

**AUROVILLE FOUNDATION**  
AUROVILLE FOUNDATION BHAVAN  
AUROVILLE 605 101

No.AF/1/2011

Date: 19. 07.2011

**STANDING ORDER No. 7**

**SUBJECT: THE PLAN & THE NON-PLAN GRANT-IN-AID FROM CENTRAL GOVERNMENT:**

1. **Whereas** Section 11 (3) of the Auroville Foundation Act, 1988, vests the Governing Board with the responsibility for the general superintendence, direction and management of the affairs of Auroville Foundation (hereinafter referred to as "the Foundation") and to exercise all powers and discharge all functions that may be exercised or discharged by the Foundation;
  
2. **Whereas** the Central Government annually provides to the Foundation: (1) the grant-in-aid for development projects under the Central Government's Five Year Plan (hereinafter referred to as "Plan Grant"); and (2) the grant-in-aid for management of the Foundation's affairs (hereinafter referred to as "Non-Plan Grant") and a part of which is allocated for maintenance/repair/renovation of public facilities including buildings categorized as 'public buildings' that vest in the Foundation; these grants-in-aid are required to be fully utilized during the financial year for which these are provided and may not be carried forward to the subsequent financial year without approval of the competent authority;
  
3. **Whereas** the Governing Board, from time to time, gives such directions as it considers necessary and appropriate to Secretary to the Foundation (hereinafter referred to as "Secretary") for (1) preparing the Foundation's annual budget estimates including the Plan Grant as well as the component in the Non-Plan Grant for maintenance/repair/renovation of the Foundation's public facilities including public buildings; (2) allocating such grants-in-aid received from the Central Government for different purposes; and (3) the manner of their disbursal;

4. **Now, therefore,** the Governing Board decides that the standard operating procedure for the purposes mentioned in paragraph 3 supra in respect of the Plan Grant shall be such as specified hereinafter:

- (a) The Working Committee of the Residents' Assembly (hereinafter referred to as "the Working Committee") shall prepare, every five year, a 5-Year schedule of the Plan projects together with their estimated budget for inclusion under the Plan Grant in the Foundation's annual budget estimates. The 5-Year Plan so prepared shall coincide with the Central Government's Five Year Plan period. For this purpose, the Working Committee shall invite proposals from the units under the Foundation in the format as prescribed in the Schedule annexed to this Standing Order. The Working Committee shall send the 5-Year Plan so prepared to Secretary for the Governing Board's approval;
- (b) The Working Committee shall, with due diligence regarding justification and prioritization of projects as also the capability of the grantee institutions to meaningfully utilize the grant-in-aid money within the financial year, prepare an annual working plan, every year at such time and in such form and manner as may be advised by Secretary, which shall contain the list of the Five-Year Plan projects approved for the year with the estimates of the grant for each project and recommend it, through Secretary, to the Finance Committee for consideration;
- (c) The Finance Committee shall, after due consideration, recommend all or such of the projects with such allocations for each one of them as it deems appropriate to Chairman/Governing Board for consideration;
- (d) Subject to the approval of Chairman/Governing Board, Secretary shall incorporate the proposed quantum of the Plan grant in the Foundation's annual Budget Estimates and forward it to the Central Government for consideration;

- (e) On receipt of the Central Government's advice regarding the annual Plan grant-in-aid sanctioned by it, Secretary shall communicate the same to the Working Committee, which, after due diligence, shall recommend to Secretary the project-wise allocation of grant for each project included in the approved list of projects for the year; the Working Committee's recommendation in respect of each project shall include a break-up of the allocation for each specific element of the project;

Provided always that no changes shall be made in the approved annual list of the Plan projects without prior approval of Chairman/Governing Board;

- (f) Secretary shall place before the Finance Committee the recommendations of the Working Committee allocating the Plan grant for each project and, after due consideration, the Finance Committee shall make such recommendations as it deems appropriate relating to project-wise allocation to Chairman/Governing Board for consideration;
- (g) Chairman/Governing Board's decision in this regard shall be final and Secretary shall communicate it to all concerned. The Finance Committee shall entertain no proposal from the Working Committee for revision of the approved allocation of the Plan Grant six months after the date of commencement of the financial year.

