

No. 14-11/2010-CW-II
Government of India
Ministry of Women and Child Development
CW-II Section

Room No. 253, 'A' Wing,
Shastri Bhawan, New Delhi - 1
Dated 21st June, 2011

To

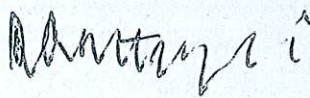
**The Pay & Accounts Officer,
Ministry of Women and Child Development,
Shastri Bhawan, New Delhi - 110001.**

Subject: Grant-in-aid to the Childline India Foundation, Mumbai for disbursement to its new Childline partners approved in meeting of PSC on 15.02.2011 for three months for setting up the Childline projects under the scheme 'Integrated Child Protection Scheme (ICPS)'

Sir,

In supersession of sanction letter of even number dated 20.05.2011, I am directed to convey the sanction of the President to the payment of *recurring and non - recurring grant-in-aid* of **Rs.1,49,36,500/- (Rupees One Crore Forty Nine Lakh Thirty Six Thousand Five Hundred only)** as **First installment** for the period of **01.07.11 to 30.09.2011** to **Childline India Foundation, Mumbai, Maharashtra** for disbursement to its **84 new partner organizations** for setting up **Childline projects** under the Centrally Sponsored Scheme, namely, '**Integrated Child Protection Scheme**' as per details annexed.

2. The grant in aid sanctioned herein is subject to the under mentioned further conditions that:
- i. It will be the responsibility of the organization to furnish the audited accounts and utilization certificate of the grants released.
 - ii. The release of grant-in-aid for Childline activity is subject to the organization signing the Memorandum of Understanding with Childline India Foundation.
 - iii. The organization will confirm in writing that the conditions contained in this letter are acceptable to it.
 - iv. The organization will also execute a bond in favour of the President of India to the effect that it will abide by the same, it will refund to the Government the total grant-in-aid sanctioned to it for the purpose with interest thereon @ 10% from the date of release of demand draft/cheque.
 - v. The organization agrees to follow reservation policy for filling up of posts/services under their control on the lines indicated by the Government of India.
 - vi. The organization will maintain separate accounts in respect of this grant. The accounts will remain open for inspection by the representatives of the officers from the office of the Comptroller and Auditor General of India/Government of India/concerned State Government at any time under the provisions of CAG (DPC) Act, 1971 and internal audit by the Principal Account Office of the Ministry, whenever the organization is called upon to do so. The organization will have accounts of the grant-in-aid audited either by the Government Auditor or Chartered Accountant and supply a copy of the following audited accounts together with a Utilization Certificate to the Ministry of Women and Child Development:



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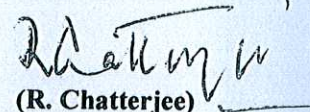
- [a] The utilization certificate along with the organization-wise break up.
[b] The audited accounts for the organization as a whole for the current financial year.
- vii. The organization shall submit performance cum achievement report on the project for which getting financial assistance in such intervals as may be specified by the Ministry.
- viii. That the facilities to be extended with the help of grant-in-aid will be available for the welfare of children in need of care and protection irrespective of their caste, creed, religion and colour etc.
- ix. The organization will not obtain grant for the same purpose from any other source including the Government sources.
- x. The organization will not divert grant-in-aid and entrust the execution of the project for which grant-in-aid is sanctioned to another organization or institution.
- xi. That if the Government is not satisfied with the progress of the project or considers that the sanction is being violated, it reserves the right to terminate the grant-in-aid.
- xii. Any unspent balance out of this grant will be refunded by the organization immediately after the close of the current financial year unless adjusted by the Government from the subsequent grant due.
- xiii. No assets granted wholly or mainly from out of this grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned.
- xiv. The organization will maintain a register in the GFR 19 of permanent and semi-permanent assets acquired wholly or mainly out of this grant-in-aid. The register will remain open for inspection to the officials from the comptroller & Auditor General of India/Government of India/concerned State Government. The register should be maintained separately in respect of this grant and copy of thereof furnished to this Ministry along with the audited accounts.
- xv. The release of the last installment of the annual grant will be conditional upon the grantee institution providing reasonable evidence of proper utilization of installment released earlier during the year.
- xvi. That no further grant will be released till the utilization certificate and the audited statements of accounts towards grant already released are furnished to this Ministry.
3. **Time Limit:** The utilization certificate for recurring and non recurring grant along with the Audited Statement of Accounts will be submitted by the grantee institution to the Ministry immediately after the close of the financial year.
4. **Refund of Unspent Balance:** Unspent balance, if any, will be surrendered to the Ministry of Women & Child Development/adjusted in the subsequent grant.
5. Certified that this sanction has been noted at **Serial No. 177** in the Register of Grants.
6. The drawing & Disbursing Officer of this Ministry is authorized to electronically transfer an amount of **Rs.1,49,36,500/- (Rupees One Crore Forty Nine Lakh Thirty Six Thousand Five Hundred only)** and payment will be released by PAO directly to the grantee institution to its **Bank Account No. 10271086064 in State Bank of India, D. N. Road Branch, Killick House, Charanjit Rai Marg, Fort, Mumbai bearing Branch Code 8599.**
7. The expenditure involved is debitable to the Major Head 2235. Social Security & Welfare; Sub-Major Head 02. Social Welfare; Minor Head 102. GIA Integrated Child Protection Scheme; 02.102.35.00.31 Grant-in-Aid under Demand No. 104 of Ministry of Women and Child Development for the year 2011-12 (Plan).

