

Government of West Bengal
Finance Department
Audit Branch

No. 7752-F(Y)

Kolkata, the 21st July, 2010

In order to make the financial reporting more transparent on the lines of the recommendation of the Finance Commission and the Planning Commission, the CAG of India has proposed to bring about major changes in the existing format of the Finance Accounts of the State.

Now, as per suggestion of the Pr. A.G. (A&E), W.B. a standard Grant-in-Aid sanction order has been prepared and this changed format will be introduced w.e.f. 01.10.2010 i.e. beginning from the 3rd quarter of the financial year (copy of the changed format for sanctioning of Grant-in-Aid is attached).

Sd/- A. K. Chakraborty


Joint Secretary to the
Government of West Bengal

No. 7752/1(200)-F(Y)

Kolkata, the 21st July, 2010.

Copy forwarded to :-

1. _____ Deptt.
2. The Pr. A.G. (A&E), W.B.
3. The Director of Treasuries & Accounts, W.B.


Assistant Secretary to the
Government of West Bengal



NO.

DATED

FORMAT FOR SANCTION ORDER FOR GRANTS-IN-AID

1. SANCTIONING AUTHORITY :
2. NAME OF THE GRANTEE INSTITUTION : (SHOULD BE AUTONOMOUS BODIES, NON GOVERNMENT ORGANISATION / INSTITUTION)
3. ADDRESS OF THE GRANTEE INSTITUTION :
4. CATEGORY OF GRANTEE INSTITUTION :

| Category No. | Sub-Category No. | Category of Grantee Institution | |
|--------------|------------------|--|--|
| 1. | | Panchayati Raj Institution | |
| | i) | Zilla Parishads | |
| | ii) | Panchayat Samities | |
| | iii) | Gram Panchayats | |
| | iv) | DRDC | |
| | v) | Others | |
| 2. | | Urban Local Bodies | |
| | i) | Municipal Corporation | |
| | ii) | Municipality | |
| | iii) | Statutory Bodies / Development Authorities | |
| | iv) | Others | |
| 3. | | Public Sector Undertakings | |
| | i) | Government Companies | |
| | ii) | Statutory Corporation | |
| | iii) | Others | |
| 4. | | Educational Institution | |
| | i) | Universities | |
| | ii) | College | |
| | iii) | Secondary School | |
| | iv) | Primary School | |
| 5. | | Autonomous Bodies | |
| | i) | Development Authorities | |
| | ii) | Cooperative Societies / Institution | |
| | iii) | Others | |
| 6. | | Non-Government Organisation | |
| 7. | | Others | |

5. AMOUNT SANCTIONED :
(IN WORD :)

6. DDO CODE :

7. NAME OF THE TREASURY/PAY & ACCOUNTS OFFICE :

8. NATURE OF GRANT : RECURRING OR NON-RECURRING : (R OR N)

9. CONDITION OF GRANT : UTILIZATION CERTIFICATE REQUIRED ; (YES OR NO)

10. CATEGORY OF GRANT PURPOSE :

| FOR REVENUE GRANT (DETAIL HEAD 31) | | FOR CAPITAL GRANT (DETAIL HEAD 35) | |
|---------------------------------------|--|---------------------------------------|--|
| Salary | | Land | |
| Maintenance & Deficit Grant | | Building | |
| Grant for Development Scheme | | Equipments | |
| Finance Commission | | Other (Sl.No. 11 may be filled up) | |
| Mid-Day-Meal | | | |
| RIDF | | | |
| Other (Sl.No. 11 may be filled up) | | | |

11. PURPOSE OF GRANT : (REQUIRED ONLY IN CASE WHERE CATEGORY OF GRANT PURPOSE IS 'OTHER')

12. DEPARTMENT CODE :

13. AN AMOUNT OF RS. /- IS HEREBY ALLOTTED FROM THE HEAD OF ACCOUNT UNDER DEMAND NO. FROM THE BUDGET PROVISION OF THE FINANCIAL YEAR

14. HEAD OF ACCOUNT CODE :

15. NAME OF THE SCHEME :

16. T.R. FORM No. :

17. PLEASE TRANSFER CREDIT TO THE HEAD OF ACCOUNT OF THE LF / PL / DEPOSIT ACCOUNT. (APPLICABLE ONLY IN CASE OF TRANSFER CREDIT BILL.

SIGNATURE
NAME WITH DESIGNATION

(N.B. - IN CASE OF SANCTION TO A GROUP OF INSTITUTIONS A SEPARATE LIST MAY BE ENCLOSED MENTIONING THE NAME OF THE INSTITUTIONS AND THE AMOUNT AGAINST EACH INSTITUTION. MENTION AS 'LIST ENCLOSED' AGAINST SL. NO. 2,3 & 5)

Government of West Bengal

----- **Department.**

No.

Date :

Sanction Order for Grant-in-Aid

1. Sanctioning Authority :
2. Name & Address of the Grantee Institution :
3. Category of Grantee Institution :
[As per list enclosed] :
4. Amount Sanction :
(In word:)
5. Name of the DDO :
6. Name of the Treasury/Pay & Accounts
Office :
7. Nature of Grant :
(a) Recurring or Non-recurring: [R or N]
(b) Capital or Revenue : [C or R]
(Detail Head 35) (Detail Head 31)
8. Condition of Grant :
Utilization Certificate required : [Yes or No]
9. Category of Grant [As per list enclosed] :
10. Purpose of Grant :
11. An amount of Rs...../- is hereby :
allotted from the head of account :
.....from
the budget provision of the financial year,
20
12. Head of Account Code :
13. The amount will be drawn in T.R. Form No. :
31/32 [In case of Non-Govt. School] / 43 [In
case of Transfer Credit], (Mention the T.R.
Form as applicable)
14. Please Transfer Credit to the Head of :
Account of
the LF/PL/Deposit Account. (Applicable
only in case of Transfer Credit Bill)

Signature

Name with designation.

[N.B. - In case of sanction to a group of institutions a separate list may be enclosed mentioning the name of the Institutions and the amount against each institution. Mention as "List Enclosed" against Sl. No. 2 and mention the total amount against Sl. No. 4]

Category of Grantee Institutions

| | Category of Grantee Institution | Name of the Institutions (100 Character) |
|-----------|--|---|
| 1. | Panchayati Raj Institutions | |
| (i) | Zilla Parishads | |
| (ii) | Panchayat Samities | |
| (iii) | Gram Panchayats | |
| (iv) | DRDC | |
| (v) | Other | |
| 2. | Urban Local Bodies | |
| (i) | Municipal Corporations | |
| (ii) | Municipalities | |
| (iii) | Statutory Bodies / Development Authorities (U.D.) | |
| (iv) | Others | |
| 3. | Public Sector Undertakings | |
| (i) | Government Companies | |
| (ii) | Statutory Corporations | |
| 4. | Autonomous Bodies | |
| (i) | Educational Institution (a) Universities (b) Colleges (c) Secondary School (d) Primary Schools | |
| (ii) | Development Authorities (D.P.) | |
| (iii) | Cooperative Societies / Cooperative Institutions | |
| (iv) | Others | |
| 5. | Non-Government Organisations | |
| 6. | Others | |

Category of Grant Purpose

| Category of Grant Purpose | |
|------------------------------|-------------------------------------|
| Revenue (31) | Capital (35) |
| Salary (01) | Land |
| Maintenance & Deficit Grant | Building |
| Grant for Development Scheme | Equipments |
| Finance Commission | Other Capital Grant (100 Character) |
| Mid-day Meal | |
| RIDF | |
| State Rural Dev. Agency | |
| Other (100 Character) | |