rs. 28,500 per annum        |
| (iv) Remuneration Payable to Data entry (Part time) per annum                 | - | Up to Rs. 15,000 per Operator     |
| <b>Total</b>  | - | <b>Up to Rs. 75,000 per annum</b> |

4. Any other expenditure by the Pensioners' Association on any activity/component other than those mentioned above will not be admissible from the Grant-in-Aid and will be treated as an unspent amount, to be recoverable or adjusted from the future grant as the case may. In case the actual expenditure during the year on individual component is less than the permissible amount on individual components, the difference of Grant-in-Aid and the actual expenditure will be treated as unspent and will be adjusted in the next year's grant.

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5. **Further, the above Grant-in-Aid is subject to maintaining a separate Bank Account for the Grant-in-aid under Pensioners' Portal.** The Grantee shall also furnish a Utilization Certificate (in the prescribed proforma) for the grant received and utilized during the year 2017-18 within six months of the close of the financial year 2018-2019 i.e. upto 30<sup>th</sup> September, 2018. Failure to do so will make the Grantee Pensioner Association liable for refund of entire Grant-in-Aid amount along with the interest.

6. The Pensioners' Associations are required to submit a consolidated performance-cum-Achievement report immediately after utilization of this grant. The Associations are also required to prepare their Annual work Plan for the current and next financial year before they could become eligible for Grant of any further Grant-in-Aid for the next financial year.

7. The grant is further subject to the terms and conditions as indicated in the Annexure.

8. This Department also **undertake on behalf of respective Pensioner Associations that funds utilization towards the expenditure to be incurred on approved components will be done through EAT module** mapping for which has already been done under DARPAN in PFMS module. The Pensioner Association thus needs to fulfill this undertaking given by this Department

9. The above Pensioners Association is, therefore, advised to book the utilization of funds for approved components under the Scheme of GIA through EAT Module under PFMS. Any expenditure incurred otherwise than through EAT module will not qualify for adjustment against the Grant-in-aid being sanctioned and released and the Association will be liable to refund such amount to this Department.

10. All the Pensioners Associations can access the Eat Module under PFMS by creating log-in-id and password. The Log-in-ID of each Pensioner Association is Unique ID under EAT Module of PFMS which is indicated against each Pensioner Associations in Column '8' of the Table under Para '1' above. For getting the password the Association need to first fill the log-in-id ( as indicated in column '8' of the above Table) and use the facility of 'Forget Password' to get the fresh Password by authenticating OTP which they will receive from PFMS on the registered mobile number and E-mail by PFMS as mentioned earlier in the agency details under PFMS. After filling the OTP sent by the PFMS, the Association will get the option of 'Change Password'. Accordingly, the Association will be able to create the new password for Log-in-ID. If, any help is needed to create log-in-ID and password in EAT module of PFMS and acquainting themselves with other functions including booking of expenditure in EAT module, they may contact this Department for arranging necessary training etc. for them. If, any help is needed to create log-in-ID and password in EAT module of PFMS and acquainting themselves with other functions including booking of expenditure in EAT module, Please visit link for training videos on PFMS/EIS/EAT Module <https://www.youtube.com/channel/UCzH0kge912RyA45AlpQ3BSA>. For further clarification and request for imparting training, Pensioner Association may contact Mr. OM Pathak, Trainer PFMS-EAT module on his mobile No. 07828594200 OR land line no. 011/24641225 (Mobile No.07828594200 & E-mail [prao-dopt@nic.in](mailto:prao-dopt@nic.in)). In case of emergency and non-availability of PFMS trainer Pensioner Association may contact Shri Rajeev Ranjan, AAO, P&AO on his land line No. 011/24626133 and Mr. Rajesh Jain, Sr. A.O., Incharge PFMS-EAT Module on his telephone No. 011-24626331 and E-mail ID [prao-dopt@nic.in](mailto:prao-dopt@nic.in).