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8. This issue with the concurrence of Finance Wing vide their **Diary No. 329/AS&FA (WCD)** dated **16.06.2011**. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

Yours faithfully



(R. Chatterjee)

Under Secretary to the Government of India

Copy for necessary action and information to:

**The Executive Director,
Childline India Foundation,
2nd Floor, Nana Chowk Municipal School,
Frere Bridge, Low Level, Nana Chowk,
Near Grant Road Railway Station,
Mumbai - 400007**

He/She is requested to supply the under mentioned documents at the earliest. The amount will be remitted to the organization's bank account directly after the receipt of following documents: -

- (i) **An agreement bond** for the total sanctioned amount of **Rs.1,49,36,500/- (Rupees One Crore Forty Nine Lakh Thirty Six Thousand Five Hundred only)** in **non-judicial stamp paper of Rs. 100/-**.
- (ii) A **revenue stamped advance receipt** for **Rs.1,49,36,500/- (Rupees One Crore Forty Nine Lakh Thirty Six Thousand Five Hundred only)** in the prescribed form.
- (iii) A letter confirming that the terms & conditions contained in para 3 of the sanction letter are acceptable to the organization.

2. The Secretary/Director, Government of Maharashtra, Department of Social Welfare Secretariat, Mumbai, Maharashtra. It is requested that performance of the Project may kindly be monitored through periodical reviews at the Secretariat level and inspection carried out by the concerned District Magistrate/Collector/ Deputy Commissioner and the report relating thereto may be sent to this Ministry.

3. The District Collector/Magistrate/Deputy Commissioner of Mumbai, Maharashtra.

4. District Social Welfare Officer of Mumbai, Maharashtra.

5. The Director of Audit, Central revenues, I.P, Estate, New Delhi.

6. DO (IFD)/US (CW-II)/SO (B)/ SO (C)/ Sanction Folder.



(R. Chatterjee)

Under Secretary to the Government of India

Annexure

Role of Childline Partner	Annual Grant	No. of Partners	Non-Recurring Grant	Recurring Grant for 3 months (01.07.2011 to 30.09.2011)	Amount sanctioned as first installment for 2011-12 (01.07.2011 to 30.09.2011)
Nodal (Recurring)	2,40,000/-	14	8,40,000/-	8,40,000/-	16,80,000/-
Nodal (Non - recurring)	60,000/-				
Collaborative (Recurring)	9,06,000/-	37	24,05,000/-	83,80,500/-	1,07,85,500/-
Collaborative (Non - recurring)	65,000/-				
Support (Recurring)	1,76,000/-	5	25,000/-	2,20,000/-	2,45,000/-
Support (Non - recurring)	5,000/-				
Sub Centers (Recurring)	2,88,000/-	28	2,10,000/-	20,16,000/-	22,26,000/-
Sub Centers (Non - recurring)	7,500/-				
Eligible Grant for First Installment for 3 months for 2011-12 (01.07.2011 to 30.09.2011)		84	34,80,000/-	1,14,56,500/-	1,49,36,500/-



(R. Chatterjee)

Under Secretary to the Government of India

No. 14-5/2011-CW-II
Government of India
Ministry of Women and Child Development
CW-II Section

Room No. 253, 'A' Wing,
Shastri Bhawan, New Delhi - 1
Dated 11th August, 2011

To

The Pay & Accounts Officer,
Ministry of Women and Child Development,
Shastri Bhawan, New Delhi - 110001.

