

No. 7/01/2016- Welfare
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi,
Dated 22nd June, 2016

To

The Secretaries of the Grantee,
Central Government Employee,
Resident Welfare Association,
(As per list)

**Subject: Grants-in-aid for the year 2016-2017 to the Central Government Employees
Resident Welfare Associations- Submission of Accounts for the year 2015-
2016-regarding.**

Sir/Madam,

I am directed to say that 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 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 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 3rd 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 all the members showing their names, residential address, official designation and address as on 31.03.2016 may be submitted as in Annexure 'B'.

.....2

- 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 'L').
 - 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 2014-15 and 2015-16 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 2015-16.
 - 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 proformae, to DoPT preferably by 31.08.2016 for further necessary action in the matter.

Note: Incomplete Accounts for the year 2015-16, for receiving the grants-in-aid for the year 2016-17, 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 2015 -2016**

RECEIPTS

1. Opening balance as on 01.04.2015
(a) Cash Rs.....
(b) In Bank
Rs.....
(Total).....
2. Grants-in-aid sanctioned
For the year 2015 -16
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 meeting/guests etc.
15. Miscellaneous (details attached)
16. Attendance charges

Balance as on 31.03.2016

- (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 2015-16 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 - 'C'

LIST OF OFFICE BEARERS AND MEMBERS OF MANAGING COMMITTEE OF THE
ASSOCIATION FOR THE BLOCK YEAR 2015-2017

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'

(FORM OF ACQINTANCE FOR GRANTS-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 2016-2017 sanctioned vide DOPT'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 2015-2016**

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 '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 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 'G'
(To be given in duplicate)

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

FORM OF UTILIZATION CERTIFICATE

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 _____.
TOTAL			

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 '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
5. 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 grants-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 encumbered
12. Disposed or not
13. Reasons and authority if any, for disposal
14. Amount realized on disposal
15. Remarks

CERTIFICATE

CERTIFICATE FROM THE BANK SHOWING THE AMOUNT AT THE CREDIT OF THE
ASSOCIATION AS ON 31ST MARCH, 2016.

Signature of Branch
Manager of the Bank

ANNEXURE – 'T'

STATEMENT OF EXPENDITURE HEAD WISE FOR THE YEAR 2015-2016

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

TOTAL _____

ANNEXURE- 'K'

A REPORT ON THE ACTIVITIES UNDERTAKEN DURING THE YEAR 2015-2016 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 2015-2016 WERE APPROVED MAY ALSO PLEASE BE ENCLOSED.

ANNEXURE- 'M'

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: