

No.5/34/2014-FF(P)  
Government of India  
Ministry of Home Affairs


NDCC II Building, Jai Singh Marg,  
New Delhi. Dated the 21st May, 2014.

**OFFICE MEMORANDUM**

Subject:- Implementation of suo-motu disclosure under Section 4 of RTI Act, 2005.

The undersigned is directed to enclose a copy of O.M. dated 27<sup>th</sup> November, 2008, prescribing rules for disbursement out of the HM's Discretionary Grant for uploading the same on the Ministry's website.

Enc): As above

  
(R.C. Nayak)  
Director FFR & CPIO

To Shri. Anurag Kumar,  
Section Officer (IT),  
Ministry of Home Affairs,  
North Block,  
New Delhi.

Sh. Srinivasan 74  
23092268 -  
2381-707.

No.44/03/2008-FF(P)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
Freedom Fighter Division

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Lok Nayak Bhawan, Khan Market,  
New Delhi, the 27<sup>th</sup> November 2008.

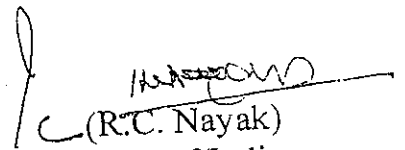
**OFFICE MEMORANDUM**

Subject : Rules for Disbursement out of the Home Minister's  
Discretionary Grant .

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The undersigned is directed to say that it has been decided to increase the amount of normal relief or reward or subvention or gifts given to an individual/institution in a financial year from the Home Minister's "Discretionary Grant" from Rs.10,000/- to Rs. 25,000/- and that of special relief or reward or subvention or gifts from Rs.50,000/- to Rs.1,00,000/-. A copy of the amended "Rules for Disbursement out of the Home Minister's Discretionary Grant" is enclosed for information and necessary action.

2. This issues with the concurrence of the IFD of MHA vide their Dy. No. F2522/AS&FA/H dated 18/11/2008.

  
(R.C. Nayak)

Deputy Secretary to the Government of India

To

1. All Joint Secretary in the Ministry of Home affairs.
2. All officers/sections in FFR Division.

Copy forwarded for information to :-

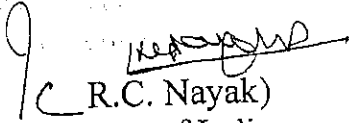
1. PS to HM

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PB No 2108

- 2. PS to MOS(A)
- 3. PS to MOS(J)
- 4. PS to MOS (R)
- 5. HS/Secretary(BM)/SS(IS)/AS&FA(Home)/AS(BM)/AS(CS)/  
AS(Justice)/AS(NM).

P.B. No 10102



Deputy Secretary to the Government of India

**RULES FOR DISBURSEMENT OUT OF THE HOME MINISTER'S DISCRETIONARY GRANT.**

1. Disbursement may be made from the Home Minister's Discretionary Grant for the following purposes:-

- (a) Giving relief to persons who have served the nation in the political, social, Philanthropic and other fields and are in need of special assistance;
- (b) Giving relief to the families of the category of persons specified at (a) above when such families are in need;
- (c) Giving rewards to persons, both officials and non-officials in recognition of outstanding deeds of valour and public good;
- (d) Giving subventions to deserving institutions, which are rendering services to the nation in various fields;
- (e) Giving relief to needy and poor persons in distress for tiding over their financial difficulties created by exceptional circumstances beyond their control, particularly to those belonging to Scheduled Castes, Scheduled Tribes and other backward classes;
- (f) Giving gifts to representatives of Scheduled Castes and Scheduled Tribes.
- (g) Giving relief to persons with disabilities and mentally challenged persons suffering from severe disability, for medical treatment, including medical treatment abroad, where such medical facilities are not available within the country.
- (h) Giving relief to persons decorated with National Awards such as Padma Awards, Jeevan Raksha Padak series of awards and Gallantry Award for medical treatment of self or family members in extreme cases of distress.

Contd.....2/-

- 1) In any other case considered exceptionally deserving by the Home Minister.
2. All the grants shall be made at the discretion of the Home Minister and under orders given by him in writing.
3. The amount of relief or reward or subvention or gifts given to an individual/institution shall not ordinarily exceed Rs. 25,000/- during a financial year. In special cases, Home Minister is the competent authority for the grants upto Rs. 1,00,000/- and the concurrence of the Ministry of Finance may be taken only in cases where amount of grant exceeds Rs. 1,00,000/-.
4. A committee with JS (A & PG), FA (H) and JS (FFR) as Members will consider the applications/cases regarding Home Minister's Discretionary Grant once in two months and will submit the recommendations to the Home Minister for approval/orders. Director (FF) will be the convenor of the Committee.
5. All the grants or subventions shall be of a non-recurring nature and no recurring liability shall be undertaken.
6. The Secretary to the Government of India in the Ministry of Home Affairs who shall be the controlling officer for the Home Minister's Grant shall cause a register of sanctions to be maintained in form I annexed to these rules, in which shall be serially entered all disbursements sanctioned by the Home Minister.
7. Payments shall be made under the direction of the Controlling Officer by an officer not below the rank of Under Secretary to the Government of India either by Bank Draft or by Money order. The expenditure on account of money order commission shall be met from the Home Minister's Discretionary Grant.

For the purpose of remitting the amounts to the grantees, sanction for the amount sanctioned and the money order commission, if any thereon may be issued to the Pay & Accounts Officer (Secretariat), Ministry of Home Affairs.

Contd.....3/-

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The amount shall be drawn by presenting a bill to the Pay & Accounts Officer (Secretariat), Ministry of Home Affairs.

8. All the recipients except those to whom payment is made by money order shall be required to furnish receipts in Form II.

9. The recipients in Form II or acknowledgement of money orders from the grantees shall be preserved for inspection at the time of audit.

10. The Controlling Officer shall periodically inspect the Register of sanctions and exercise such checks as he may think necessary for the proper accounting of the disbursement.

11. The powers of the Controlling Officer under these rules may be exercised by the Joint Secretary to the Government of India in the Ministry of Home Affairs designated in this behalf.

12. The grantees under rule 1(d) shall be required to furnish a certificate to the effect that the grant has been utilized for the purpose for which it was sanctioned. The utilization certificate shall be supported by the grantees either by the audited statement of accounts (audited by a Chartered Accountant) or by the details of expenditure supported by relevant vouchers etc, as the case may be.

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The Controlling Officer shall periodically inspect the Register of sanctions and exercise such checks as he may think necessary for the proper accounting of the disbursement.