To
The Secretaries of the,
Central Government Employees,
Residents Welfare Associations (recognised by DoPT)


Sir/Madam,

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 send a request to this effect to this Department in the prescribed proforma (copy enclosed)

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 the members showing their names, residential address, official designation and address as on 31.03.2018 may be submitted as in Annexure ‘B’.

   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 ‘K’).

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 ‘F’ and ‘G’ respectively. The Association who have not received grants-in-aid for the year 2016-17 and 2017-18 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 2017-18.

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 ‘J’).

j. A certificate regarding expenditure on Swachh Bharat Mission may also be provided (Annexure ‘L’).

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 proforma, to DoPT by 15.10.2018 for further necessary action in the matter.

Note: Incomplete Accounts for the year 2017-18, for receiving the grants-in-aid for the year 2018-19, will not be entertained by this Department.

Yours faithfully,

(Kulbhushan Malhotra)
Under Secretary (RWA)
Tel.: 24646961
## ANNEXURE-A

STATEMENT OF RECEIPTS AND EXPENDITURE OF THE ASSOCIATION FOR THE YEAR 2017-2018

### RECEIPTS

1. Opening balance as on 01.04.2017
   (a) Cash Rs.__________________________
   (b) In Bank Rs__________________________
      (Total)______________________________

2. Grants-in-aid sanctioned
   For the year 2017-18

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 meetings/guests etc.

15. Miscellaneous (details attached)

16. Attendance charges

Balance as on 31.03.2018
(a) Cash in Hand__________________________
(b) In Bank______________________________
   Total Balance__________________________
   Grand Total____________________________

### SIGNATURES

<table>
<thead>
<tr>
<th>PRESIDENT</th>
<th>SECRETARY</th>
<th>TREASURER</th>
<th>AUDITOR</th>
</tr>
</thead>
</table>
| (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 2017-18 and found them in order.

(SIGNATURE IN INK WITH DATE)

AUDITOR

SEAL

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-'B'

LIST OF MEMBERS FOR THE YEAR 2017-2018 SHOWING THEIR RESIDENTIAL/OFFICE ADDRESS ETC.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name and designation</th>
<th>Address (complete address should be given)</th>
<th>Category</th>
<th>Amount of subscription for the year 2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Official</td>
<td>Residential</td>
<td>Amount</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
ANNEXURE - ‘C’

LIST OF OFFICE BEARERS AND MEMBERS OF MANAGING COMMITTEE OF THE
ASSOCIATION FOR THE BLOCK YEAR 2017-2019

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name in full and office held</th>
<th>Residential address</th>
<th>Ministry/Deptt./Office</th>
<th>Tele No. Office/Residence/Mobile/ e-mail i.d.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

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’

STATEMENT SHOWING THE NUMBER OF MEMBERS (REGULAR & ASSOCIATE CATEGORY-WISE FOR THE YEAR 2017-2018)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Regular Members</th>
<th>Associate Members</th>
<th>Total amount of subscription realised from members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>Group ‘A’ &amp; ‘B’ employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii)</td>
<td>Group ‘C’ employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ‘E’

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
Name & Address of the Secretary
Dated

Signature
Name & Address of the President
Dated
ANNEXURE ‘F’

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  Signature
1.  ___________________________  Designation
2.  ___________________________  Date
3.  ___________________________
4.  ___________________________
5.  ___________________________
ANNEXURE ‘G’

Assets acquired wholly or substantially out of Govt. Grants.

1. Name of the Association.

2. No. and date of sanction

3. Amount of the sanctioned grant

4. Brief purpose of grant

5. 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.

6. Particulars of assets actually credited or acquired.

7. Value of the Assets as on

8. Purpose for which utilized at present

9. Encumbered or not

10. Reasons if encumbered

11. Disposed or not

12. Reasons and authority if any, for disposal

13. Amount realized on disposal

14. Remarks
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Voucher No.</th>
<th>Brief description of the expenditure with Bill No. dated from M/s</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2.</td>
<td></td>
<td>4.</td>
</tr>
</tbody>
</table>

TOTAL: ...........................................................................
CERTIFICATE


Signature of Branch
Manager of the Bank
ANNEXURE- 'J'

A REPORT ON THE ACTIVITIES UNDERTAKEN DURING THE YEAR 2017-2018 AS PER ANNUAL ACTION PLAN OF THE ASSOCIATION/SABHA/SAMITI ETC.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item in Annual Action Plan</th>
<th>Action taken thereon</th>
<th>Reasons for shortfall if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE- 'K'

A COPY OF THE MINUTES OF GENERAL BODY MEETING IN WHICH THE AUDITED ACCOUNTS FOR THE YEAR 2017-2018 WERE APPROVED MAY ALSO BE ENCLOSED.
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: