



**GOVERNMENT OF GOA  
DIRECTORATE OF TRIBAL WELFARE**

**Shrama Shakti Bhavan, 5th Floor, Patto, Panaji Goa**

**Tel. No. 2438024, Fax 2438052**

**Email Id: dir-tw.goa@nic.in**

**No.DTW/STAT/PC/2012-13/85**

**Dated: - 03/08/2015**

**NOTIFICATION**

**NO: DTW/STAT/PC/2012-13/85**

Government of Goa is pleased to revise the following scheme and is hereby published for general information of public, which shall come into force from the date of Notification.

Dated: 3<sup>rd</sup> August, 2015

By Order & in the name of  
Governor of Goa

(Sandhya Kamat)

**DIRECTOR OF TRIBAL WELFARE**

**REVISED RULES REGULATING THE GRANT-IN-AID TO VOLUNTARY ORGANIZATIONS FOR  
RUNNING HOSTELS FOR SCHEDULED TRIBE STUDENTS.**

- 1. Title:** These rules shall be called "the Goa, Grant-in-aid to Scheduled Tribe Hostels run by Voluntary Organization Rules 2015". These Rules shall be applicable throughout the State of Goa and shall come into force from the date of their publication in the Official Gazette.
- 2. Objective:** The objective of the scheme is to give grant-in-aid to the voluntary organizations who run Hostels for Scheduled Tribe students in order to enable them to pursue their studies who due to poverty otherwise are unable to attend the schools.
- 3. Definitions:**
  - (i) Director:** Means the Director of Tribal Welfare.
  - (ii) Government:** Means the Government of Goa
  - (iii) Scheduled Tribes:** Means the Tribes notified as such by the Government of India in relation to Goa State and the Scheduled Tribe Communities notified in Goa.

#### **4. Scheme:**

- (i) The Voluntary Organization which is registered under the Societies Registration act, 1860 will be eligible to receive the Grant-in-aid.
- (ii) The application for the grant-in-aid should be forwarded to the Director of Tribal Welfare, Patto- Panaji \_Goa alongwith the permission of village Panchayat / municipality, NOC from concerned Health Officer, ST Caste Certificate of inmates issued by Competent Authority, Income Certificate of inmates, Rent Certificate issued by PWD (Bldg)/ Ownership documents of premises/ Irrevocable NOC of the owner, registration Certificate.
- (iii) The application for grant-in-aid should be submitted in prescribed form to the Director of Tribal Welfare.(Annexure-I)
- (iv) The following points will be considered while applying for the grant-in-aid.
  - (a) The Opening of the Hostel in the specific place is necessary as mentioned in rule 5 (i) below.
  - (b) The Management should provide with the accepted standards of amenities enumerated in rule 5 below.
  - (c) The resources of the hostel should be adequate to meet its necessary expenditure.

#### **5. Eligibility:**

The Funds of the organization can meet the extra expenditure besides grant-in-aid from the Government.

The following accepted standard of amenities should be provided by the Managements before applying for Grant-in-aid from the Government.

- (i) The premises in which the hostel situated should have good sanitary condition and have been passed by the Health Officer of the taluka.
- (ii) Sleeping and dining accommodation should be adequate for the number of inmates.
- (iii) Sufficient food and lodging should be provided free of cost to the inmates of the hostel.
- (iv) Some provision should be made for indoor and outdoor games and also for simple medicines / first aid which are required for ordinary use.
- (v) The inmates should regularly attend the organized courses of Institution in schools or other institutions organized by the Education Department.

#### **6. Mode of payment / requirement:**

The application for the Grant-in-aid under the Rules shall be addressed to the Director of Tribal Welfare in this prescribed form (Annexure-I).