Provided always that where project activities are disrupted due to natural calamity and/or extensive and prolonged breach of law and order in and around the project area or such reasons as are considered good and sufficient, the Finance Committee may consider the Working Committee's proposals for the affected projects and recommend condign action to Chairman/Governing Board for consideration;

- (h) The Central Government releases the Plan Grant in tranches. On receipt of each tranche, Secretary shall arrange to transfer the total grant amount to the Auroville Unity Fund

Provided always that Secretary shall release the installment of the grant for an on-going project subject to the certification from the Auroville Unity Fund that the grantee institution has fully and meaningfully utilized the earlier installments for the project for the purposes mentioned in the approved project proposal

- (i) The Working Committee shall be responsible for ensuring that the grantee institutions so plan and administer their project activities that the grant is meaningfully utilized within the specified period for the purposes it is meant and in accordance with the directions of Chairman/Governing Board from time to time; for this purpose the Working Committee shall put in place, in consultation with such committees of the Foundation as it considers necessary, a management information system for quarterly monitoring of the progress of project activities and the utilization of grant amount already disbursed;
- (j) The executives of the grantee institutions, individually and severally, shall be responsible for accounting every expenditure out of the grant in accordance with the procedure prescribed in Section 26 (1) *ibid* and such directions that the Central Government and the Governing Board may, from time to time, issue in this regard; the accounts so prepared shall be transmitted to Secretary for inclusion in the consolidated annual accounts of the Foundation;
- (k) Secretary shall, for the purposes mentioned heretofore, prepare a time table for submission of proposals for the Plan Grant as well as their accounting and the Working Committee shall scrupulously adhere to the prescribed time-frame; Secretary shall also arrange to receive from

the Working Committee information on the progress of project activities and the utilization of the grant in such form and manner and at such intervals as is considered necessary for proper monitoring of the utilization of the Plan grant;

5. The Governing Board also decides that the standard operating procedure in respect of the Plan Grant, as prescribed heretofore, shall apply, mutatis mutandis, for all matters connected with the allocation, disbursement and monitoring the Non-Plan Grant for annual maintenance/repair/renovation of public facilities including public buildings that vest in the Foundation
6. The Governing Board may amend this Standing Order from time to time.
7. This Standing Order issues with the approval of Chairman and shall come into force with immediate effect.

FOR & ON BEHALF OF THE GOVERNING BOARD

  
19.7.2011  
SECRETARY  
AUROVILLE FOUNDATION

Copy for, information, to:

3. Chairman, Auroville Foundation
4. Members, Governing Board
5. Chair, International Advisory Council
6. Chairperson, Finance Committee
7. Ministry of HRD (UNESCO Division)
8. The Working Committee of the Residents' Assembly
9. All other Committees constituted by the Governing Board
10. Secretary, Auroville Foundation
11. F&AO, Auroville Foundation
12. Governing Board Guard File
13. Standing Order Guard File

**STANDING ORDER ON  
THE PLAN AND THE NON-PLAN GRANT-IN-AID FROM THE CENTRAL GOVERNMENT**

**SCHEDULE  
FORMAT FOR THE PROPOSAL OF A PROJECT  
FOR FUNDING FROM THE CENTRAL GOVERNMENT'S PLAN GRANT-IN-AID**

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NAME & ADDRESS OF THE PROPOSING UNIT

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TITLE OF THE PROJECT

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**1. INTRODUCTION**

[Brief details of the Unit and its work areas (in not more than 300 words)]

**2. STATUS OF PRESENT INFRASTRUCTURE**

[Details of buildings and other facilities with available floor area and other details including special features, if any]

**3. PROPOSAL FOR NEW/ADDITIONAL BUILDING/FACILITY**

- [Details of floor area (in square meters) required along with justification. Please attach work sheets showing the details of new /additional floor area required]
- [Details of the location and the dimension of land allotted for the purpose by L'avenir/Town Development Council; Please attach a map of the location of the land allotted.]

**4. COST OF THE PROJECT**

- Total cost of constructing building with proposed floor area
- Cost of fitments like electrical systems, drainage, etc; Indicate details item wise
- Cost of construction [per square metre] as certified by the Consultant (Department of Civil Engineering, Pondicherry Engineering College); Please attach the Consultants' worksheets.

**5. DURATION OF THE PROJECT WITH THE YEAR OF COMMENCEMENT**

**6. TOTAL GRANT SOUGHT WITH YEAR WISE BREAK UP**

[Please keep in mind the capacity of your unit to fully utilize the amount sought for a particular year within that financial year. Please attach worksheet(s) showing the calculation of the annual spending plan and the amount sought.]

**Certified that the project costs are in conformity with the approved costs for such projects, and the project will be completed within the period and the costs indicated.**

DATE

(1) \_\_\_\_\_  
SIGNATURE OF PROJECT EXECUTIVE

[NAME IN FULL] \_\_\_\_\_

(2) \_\_\_\_\_  
SIGNATURE OF PROJECT EXECUTIVE

[NAME IN FULL] \_\_\_\_\_

**Certified that the project is recommended after careful scrutiny of all its details.**

\_\_\_\_\_  
SIGNATURE OF MEMBER-SECRETARY  
TOWN DEVELOPMENT COUNCIL

DATE:

[NAME IN FULL] \_\_\_\_\_

**The project is recommended to Secretary, Auroville Foundation, after due diligence**

\_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE  
THE WORKING COMMITTEE

DATE:

[NAME IN FULL] \_\_\_\_\_

FORWARDED TO  
SECRETARY, AUROVILLE FOUNDATION

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[for use by the office of Auroville Foundation]