

No. 7/2/2013-Welfare
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

Lok Nayak Bhawan, New Delhi-110003
11th November, 2014

To

The Secretaries of the Grantee,
Central Government Employees
Residents Welfare Associations
(As per list)

Sub.:- Grants-in-aid for the year 2014-15 to the Central Government Employees Residents Welfare Associations- submission of Accounts for the year 2013-14 regarding.

Sir,

I am directed to say that the Department of Personnel and 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 please send a request to this effect to this Department in the prescribed proforma.

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, Delhi Administration shall qualify for 'Regular' membership of an association in receipt of grant-in-aid from Department of Personnel and Training subject to fulfillment of conditions as laid down in sub para (b) to (h) of para II (2) of O.M. No. 5/8/2013-Welfare dated 3rd June, 2014 (copy enclosed).
- (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 all the members showing their names, residential address, official designation and address as on 31.03.2014 may be submitted as in Annexure-'B'.
- (e) All the vouchers relating to every 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 and 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 etc. have been approved may be submitted (Annexure-'L').
- (h) Utilization certificate in respect of the grant-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 'G' and 'H' respectively.
- (i) A report on the activities of the Association with reference to the Annual Action Plan as provided in Clause VII of the rules and regulations framed under the Model Constitution may also be provided (Annexure 'K').
- (j) A copy each of the registration certificate and DOPT's recognition/revival of recognition to the RWA may also please be provided.

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. Those Associations which have not sent acknowledgements in token of having received the grants-in-aid for the year 2013-14 so far, are requested to send the same.

4. CGERWAs are requested to send their request complete in all respects to DOPT preferably by 31.12.2014 for further necessary action in the matter.

Yours faithfully,



(Pratima Tyagi)
Director (Canteens)
Tele: 24624722

ANNEXURE-'A'

**STATEMENT OF RECEIPTS AND EXPENDITURE OF THE
ASSOCIATIONS FOR THE YEAR 2013-2014**

<u>RECEIPTS</u>		<u>EXPENDITURE</u>	
1.	Opening balance as on 1.4.2013 (a) Cash Rs. _____)TOTAL (b) In Bank Rs. _____)	1.	Articles of Sports: (i) for Adults (ii) for Children
2.	Grants-in-aid sanctioned for the year 2013-2014	2.	Accommodation charges
3.	Bank Interest	3.	Magazines and Periodicals
etc		4.	Film Shows
4.	Normal annual membership Subscription from: (a) Regular Members (b) Associate Members (Amount collected for chowkidar Should not be included)	5.	Hiring and repairing of furniture
5.	Games Fees	6.	Purchase of furniture etc.
postage		7.	Organization of Picnics etc.
6.	Ad hoc contributions (details of source also, state from Members or non-members	8.	Prizes (i) Adults (ii) Children
7.	Entry fee for tournament realised	9.	Office equipment, stationary
8	By sale of old newspaper & magazines	10.	Social cultural & Religious meets (details of every meet attached)
9.	By sale of used articles of Sports	11.	Purchase and maintenance of Community need equipment
Body		12.	Conveyance charges
10.	Contribution for picnic	13.	Light refreshment at the General Executive meeting/guests etc.
11.	Entertainment proceeds from	14.	Miscellaneous (details attached)
12.	Receipts from the Community Needs Scheme.	15.	Attendance charges
13	Miscellaneous receipts		Total Expenditure:-
			Balance as on 31.03.2014
Grand Total:			(a) Cash in Hand _____
			(b) In Bank _____
			Total Balance _____
			Grand Total: _____
PRESIDENT (INK	SECRETARY DATED	TREASURER SEAL AND	AUDITOR 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 pertain to the period other than the one under review.
8. I have Audited the accounts of the Association for the year 2013-2014 and found them in order.

(SIGNATURE IN INK WITH DATE)

AUDITOR
SEAL

N.B.:-

IN CASE, THE AUDITOR HAS MADE ANY OBJECTION, A COPY OF THE OBJECTIONS RAISED BY THE AUDITOR AND THE COMPLIANCE BY THE GENERAL SECRETARY/ PRESIDENT OF THE ASSOCIATION SHOULD BE FURNISHED.

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 on 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 item on which expenditure may be incurred by the clubs/ associations out of the grant is given below:-
 - a) Articles of sports - outdoor and indoor games equipment.
 - d) Reading Room library organization of book clubs, magazines and periodicals.
 - c) Purchase, hire and repair of furniture, fittings etc. of clubs premises.
 - d) Hiring of accommodation for club/Association.
 - e) Film shows.
 - f) Social and cultural programmes, sports and children's functions.
 - g) community expenses incurred locally.
 - h) conveyances expenses incurred locally.
 - i) Entertainment.
 - j) Prizes.
 - k) 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 clubs/associations are having commercial transactions. It has, therefore, been decided that no Association/club 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 2013-2014 SHOWING
THEIR RESIDENTIAL/ OFFICE ADDRESSES ETC.