- (i) Grant-in-aid in respect of the hostel will be sanctioned at the following rates subject to the conditions enumerated in the subsequent clauses and subject to availability of funds:
  - (a) In respect of boys / girls inmates @ Rs. 1500/- p.m. per inmates for 12 months.
  - (b) Such grants shall be sanctioned on basis of the attendance of inmates. However if a student remains present for more than 15 days per month, then full attendance will be considered and if a student remains present for less than 15 days, and more than 6 days per month then 50% attendance will be considered for the purpose of financial Assistance under Clause 6(i) (a). Further if a student remains absent upto 6 days in a month then no grants will be sanctioned.
- (ii) Provided that the requirements of the above sub –rule (b) shall be relaxed in special cases where Director of Tribal Welfare is satisfied that there are valid reasons for doing so.
- (iii) No grants will be allowed in respect of an inmate attending a college who received the scholarships from other Government Institutions.
- (iv) In addition to the grant under the foregoing rule, grants or account of the remuneration of full time of resident superintendent if suitably qualified may be sanctioned by the Director of Tribal Welfare @ 15,000/- per month for 12 months.
- (v) Honorarium to clerk cum attendant shall be @10,000/- per month for 12 months.
- (vi) Honorarium to cook shall be Rs. 10,000/- per month for 12 months and Rs. 8,000/- to assistant cook.
- (vii) There will one cook for inmates upto 50 no. and more than 50 No. of inmates, one additional assistant cook can be appointed. More than 100 no. of inmates 2 additional assistant cooks can be appointed.
- (viii) Amount of Rs. 50,000/- per annum shall be given towards medical reimbursement bills such as medicines, tonics, doctors fees, Xrays, blood test etc. Bills to be submitted to Director Tribal Welfare.
- (ix) 2 security guards shall be sanctioned for Rs. 10,000/- each per month for 12 months.
- (x) Lumsum amount of Rs. 5,000/- per month shall be given towards maintenance of kitchen equipments such as mixer, gas stove, utensils, Sports equipments, musical instruments etc.

- (xi) Expenditure on purchase of water purifier can be reimbursed on production of the bill to the Directorate of Tribal Welfare with the maximum limit of Rs . 15,000/-
- (xii) As regards to rent for hostel, PWD will do the valuation of the premises and fix the rent.

**7. Duties of the superintendent:**

The superintendent of the Hostel will be responsible for:-

- (a) Maintaining the day to day attendance of the boarders with his attestation.
- (b) Maintaining upto date registers prescribed under these rules.
- (c) Arranging and supervising the supply of food and other amenities for the boarders.
- (d) Maintaining proper discipline in the hostel.
- (e) Paying regular visit to the schools in which those students are studying and to watch the attendance of the boarders in their respective schools and to maintain a record to that effect. If any student is found to be absenting himself / herself from the school frequently the superintendent shall place the matter before the Managing Committee of the hostel.
- (f) Maintaining the account of hostel under the signature of the chairman of the Managing Committee, provided that the Director of Tribal Welfare will be competent Authority to determine and verify the accounts of the hostel.
- (g) Annual income of the parents of inmate shall not exceed Rs. 2,00,000/- (Rupees Two lakh Only)

8. (a) All grant-in-aid Tribal community hostels in the state shall be inspected by the Office of Directorate of Tribal Welfare. The Management of the tribal community hostels should punctually supply the Department with returns and information as may be required from time to time.

9. The Management should maintain records and registers prescribed for keeping proper accounts as detailed below and as may be directed from time to time. All records and registers of hostels should invariably be kept in the hostel itself with necessary care to preserve the same for being produced to the inspecting officer whenever required. The management should submit voucher/ Utilization Certificate / Receipts / duly certified to Director Tribal Welfare, without course of any delay for the reference of Audit purpose.

10.

Sr.No.	List of Registers	Period of preservation
I	General Registers of inmates	Ten years
li	Cash Book / Ledger voucher file	Ten years
lii	Attendance register of inmate	Five years
lv	Dead stock Register and immovable property	Permanent

V	Stock Register of food grains and other consumable articles showing their daily use and other consumable articles like clothing bedding and medicines.	Five years
Vi	Register showing academic progress of the inmates	Five Years
Vii	Donation Register separately for patents of the inmates and other Donors.	Permanent
Viii	Admission register showing the number of applications received category wise and the number of students admitted category wise.	Five years
ix	Visit Register	Permanent
x	Library Register	Permanent
Xi	Register of Medical Treatment	Five years

11. The grant paid in a year is the grant for that particular year and rate is calculated on the average number on roll of the inmates for each month in the hostel. Saving grant of previous year will be permitted to carry over to meet an urgent demand or under peculiar difficulties on the basis of average number of inmates during the month from July to September. Otherwise the grants shall be sanctioned under the normal rules.
12. For sanctioning the grant for the first time and before payment of grant form time to time, the inspecting officer of the Directorate of Tribal Welfare shall consider with due regards to the special circumstances of each hostel in the locality or the order passed specially in respect of the hostel that:
  - (a) The conditions enumerated in rules 4 and 5 above been fulfilled.
  - (b) The arrangements for keeping accounts of income and expenditure are satisfactorily.
  - (c) The registers such as general registers of hostellers attendance registers and other records are maintained satisfactorily.
13. Applications for admission of additional number of inmates in each hostel should be made not later than 1<sup>st</sup> of September in the year.
14. Final payment of the recurring grants to the Scheduled Tribe hostels will be sanctioned to the third quarters of the year to which the grant relates after the inspection of the respective hostels of the following conditions.
  - (a) That as safeguard, the management should be required to sign an agreement to refund the amount of the advance grant, if the hostel is closed before the end of the financial year and further that if or on demand by the Directorate of Tribal Welfare the said amount is not refunded it shall be recovered from the Management.
15. (i) The accounts of the hostels should be got audited for each year ending in March (i.e. for the year beginning from April and ending with March) by a Chartered Accountant

