

Forwarded to the Registrar, Alkhanbi

भारतीय सामाजिक विज्ञान अनुसंधान परिषद् 6/11/19
(मानव संसाधन विकास मंत्रालय)
INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
(Ministry of Human Resource Development)



Dr. G.S. Saun
Director (RIC)
Tel. No. 26716692

File No. 57/2019/RIC

Dated: 25-10-2019

The Director
Centre for Studies in Social Sciences (CSSS)
R-1, Baishnabghata, Patuli Township
Kolkata-700 094
West Bengal

Subject: Allocation of Grant-in-aid towards Salary under Budget Head OH-36 to the Centre for Studies in Social Sciences, Kolkata for the year 2019-20.

Sir/Madam,

Sanction of the ICSSR is hereby accorded to the payment of recurring grant of an amount not exceeding **Rs. 240.00 lakhs (Rupees Two hundred and forty lakhs only)** as annual salary grant under Budget Head (OH 36) to CSSS, Kolkata for the year 2019-20 which would constitute of three components:

(i)	Salary (Gen) (OH 36)	=	Rs. 219.00 lakhs
(ii)	Salary (SC) (OH 36)	=	Rs. 14.00 lakhs
(iii)	Salary (ST) (OH 36)	=	<u>Rs. 7.00 lakhs</u>

Total : = **Rs. 240.00 lakhs**

This is Council's share of 45% of the annual grant under the Budget Head OH- 36. The recipient Institute will arrange remaining 55% of the grant from the State Government or from its own resource generation or from both the sources together, whichever is feasible. The grant-in-aid from the Council shall be limited to 50% of the total expenditure on approved items minus the income from Institute's own sources on the basis of expenditure and income of previous year.

It may kindly be noted that it may not be possible for the Council to increase the grant from the existing level. So, it is advised not to create/upgrade any post without obtaining prior approval of the ICSSR, particularly those of non-academic staff. Please ensure that the expenditure is kept well within the limit of grant received from the ICSSR, State Government and the income from Institutes own sources. Govt. of India's standing instructions on economy and its annual circular on economy will have to be complied with. No request for extra grant would be entertained for meeting deficit, if any.

The grant is subject to the following conditions:

1. The grant to the Institute is subject to the applicable provisions of GFR 2017. Attention is invited to Rule 235,236,237,238 in particular for due compliance.
2. The amount of funds sanctioned herein is to be utilized by 31st March 2020. Any amount of the ICSSR grant remaining unspent during the current financial year shall be intimated to the ICSSR immediately after the close of the financial year but in any case before claiming the first instalment of GIA of the following year. If the grantee does not utilize the funds for the

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purpose for which the same has been sanctioned, the grantee will be required to refund the amount of the grant with interest thereon @ 10% per annum. The grantee has to submit utilization certificate in GFR 12-A of the grant within 2 months of the close of the financial year.

3. The Institute is required to maintain the register of fixed assets in GFR Form No.40 and submit to the Council a copy of permanent or semi-permanent assets, acquired wholly or mainly out of the Government Grants.
4. The Institute shall strictly adhere to the pay scales and allowances approved by the Government of India for ICSSR funded Research Institutes vide Ministry's letters no.10-32/97 U-5 dated 26.03.98, F.No.10-38/98 U-5 dated 22.02.2000 and 27.03.2000 and F.No.7.30/2009-U5 dated 30th November 2010 and 10th March 2011 shall not create/upgrade any post without obtaining prior approval of the M/HRD. The terms and conditions of service of employees will not be higher than those applicable to similar categories of employees of Central Government/ State Government wherever applicable.
5. The assets acquired wholly or substantially out of the funds released by ICSSR shall not be disposed off without the prior approval of the competent authority of ICSSR.
6. The accounts of the grantee Institute shall be open to inspection by the ICSSR and Audit both of the CAG and internal audit party of Ministry and ICSSR.
7. The sanctioned grant-in-aid of **Rs. 240 lakhs** will be released in five instalments as follows: -

First & Second ad-hoc instalment (I quarter)	Rs. 58 Lakhs (Gen- 53+SC-3 +ST-2)
Third ad-hoc instalment (II quarter)	Rs. 58 Lakhs (Gen- 53+SC-3 +ST-2)
Fourth instalment (III quarter)	Rs. 62 Lakhs (Gen-56+SC-4 +ST-2)
Fifth instalment (IV quarter)	Rs. 62 Lakhs (Gen-56+SC-4 +ST-2)

Total

Rs. 240 Lakhs

(Rupees Two hundred and forty lakhs only)

Since, the recurring grant is released in four instalments, the first, second and third ad-hoc instalments (April-September 2019) may be considered as allocation for two quarters of the current financial year 2019-20. The sanctioned amount is, however, subject to adjustments, if any, on the basis of overall actual grants received by the ICSSR from the Government of India.

