

No. 4451/FD/F3/2021-22
Government of Puducherry
Finance Department

Puducherry, dt.16/02/2022

I.D. Note/Office Memorandum

Sub: FD – Processing of Grant-in-Aid proposals – Revised
Procedure for the Release of Grants-in-Aid - Reg.

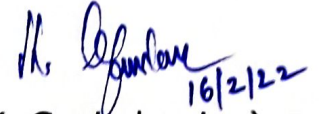
The following procedure shall be followed for the release of Grant-in-Aid (salaries/wages under 36-GIA and routine administrative expenses under 31-GIA) to the Autonomous Bodies/Societies/Corporations/Boards (except the PSUs/Commercial Undertakings) of the Government of Puducherry, with effect from **01.04.2022**:

- (1) Twice in a financial year only, once in April (immediately after the Vote-on-Account is passed) and then in September, the grantee institutions, through their administrative departments, shall submit proposals for obtaining block expenditure sanction for receiving Grant-in-Aid in respect of Salaries/Wages under the head 36-GIA and routine administrative expenses under the head 31-GIA. Each proposal shall be strictly for block sanction for a period of six months (March – August & September – February respectively). The proposals for capital expenditure(35-GIA) may however be submitted as and when the need arises.
- (2) Every proposal for Grant-in-Aid shall be accompanied by a Checklist as per the format enclosed, with the requisite particulars duly furnished (in complete manner), and duly certified by the Accounts Officer and the Head of the Institution. The checklist shall be countersigned by the Head of the Department.
- (3) Every proposal seeking Grant-in-Aid under 36-GIA shall only be for salaries/wages to the employees appointed or engaged with the due and prior approval of the Government. Towards this, salary statement in detail for the staff of the institution with their mode of engagement {regular/contractual/other (to be specified)}, and month-wise requirement of funds shall be furnished along with the proposal. As regards 31-GIA for routine administrative expenses, the detailed break-up of each item of expenditure, with justification, shall be provided.

- (4) The Finance Department shall process the six-monthly block expenditure sanction proposals, and obtain in each case the prior approval of the Hon'ble Lt. Governor, being the competent authority to sanction Grant-in-Aid under Rule 20 of the GFR. The continued approval for H1 of the FY shall be subject to passage of regular Budget before the Vote-on-Account lapses, i.e. expenditure cannot be incurred beyond the Vote-on-Account period unless the regular Budget is passed.
- (5) Based on the block sanction thus obtained, the Administrative Secretaries shall ensure release of salaries/wages under 36-GIA to the grantee institutions on monthly basis, and the routine administrative expenses under 31-GIA as per the monthly payment schedule, which was submitted as per para (3) above. Prior approval of the Administrative Secretary shall however be taken in each case. This will ensure timely payment of salaries to the employees of these institutions, just as for regular Government employees.
- (6) It shall be the responsibility of the Administrative Secretaries to ensure that the release of the Grant is only for the purpose(s) for which it was sanctioned, and also that the Grants are released as per the break-up approved by Hon'ble LG in the half-yearly block sanction. The Administrative Secretaries shall also ensure compliance with GFR in expenditure being incurred by the grantee bodies/institutions under 31-GIA and 36-GIA.
- (7) At the time of the submission of the next proposal (in September 2022), the Administrative department shall enclose a compliance certificate to the effect that Grant-in-Aid sanctioned previously (i.e., in April 2022) has been released as per the clause (6) above, and GFR norms followed, duly certified by the Administrative Secretary. The same shall be verified by the Finance Department, before submitting the proposal to Hon'ble Lt. Governor for approval of the next instalment of the block sanction of Grant-in-Aid for H2 of the FY.
- (8) The procedure set out in the clauses (1) to (7) above shall apply only for grantee institutions other than commercial undertakings/PSUs. Commercial undertakings/PSUs shall submit GIA proposals as and when need arises, for prior approval of Hon'ble LG in each case.

- (9) The current practice of obtaining post-facto approvals by the Departments from Hon'ble Lt. Governor on quarterly basis for the Grants-in-Aid received in the previous quarter is hereby dispensed with.

2. This issues with the approval of Hon'ble Lt. Governor obtained vide ID No.4451/FD/F3/2021-22 dt.08/02/2022.



(K. Govindarajan)
Under Secretary(Finance)

Enclosed: As Stated

To

All Administrative Secretaries
All Secretariat Departments
All Heads of Departments/Offices
All Societies/Boards/PSUs/Corporations
SAOs/JAOs of all Departments/Institutions

**CHECK-LIST TO BE FURNISHED ALONG WITH PROPOSAL SEEKING
BLOCK SANCTION FOR GRANTS-IN-AID FROM THE GOVERNMENT
(Annexure to I.D. Note. No. 4451/FD/F3/2021-22 dt. 16.02.2022)**

1. Name of the Organization seeking Grant- :
in-aid
2. Whether copy of Articles of Association/ :
Bye-laws of the organization enclosed?
3. Date of last Governing Body/Board :
Meeting along-with copy of Minutes
4. Amount of Grant-in-aid requested :
5. Whether recurring or non-recurring :
6. (a) Nature of the expenditure :
(Capital/Revenue)
- b) Give detailed break-up of :
expenditure (including for salary/
wages/capital/other expenditure)
- c) Whether salary statement in detail for the :
staff of the institution with their mode of
engagement and month-wise
requirement of funds has been enclosed?
7. Whether Budget provision has been made in :
the current FY? (copy should be enclosed)
8. Amount of GIA received in the previous :
3 years (GIA-31, GIA-35, GIA-36)
9. Amount spent out of GIA and details of unspent :
amount, if any, including during the last 3 FYs
10. Details of all Bank Accounts, whether :
Saving/ Current account along with
current outstanding balance (to be
attached as Annexure to the Checklist)
(Please indicate in which account GIA
funds are parked)
11. Whether Interest or other earnings :
against GIA released was remitted to the
Consolidated Fund of Puducherry? If so,
details thereof
12. Whether Utilisation Certificate submitted :
in respect of GIA received during the
previous year/occasion(s)? (copy should
be furnished)
13. Whether Certificate to the effect that the :
(a) GIA released was utilized only for the
purpose for which it was sanctioned, and
(b) expenditure incurred strictly as per
GFR, is enclosed?

**Signature
(Accounts Officer)**

**Signature
(Head of Institution)**

14. a) Name of the Auditor :
b) Auditing since which year :
c) Is the Auditor CAG-empanelled :
d) Audited statement of accounts enclosed till which year? :
15. Why are the accounts not audited till previous financial year? (if applicable) :
16. Details of pending audit paras if any (both internal & CAG audit) and the action taken thereon. (Shall be furnished as Annexure to Check-list) :
17. Source(s) of income to the Organization/ PSU :
- i. Internally generated income :
(a) Source(s) :
(b) Income :
- ii. Other Resources :
- iii. Revenue target fixed for internal resources :
- iv. Outstanding receivables (liabilities to be recovered by organisation as on date) :
- v. Outstanding payables (liability to be paid by Organisation as on date) :
18. In case of PSUs :
- i. Accumulated loss, if any, :
- ii. Action taken for improving the performance and the target achieved so far (copy of minutes of Board meeting if any in this regard and ATR may be furnished) :
19. Whether the Compliance Certificate to the effect that GIA sanctioned previously has been released for the purpose it was sanctioned and GFR norms followed, is enclosed? :

Signature
(Accounts Officer)

Signature
(Head of Institution)

COUNTERSIGNED

(Head of Department)