Sl. No.	Name and designation	Address (should be given in full (Official/ residential		Category	Amount of subscription for the year 2013-2014		
		3.	4.		Amount	Receipt No.	Date
1.	2.	3.	4.	5.	6.	7.	8.

ANNEXURE 'C'

LIST OF OFFICE BEARERS AND MEMBERS OF
MANAGING COMMITTEE OF THE ASSOCIATION/
CLUB FOR THE BLOCK YEAR 2013 -- 2015

Sl.No.	Name in full and office held	Residential address	Ministry/ Deptt./ Office	Tele No. Office/ Residence	Remarks
1	2.	3.	4.	5.	6.

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'

(FORM OF AQUATTANCE FOR GRANT-IN-AID)

Received a sum of Rs. _____ (Rupees _____)

_____) by
Cheque No. _____ dated _____ from the Deputy Secretary.

Department of Personnel and Training on account of Grants-in-aid for 2013-2014 sanctioned
in Department's letter No. _____ dated _____

SIGNATURE OF GRANTEE

REVENUE STAMP

DATE.....

ANNEXURE 'E'

STATEMENT SHOWING THE NUMBER OF MEMBERS (REGULAR & ASSOCIATE CATEGORY-WISE FOR THE YEAR 2013 – 2014)

Sl. No.	Category	Regular Members	Associate Members	Total amount of subscription realised from members	
				Regular Members	Associate Members
1.	2.	3.	4.	5.	6.
i)	Group 'D' employees				
ii)	Group 'C' employees				
iii)	Group 'B' and 'A' employees				
	TOTAL				

IMPORTANT NOTE

Please ensure that the number of Regular and Associate members as shown invariably tallied 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 'F'

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 grant-in-aid by the Department of Personnel and Training.

Signature

Signature

Name & Address of the President
Address of Secretary

Name &

Dated: -----

Dated-----

ANNEXURE 'G'

(To be given in duplicate)

FORM OF G.F.R. 19-A
(See Rule 212(1))

FORM OF UTILIZATION CERTIFICATE

Sl. No.	Letter No.	Amount	Certified that out of Rs. _____ and date of grants-in-aid sanctioned during the year _____ in favour of _____
			_____ under this Ministry /Department letter No. given in the margin and Rs. _____ on account of unspent balance of 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 No. _____ dated _____) will be adjusted towards the Grants-in-aid payable during next year _____

TOTAL

2. Certified that, I have satisfied my self 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

- 1.
- 2.
- 3.
- 4.
- 5.

Signature

Designation

Date

ANNEXURE-'II'

(To be given in duplicate)

Assets acquired wholly or substantially out of Govt. Grants.

1. Name of the Association.
2. Name of grantee institution
3. No. and date of sanction
4. Amount of the sanctioned grant
7. Brief purpose of grant
6. Whether any condition regarding right of ownership of Govt. in the property or other assets acquired out of the grant was incorporated in the grant- in -aid sanction.
7. Particulars of assets actually credited or acquired.
8. Value of the Assets as on
9. Purpose for which utilized at present
10. Encumbered or not
11. Reasons if encumbere
12. Disposed or not
13. Reasons and authority if any, for disposal
14. Amount realized on disposal
15. Remarks

ANNEXURE-'I'

STATEMENT OF EXPENDITURE HEADWISE FOR THE YEAR 2013 -2014

Sl. No.	Voucher No.	Brief description of the expenditure with Bill No. _____ dated _____ from M/s _____	Amount.
1.	2.	3.	4.

TOTAL

ANNEXURE- 'J'

C E R T I F I C A T E

**CERTIFICATE FROM THE BANK SHOWING THE AMOUNT AT THE
CREDIT OF THE ASSOCIATION AS ON 31st MARCH, 2014.**

Signature of the
Bank(Branch Manager)

ANNEXURE - 'K'

**A REPORT ON THE ACTIVITIES UNDERTAKEN DURING
THE YEAR 2013-2014 AS PER ANNUAL ACTION PLAN
OF THE ASSOCIATION / SABHA / SAMITI . ETC.**

Sl. No.	Item in Annual Action Plan	Action taken thereon	Reasons for shortfall if any
1.	2.	3.	4.

**A COPY OF THE MINUTES OF GENERAL BODY MEETING IN WHICH
THE AUDITED ACCOUNTS FOR THE YEAR 2013 - 2014 WERE
APPROVED MAY ALSO PLEASE BE ENCLOSED.**

No.5/8/2013-Welfare
Government of India
Department of Personnel, P.G. & Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, Khan Market,
New Delhi, dated 3rd June, 2014

Subject : Model Constitution framed by Department of Personnel and Training for Residents Welfare Associations' functioning in Delhi and outside Delhi - Amendment thereto.