11. In addition to above, Pensioner Association may also contact PFMS Central Help Desk Contact number and email ID for PFMS-EAT Module query: PFMS Main e-mail ID: [pao2000@nic.in](mailto:pao2000@nic.in). The following are the Individual contact number and e-mail ID for PFMS-EAT MODULE query

- i) Shri Sat Narain, Sr. AO PH: 011-23343860 (Extn.270) - E-mail :cpsms.sns@gmail.com
- ii) Shri T.M. Rajan, Sr.AO PH: 011-23343860 (Extn.279) - E-mail :cpsms.tmr@gmail.com
- iii) Sh.Vishnu Singh, Sr.AO -PH: 011-23343860 (Extn.280) -E-mail :vishnu\_php64@yahoo.com
- iv) Shri S.Francis, Sr. AO -PH: 011-23343860 (Extn.284) - E-mail :cpsms.f@gmail.com
- v) Shri K. Sridharan, Sr.AO -PH: 011-23343860 (Extn.281) - E-mail :cpsms.ksri@gmail.com

12. While making any query on PFMS-EAT MODULE through e-mail, please mention the following details ( mandatory requirement):

CONTROLLER CODE : 034

GRANT NO. : 70

SCHEME NAME : 0720 (ADMINISTRATIVE REFORMS & PENSIONERS SCHEME)

NAME OF THE PENSIONER ASSOCIATION -

AGENCY UNIQUE CODE :

In view of the above, Pensioner Association is requested to kindly book your expenditure only through PFMS EAT Module in the prescribed components as mentioned in the sanction letter. For any query including request for imparting training , you may request directly to the above stated contact numbers and E-mail ID as mentioned in para 10 & 11 above.

13. The Drawing & Disbursing Officer of the Department of Pension & Pensioners' Welfare is authorized to draw the amount as mentioned in Col 5 of Table given in para 1 above for disbursement to the Grantee Pensioners' Association for transferring the amount to the Bank Accounts of respective Pensioners' Associations.

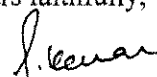
14. The expenditure involved is debitible to Major Head "2070"- Other Administrative Services 00.800.Other Expenditure, ( Minor Head); 43-Plan Scheme of Department of Pensions and Pensioner Welfare, 43.01-Pensioners Portal ; 43.01.31- Grants-in-Aid-General under Demand No. - 70 Ministry of Personnel, Public Grievances & Pensions for the year 2017-18.

15. The accounts of the above Pensioners' Associations shall be open to inspection by the sanctioning authority and the audit, both by the Comptroller and Auditor -General of the India under the provision of CAG (DPC) Act, 1971 and internal audit by the Principal Accounts Officer of the Department of Pension & Pensioners' Welfare, whenever the organization is called upon to do so.

16. This sanction issues under financial powers delegated to the Ministries/Departments of the Government of India with the concurrence of Integrated Finance Division vide Diary No. Dir (F/P) /P 4625 dated 13.11.2017.

17. The expenditure of **Rs. 73730/- (Rupees Seventy Three Thousand Seven Hundred thirty only)** has been noted in the grant-in-aid register for the year 2017-2018 .

Yours faithfully,



(Manoj Kumar)

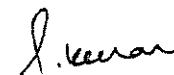
Under Secretary to the Govt. of India

**Copy to :** S.O. (Cash) with two spare copies – It is requested to prepare Bill for making payment through RTGS in favour of above Pensioner Association as per amount indicated in column '5' of table under Para-1 above.

**Copy also forwarded by Speed Post to:**

1. All India Organization of Pensioners, Kanpur- 120/469, Jaypat Nagar, Kanpur- 208025 (UP)
2. Sanction Folder. 4.PPS to AS&FA - w.r.t. Dy No. . Dir (F/P) /P 4625 dated 13.11.2017.
3. PS to JS-DOPPW/ Dir(PW), 4 U.S (Budget), Department of Pension & Pensioners' Welfare
5. **NIC-DoP&PW- for uploading a scanned copy of this sanction on Pensioners Portal Website.**

Encls: As Above.