- (i) **The first and second instalments of Rs. 58.00 lakhs**, which represent the grant of the first quarter of the year, were released in the month of June & July 2019, respectively. Acceptance of the terms and conditions should expressly be stated while acknowledging the Sanction Order.
- (ii) **The third instalment of Rs. 58.00 lakhs**, which represents the grant of second quarter, was to be released on receipt of the following information (latest by the end of September).
 - (a) The grant of previous year, if any, brought forward at the beginning of the current financial year.
 - (b) Grant received during the first and second quarter from various sources and the expenditure incurred during the quarter.
 - (c) The unspent balance, if any, carried over to the next quarter.



- (d) An un-audited statement of accounts for the year (previous year) duly certified by the head of the Institute.
 - (e) Revised estimates for the current financial year and budget estimates for the next financial year.
 - (f) The grant-in-aid bill duly filled-in and signed with a revenue stamp by the competent authority of the Institute.
- (iii) **The fourth instalment**, which represents the grant of third quarter, will be released on receipt of the following documents (latest by the end of November).
- (a) A statement certified by the Head of the Institute showing the receipt and expenditure accounts for the preceding two quarterly installments.
 - (b) Grant-in-aid duly filled in and signed with a revenue stamp by the competent authority of the Institute.
 - (c) An audited statement of accounts for the previous financial year from the statutory auditor of the Institute along with utilization certificate in GFR form No.12A. The audited Statement of accounts should be both of Receipt and Payment A/c and in the form of Income & expenditure A/c accompanied by the statement of Assets & Liabilities in the form of a balance sheet. The audit report should be accompanied by a summary statement of objections raised by the auditors and responses thereto. It may be noted that grants received from the ICSSR, State Government and income from the Institutes own sources shall constitute the income of the institutes.
 - (d) The details of CAG audit reports and paras in the proformas enclosed.
 - (e) A copy of the Annual Performance Report duly approved by the Board.
- (iv) **The fifth and final instalment**, which represents the grant of fourth quarter, will be released in the month of January of the following year on receipt of the following documents:
- (a) A statement of receipt and expenditure during the preceding three quarters and a forecast of expenditure for the last quarter of the year.
 - (b) Adjustment, if any, on account of unspent balance as revealed by the audited statement of accounts for the previous year and that of the preceding quarters will be made while releasing the final instalment.
 - (c) Grant-in-aid bill duly filled-in and signed with a revenue stamp by the competent authority of the Institute.
 - (d) The details of the grants received from other sources, internal income generated and the actual expenditure during the three quarters and grants expected to be received from other Organisations, likely internal income and likely expenditure in the last quarter.
8. As per rule 11 of ICSSR Grants Scheme to Research Institutes, all grants under the scheme are discretionary and cannot be claimed as a matter of right.
9. All other conditions of our grants scheme to Research Institutes shall be complied with meticulously and any violation of these conditions would invite suspension/discontinuance of the grant till the aberration is corrected. It is essential that all reasonable economy is observed in expenditure more specifically in various utility services like telephones, electricity, water, fuel consumption and maintenance of vehicles etc. The Institute should fully implement of Official Language Policy of the Union Government i.e., the Institute shall fully comply with the Official Language Act, 1963 and Official Language (use for the Office purpose of the Union) Rules, 1976 etc.



10. The reservation and other concessions shall be provided to the Scheduled Castes, Scheduled Tribes and OBCs and other special categories of the persons as applicable in posts and services in accordance with the orders issued by the Central Government from time to time.
11. Holding the meetings of Governing Body, Finance Committee etc. as per the provisions of the MoA is essential for the release of the grant. Non-compliance of the provisions would invite suspension of the grant till the practice is restored.
12. The unspent balance of last year's Non-Plan salary grant, if any, shall be adjusted against the release of final instalment of current year's grant.
13. Kindly submit grant-in-aid bill alongwith requisite documents stating that the Research Institute accepts all conditions mentioned in the sanction order.



(G.S. Saun)
Director
(For Member Secretary)

Copy to: -

1. FA&CAO, ICSSR: The expenditure involved will be debited to the budget head 'K' maintenance and development grant to Research Institutes.
2. The Principal Secretary, Department of Higher Education, Government of West Bengal, Bikash Bhawan , Salt Lake, Sector-1, Kolkata-700091.
3. Office of the Accountant General (Audit) West Bengal, Treasury Building, 2, Govt. Place (West), Kolkata – 700 001. West Bengal



(G.S. Saun)
Director
(For Member Secretary)