

**MEMORANDUM**

No. SBCW-1293/15

Date: 09-11-2015

**Guidelines for Utilisation of Grant-in-Aid by the Boards formed under the West Bengal Societies Registration Act, 1961.**

Incumbent upon formation of several Boards under the administrative control of the Backward Classes Welfare Department (BCWD) and registered under the West Bengal Societies Registration Act, 1961, in respect of different Communities of Darjeeling, Governor is pleased hereby to frame a comprehensive guideline for financial administration for strict compliance by the Boards so formed.

This guideline supersedes earlier Memo No. SBCW-1265/15 dated 05/10/2015 issued.

1. Financial Rules of the State Government issued under West Bengal Financial Rules and various orders issued regarding tender, vetting etc. should be scrupulously followed. Special mention of 5458-F(Y) dated 27/6/2012 and 5400-F(Y) dated 25/6/2012 is made in this regard.
2. Fund allotted has to be used exclusively for the purpose for which it is allotted and no diversion of fund is allowed except explicit instruction and /or approval of the fund sanctioning authority.
3. Implementation of any scheme by the Board requires explicit administrative and financial approval of the Backward Classes Welfare Department.
4. Board(s) should prepare Annual accounts at the end of each financial year and submit it to the Backward Classes Welfare Department after getting it duly audited by Chartered Accountant, engaged by the Board following specific norms. The audited report should be approved by the General body of the Board by a majority of the total members in the General Body Meeting.
5. The Board(s) should renew their registration every year with proper documents and accounts, as is required under the relevant sections of West Bengal Societies Registration Act, 1961 and intimate the Department about the renewal with the Renewal Certificate. No allotment of funds will be made if the renewal is not done or that is denied by the competent authority for any reason whatsoever.
6. The Board should statutory develop a website and photographs of the schemes should be taken and preserved as well needs to be uploaded along with the names and photographs of the Beneficiaries. It will be preferred that the execution of the

schemes and the physical progress of the schemes should also be photographed and uploaded.

7. Selection of beneficiaries for all schemes should be done in the manner as is prescribed in the specific scheme. A person already having benefitted from a similar type of government scheme earlier must not be avoided as a beneficiary of any scheme executed by any Board subsequently, i.e. allowing multiple benefits of similar nature to one beneficiary should be avoided . The beneficiary list should be finally authenticated by the Member Secretary of the Board prior to taking up the implementation of the schemes.
8. Backward Classes Welfare Department reserves the right of inspection of accounts and records of all Boards and inspect the office(s) of the Boards whenever the Department deems it necessary. If required the BCW can also conduct special audit of the accounts of Board(s) thus constituted.
9. In case of ambiguity regarding any scheme/expenditure, its admissibility and applicability, matter should be referred to the Backward Classes Welfare Department for clarification which shall be binding upon all the stakeholders.
10. The onus of abiding by these norms as well maintaining of financial propriety lies exclusively with Member Secretary of the Board who is a full time representative of the Government in the concerned Board.
11. This order shall take immediate effect.

  
9/11/2015

(S. K. Thade)

*Pr. Secy. to the Govt. of West Bengal.*