(Manoj Kumar)

Under Secretary to the Govt. of India

150/84  
Annexure  
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TERMS AND CONDITIONS ATTACHING TO GRANT-IN-AID TO VOLUNTARY ORGANISATION/INDIVIDUALS

1 The grantee will execute bond favor of the President of India in the prescribed form. The bond shall be supported by two sureties if the grantor is not a legal entity.

2 The accounts of the project programme shall be maintained separately. Reports on progress of expenditure will be sent as and when asked for by grantor. The accounts shall be open to inspection by the Sanctioning authority. The audit of accounts shall be done both by the Comptroller and Auditor General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry or Department. The audited accounts shall be sent to the grantor annually.

3 The grant shall be utilized for the purpose for which it is sanctioned and in the stipulated time schedule. The grantee shall not divert any portion of the grant received by him for any other purpose or organisation or individual.

4 The grantee shall furnish, every quarter, progress of expenditure on the grants received upto the end of the previous quarter, alongwith a progress report on the implementation of the project. Release of further installments of grant shall be made on receipt of such reports. The report will clearly indicate the targets fixed in the project and achievements there against. Lack of clarity in the report may lead to delay in release of further installments of grant. Further amounts may be also not be released if the progress in implementation of the project is not clear from the report on the achievements of targets as not given.

4-A the organisation may please also ensure that the following points get mentioned in their Quarterly Progress Report:-

- i) that they are not getting assistance from any one else for the programme.
- ii) Separate accounts are being maintained in the Bank;

5 The grantee shall furnish a utilization certificate in the enclosed proforma on the grants received every year within 12 months of the close of the Financial Year.

6 Any portion of the grant that remains unutilized for the purpose granted shall be refunded to the Government by the grantee except where it is adjusted against subsequent release.

7 The grantee shall maintain a record of assets and other items of permanent value having a life of not less than five years and costing Rs. 10,000/- and above acquired

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(15)

wholly or substantially out of the grant. Such assets should not be disposed, encumbered or diverted for purpose other than for which the grant is sanctioned without the prior approval of Govt. of India. Should the grantee organisation cease to exist at any time such assets etc., shall be surrendered to the Govt. of India.

8. When the Govt. of India/State Govt. have reasons to believe that the grant is not being utilized, for the purpose for which it is sanctioned, the amount paid to the grantee are liable to be refunded to the Govt. of India.

9. The Govt. reserves the right to nominate a representative in the management of any grantee institution which received grant-in-aid from Govt. of India amounting to more than 50% of its annual recurring expenditure.

10. Govt. may direct grantee institution to make suitable changes in the Bye-laws and Articles of Association of the institutions concerned before release of grant-in-aid if the purpose of the grant required it.

11. Ownership of any building, or immovable property constructed wholly or partly out of the grant-in-aid may rest with the grantee so long as it is utilized for the purpose for which the grant has been sanctioned. The responsibility for the maintenance of such buildings etc. will also be that of the grantee institutions concerned. If the organisation ceases to exist, or there is breach of the terms and conditions of the grant or the building is not utilized for the purpose for which the grant was given, the ownership of the building shall rest wholly or partly with the Govt.

12. Where the grantee institution

- i) employs more than 20 persons on a regular basis and at least 50% of its recurring expenditure is not out of grant-in-aid from Central Government and;
- ii) is a registered society or a co-operative and is in receipt of a general purpose annual grant-in-aid of Rs. 2 lakhs and more out of the Consolidated Fund of India, the grantee should provide for reservation for scheduled castes and tribes in recruitment to the posts and services under it, as contained in orders issued by the Govt. from time to time for recruitment to posts and services under it.

