

N0. G.21020/3/2009-B&A  
Government of India  
Ministry of Commerce & Industry  
Department of Industrial Policy & Policy

New Delhi, the 24<sup>th</sup> June, 2009.

OFFICE MEMORANDUM

**Sub: Release of Grants-in-aid - reg.**

It has been noted from the proposals received from the various administrative Divisions of the Department of IPP for release of Grants-in-aid to various organizations/institutions, that there should be comprehensive applicability of the provisions of the General Financial Rules while formulating the proposals. In order to expedite the processing of proposals a 'check-list' of information/details required for processing such cases is enclosed. This is aimed at precluding the need for back references and facilitating expeditious disposal of cases and at the same time ensuring strict compliance with the relevant provisions of the General Financial Rules. Although an effort has been made to include the important GFR provisions in the check list, the list is indicative and the administrative wing will have to ensure that all the relevant provisions of the General Financial Rules and related instructions/guidelines on the subject are complied with scrupulously while forwarding the proposals to the Finance Wing.

2. Similarly, the sanction orders issued by the administrative Divisions for release of the Grants-in-aid, inter-alia, should have the following essential features:

- (i) Whether Recurring/Non-recurring
- (ii) Object for which the grant shall be utilized.
- (iii) Quantified and qualitative targets.
- (iv) Date by which grant has to be utilized.
- (v) Quantum and periodicity for release of grants.

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- (vi) Amount of expenditure to be incurred before release of subsequent instalment of grant
- (vii) Date by which Utilization Certificate has to be furnished.
- (viii) Bond/Bank guarantee requirement.
- (ix) Maintenance of accounts.
- (x) Audit requirements.
- (xi) Deadline for furnishing of performance-cum-achievement report.
- (xii) Demand No./Major Head, Minor Head etc.

3. In addition, all other conditions relating to the specific case in terms of the provisions of the GFR and related guidelines/instructions should also be specified in the sanction order.

This issues with the approval of AS&FA.

  
( SUDHIR BHANDARI )  
CHIEF CONTROLLER OF ACCOUNTS

Encl: Check List.

1. Joint Secretary (GK)/Joint Secretary(RS), Department of IPP, Udyog Bhawan, New Delhi.
2. EA (IPP), Udyog Bhawan, New Delhi.
3. Deputy Secretary Fin (PS), Under Secretary (BKP), Under Secretary (SM) & ACA (LDS), & AO (B&A),

Copy, for information, to:

AS&FA, Department of IPP