Sir,

I am directed to refer to the Compendium of Welfare Programmes/Instructions of facilities (as on 1.6.2001) containing Model Constitution in respect of Residents Welfare Associations' recognised by the Government of India, Department of Personnel and Training and to say that Clause II and III under Rules and Regulations of Resident Welfare Association contained in Annexure X of the Compendium be substituted by the following :

II MEMBERSHIP

(a) There shall be two types of members:

(1) REGULAR

All Central Government Employees and employees of Lok Sabha, Rajya Sabha, Supreme Court, High Court, UPSC, Statutory and Autonomous bodies, Delhi Administration shall qualify for 'Regular' membership of an association in receipt of grant-in-aid from Department of Personnel and Training subject to fulfilment of conditions as laid down in para (b) to (h) as below :

(2) ASSOCIATE

Employees of the following offices shall, however, be eligible for enrolment as 'Associate' member only:-

- (i) Members of the Armed Forces and other Armed Forces of the Union.
- (ii) Retired Government Servants.

(b) There should be a drive to maximise membership. For this purpose, as many persons, who fulfil the eligibility conditions for membership are to be so enrolled on the payment of the fee prescribed by the General Body of the Association. No person, who is eligible to become a member and who is willing to pay the prescribed fee, shall be denied membership.

(c) The following 'Regular' members will be eligible to seek office in the Managing/Executive Committee:

- (i) Who are allottees of Government quarters in the area and are residing there;
- (ii) Who are residing in the colony on sharing basis after obtaining official approval;
- (iii) Husband/Wife, sons and daughters of a Government servant who are also Govt. Employees and residing in the same flats, provided no other member from the same house is/are contesting office in the Managing/Executive Committee;

(d) Associate member as mentioned in 2(i) to (ii) above who are allottees and residing in the area or are residing on sharing 'basis' after obtaining approval shall not be eligible to seek office in the Managing Executive Committee, though they shall have the right to vote in elections.

(e) Member desirous of contesting election would be required to obtain an undertaking from the concerned Head of Department that in the event of any misappropriation of funds etc., disciplinary action against the office bearers from the aforesaid offices would be proceeded in accordance with the provisions of the Conduct Rules of the relevant Secretariats/Organisations.

(f) Member desirous of contesting election would be required to obtain certificate from their respective office that the service conditions applicable to them allow them to hold elective office in RWA.

(g) While enrolling as member or renewing membership, the Association has to satisfy itself that the individual who is being enrolled falls in any of the categories mentioned above. The sample of this is at **Annexure-A**.

(h) In case, any Government employee, eligible to become a member of the Association of the area where he resides, faces any difficulty in becoming the member of the Association, he/she can submit an application **direct** to the Area Welfare Officer for necessary action who will settle the matter, if necessary, in consultation with the Chief Welfare Officer, Department of Personnel & Training.

Notes :(i) Employees of organisation whose service conditions do not allow to hold elective office in RWA will however have the right to vote in the election;

(ii) Membership shall not be open to the employees of the private shops/companies.

The other contents of Model Constitution remain unaltered.

P. Tyagi
(Pratima Tyagi)
Director(Canteens)
Tele: 24624722

Copy to :

1. All Ministries/Depts. of the Government of India. (Director/Deputy Secretaries Incharge, Administrative Division/Wing, as per standard list).
2. President's Secretariat, Rashtrapati Bhawan, New Delhi.
3. Vice-President's Secretariat, Maulana Azad Road, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat.
6. Lok Sabha Secretariat.
7. Deputy Secretary(Admn.),DOPT, North Block, New Delhi.
8. Comptroller & Auditor General of India, New Delhi.
9. Director of Audit, Central Revenue, New Delhi.
10. Controller General of Accounts, Ministry of Finance, New Delhi.
11. Supreme Court of India, Tilak Marg, New Delhi.
12. High Court of Delhi.
13. Union Public Service Commission Dholpur House New Delhi.
14. Controller General of Defence Accounts, R.K. Puram, West Block, New Delhi.
15. CAO's Office, Ministry of Defence, DHQ, PO, New Delhi - 110011.
16. Administrator, all Union Territories as per standard list.
17. Tech. Dir. (NIC), Room No. 381, Lok Nayak Bhawan, New Delhi.
18. Section Officer(Welfare) with 30 spare copies.

Copy also to:-

1. PS to Joint Secretary (AT&A), DOP&T, North Block, New Delhi.)
2. PS to Director(Admin.), DOP&T, North Block, New Delhi.

(Handwritten initials)

(Handwritten signature and 'o/c')

कार्य और प्रशासन विभाग, नई दिल्ली
Dept of Personnel & Training, N Block
प्राप्ति और निष्पत्ति अनुभाग
Receipt & Issued Section

11 8 2011 *(Handwritten initials)*

जारी किया/ISSUED

CERTIFICATE

I, Shri/Smt/Kum..... wish to become a member/renew membership or associate membership of and undertake to pay the prescribed fee by paying Rs. _____ as the membership fee, I certify that I am the allottee and resident of Qr.No _____ /I am officially sharing accommodation in Qr.No. _____ with Shri/Smt. _____ who has been allotted the quarter.

Particulars furnished are correct/
Incorrect and may/may not be admitted
As regular/associate member.

Signature of the applicant
Date
Name
Designation &
Official Address
With Telephone No.

Signature of the Secretary

Date and Seal.