(To be furnished on Rs. 20/- Stamp Paper)

BOND

KNOW ALL MEN BY THESE PRESENTS THAT we the \_\_\_\_\_ ( name of the organization as in Registration Certificate ) an association registered under the Societies Registration Act, 1860 having been registered by the office of \_\_\_\_\_ (name and full address of Registering Authority), vide Registration number \_\_\_\_\_ dated \_\_\_\_\_ Office at \_\_\_\_\_ in the State of \_\_\_\_\_ (herein after called the obligor/obligors ) are held and firmly bound to the President of India (hereinafter called the Government) in the sum of Rs. \_\_\_\_\_ ( in words Rupees \_\_\_\_\_ only) well and truly to be paid to the President on demand and without demur, for which payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ in the year Two thousand and \_\_\_\_\_

3. WHEREAS the obligors has sent a request proposal to Government through the Union Ministry of \_\_\_\_\_ for Grants of Rs. \_\_\_\_\_ vide his letter number \_\_\_\_\_ dated \_\_\_\_\_ the obligors has agreed to execute this bonds in advance, in favor of Union Ministry of \_\_\_\_\_ for entire amount of Rs. \_\_\_\_\_ as requested in the proposal sent to the Government. The obligor is willing to accept the proposed amount or any other amount approved/sanctioned by the Government. The obligor is willingly executing this bond of higher proposed amount to accept the actual amount approved/sanctioned by the Government. The obligor is also willing to accept all terms and conditions mentioned in the "Letter of Sanction" to be issued by the Government.

4. Now the condition of the above written obligation is such that if the obligor duly fulfill and comply with all the condition mentioned in the letter of sanction, then above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors agree to refund the unspent balance along with interest at the rate of 14% (fourteen percent) per annum unless it is agreed by the sanctioning authority to be carried over to the next financial year. The amount of grant shall be refunded along with interest earn thereon.

5. The Society/ Trust agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorized use (such as letting out premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended) of the property/building or other assets created/acquired/constructed largely from out of Government grant. The decision of the Secretary to the Government of India in the Ministry of \_\_\_\_\_ Department of \_\_\_\_\_ or the administrative Head of the Department concerned shall be final and binding on the Society/Trust, in respect of all matter relating to the monetary value mentioned above to be surrendered/paid to the Government.

6. The member of the executive committee of the grant will

(a) abide by the conditions of the grants in aid by the target dates, specified in the letter of sanction and

(b) not divert the grants or entrust execution of the scheme or work concerned to other institution (s) or organization (s); and

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(c) abide by any other conditions specified in the agreement governing the grants in aid.

In the event of grantee failing to comply with the conditions or committing breach of the condition of the bonds the signatories to the bonds shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest @ 14% per annum thereon. The stamp duty of this bond shall be born by the Government.

7. AND THESE PRESENTS ALSO WITNESS THAT

(i) The decision for the Secretary to the Government of India in the Ministry of \_\_\_\_\_ Department of \_\_\_\_\_ on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the obligors; and

(ii) The Government shall bear the stamp duty payable on these presents

In witness where of these presents have been executed as under on behalf of the obligors and day herein above written in pursuance of the Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ passed by the Governing Body of the obligors, a copy whereof is annexed hereto as Annexure-B.

Signed for and on behalf of

( )  
Signature & Name in capital letters

Designation and office seal of organisation

(name of the obligor Association)

In the presence of

(1) Witness Singnature.....  
.....  
(NAME & ADDRESS)

(2) Witness Singnature.....  
.....  
(NAME & ADDRESS)

(44)

ACQUITTANCE/PRE-STAMPED RECEIPT (PSR/PRE-RECEIPT/ADVANCE  
RECEIPT

(Form of Acquittance for grant-in-aid to be received through cheques/D.D'S)

Received a sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) by Cheque/Bank  
Draft from Pay and Accounts Office, Ministry of \_\_\_\_\_, New Delhi on account  
of the grant-in-aid sanctioned by the Ministry of \_\_\_\_\_, Govt. of India, New Delhi  
vide letter No. \_\_\_\_\_ dated \_\_\_\_\_.

Place: New Delhi

Date: \_\_\_\_\_

Signature of grantee

Name of Grantee:

Designation

Rubber Stamp of the Organization