and copies of statement of accounts should be forwarded to the Director of Tribal Welfare within two months from the close for the financial year.

(ii) No grant shall be paid to the hostel in any year unless copies of audited statement of accounts of the previous years of the hostel are sent to the Directorate of Tribal Welfare

16. The Director of Tribal Welfare may sanction non – recurring grants upto Rs. 50,000/- to Scheduled Tribe hostels to meet expenditure on games, equipments, furniture, Utensils, Musical instruments etc. or for providing other facilities to the inmate in the hostels on the conditions enumerated below subject to availability of funds and taking into account the number of inmates and to other requirements of hostels.

(a) The lump sum grants may be sanctioned to purchase the equipments like utensils/ appliances, Medical allowances to cater the first aid treatment.

(b) The grants should be utilized for the purpose for which it is sanctioned within a period of 3 months from the date of receipt of the grants otherwise the grants in full or in part as may be necessary shall be liable for recovery in any manner as the Director of Tribal Welfare may deem fit it.

(c) Application in the prescribed form for non – recurring grants should be made to the Director of Tribal Welfare by 31<sup>st</sup> July (Appendix – II).

17. The Scheduled Tribe hostel which is reported or found to be not satisfactorily managed and which disregard the foregoing rules, grant-in-aid will be withdrawn by the Director of Tribal Welfare after giving due warning to the Management of hostels.

18. The Government shall be empowered to relax the clauses or conditions of the scheme if a genuine requirement arises on case to case basis.

**APPENDIX – I**

**FORM OF APPLCAITION**

1	Name of the Hostel with full address
2	Registration No. and year
3	Name of member on the managing body
4	Name of the committee members running the hostel:
5	Name of the superintendent of the Hostel with His or her qualifications and experience etc
6	Postal address of the Hostel, with contact No.
7	Number of students in the Hostel, The date of admission with the following particulars regarding each student:- a. Name: b. Address: c. Cast: d. Age: e. Std:
8	Hostel Buildings (a) Owned or (b) Rented
9	Provision for games such as playground Arrangement for outdoor and indoor games:
10	Whether furniture and equipment for the Hostel are adequate:
11	Source of income of the hostel other than Government grant:
N.B.	(i) Statement of receipt and expenditure of the previous year and a copy of the Administration Report for the same year should accompany with application
	(ii) In case of hostel for Scheduled Tribe girls, a lady with sufficient qualifications or previous experience should be appointed as Superintendent.

Place:

Date:

Signature of the Applicant with  
His/Her Designation

**APPENDIX –II**  
**FORM OF APPLIATION FOR NON RECURRING ARTICLES**

1	Name of the Hostel:
2	Year of its functioning:
3	Sanctioned strength:
4	Year in which Non – Recurring Received grant by the hostel with the following details: a. Amount of Non – Recurring Grant: b. Whether it was fully utilized by the hostel:
5	Details of Non – Recurring grant required: a. Estimated amount of expenditure or the amount actually spent during the year:- b. Details of articles to be purchased or already purchased during the year with their costs, etc. c. Justification for the demand of grant:

Place:

Date:

Signature of the Applicant with  
His/Her Designation

By Order & in the name of  
Governor of Goa

(Sandhya Kamat)  
**DIRECTOR OF TRIBAL WELFARE**

To,  
The Director, Printing & Stationery, Panaji, Goa.

Copy to:-

1. P.A. to Secretary, Tribal welfare, Secretariat, Porvorim, Goa.
2. P.A. to Hon'ble Minister for Tribal Welfare, Ministers Block, Secretariat, Porvorim.
3. The Director of Accounts, Panaji, Goa.
4. The Sr. Dy. Accountant General of Audit, Porvorim, Bardez, Goa.
5. Guard File.
6. Office Copy.