Subject: Grant-in-aid to the Childline India Foundation, Mumbai for disbursement to its partner organizations and Childline partners for running Childline projects and meeting their administrative expenses under the scheme 'Integrated Child Protection Scheme' (First Installment for 2011-12).

Sir,

I am directed to convey the sanction of the President to the payment of *recurring and non recurring grant-in-aid* of Rs. 6,57,53,822/- (Rupees Six Crore Fifty Seven Lakh Fifty Three Thousand Eight Hundred and Twenty Two only) as first installment for the period of 01.04.2011 to 30.00.2011 to Childline India Foundation, Mumbai, Maharashtra for disbursement to its partner organizations for running Childline projects and meeting their administrative expenses under the Centrally Sponsored Scheme, namely, 'Integrated Child Protection Scheme' as per details annexed.

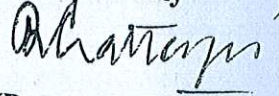
2. The grant in aid sanctioned herein is subject to the under mentioned further conditions that:
- i. It will be the responsibility of the organization to furnish the audited accounts and utilization certificate of the grants released.
 - ii. The organization will not disburse the grant-in-aid to any new organization/project without getting the approval of this Ministry.
 - iii. The release of grant-in-aid for Childline activity is subject to the organization signing the Memorandum of Understanding with Childline India Foundation.
 - iv. The organization will confirm in writing that the conditions contained in this letter are acceptable to it.
 - v. The organization will also execute a bond in favour of the President of India to the effect that it will abide by the same, it will refund to the Government the total grant-in-aid sanctioned to it for the purpose with interest thereon @ 10% from the date of release of demand draft/cheque.
 - vi. The organization agrees to follow reservation policy for filling up of posts/services under their control on the lines indicated by the Government of India.
 - vii. The organization will maintain separate accounts in respect of this grant. The accounts will remain open for inspection by the representatives of the officers from the office of the Comptroller and Auditor General of India/Government of India/concerned State Government at any time under the provisions of CAG (DPC) Act, 1971 and internal audit by the Principal Account Office of the Ministry, whenever the organization is called upon to do so. The organization will have accounts of the grant-in-aid audited either by the Government Auditor or Chartered Accountant and supply a copy of the following audited accounts together with a Utilization Certificate to the Ministry of Women and Child Development:

R. K. Arora

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8. This issue with the concurrence of Finance Wing vide their Diary No. 563/JS&FA (WCD) dated 09.08.2011 . The pattern of assistance of rule governing grant-in- aid has received the approval of the Ministry of Finance.

Yours faithfully



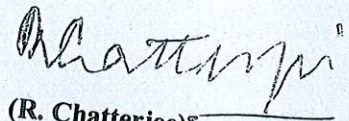
(R. Chatterjee)
Under Secretary to the Government of India

Copy for necessary action and information to:

The Executive Director,
Childline India Foundation,
2nd Floor, Nana Chowk Municipal School,
Frere Bridge, Low Level, Nana Chowk,
Near Grant Road Railway Station,
Mumbai - 400007

He/She is requested to supply the under mentioned documents at the earliest. The amount will be remitted to the organization's bank account directly after the receipt of following documents: -

- (i) An agreement bond for the total sanctioned amount of Rs 6,57,53,822/- (Rupees Six Crore Fifty Seven Lakh Fifty Three Thousand Eight Hundred and Twenty Two only) in non-judicial stamp paper of Rs. 100/-.
 - (ii) A revenue stamped advance receipt for Rs. 6,57,53,822/- in the prescribed form.
 - (iii) A letter confirming that the terms & conditions contained in para 3 of the sanction letter are acceptable to the organization.
2. The Secretary/Director, Government of Maharashtra, Department of Social Welfare Secretariat, Mumbai, Maharashtra. It is requested that performance of the Project may kindly be monitored through periodical reviews at the Secretariat level and inspection carried out by the concerned District Magistrate/Collector/ Deputy Commissioner and the report relating thereto may be sent to this Ministry.
 3. The District Collector/Magistrate/Deputy Commissioner of Mumbai, Maharashtra.
 4. District Social Welfare Officer of Mumbai, Maharashtra.
 5. The Director of Audit, Central revenues, I.P, Estate, New Delhi.
 6. DO (IFD)/US (CW-II)/SO (B)/ SO (C) Sanction Folder.



(R. Chatterjee)
Under Secretary to the Government of India

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2	Administration costs	
	A - CIF Head Quarter	
i	Rent April, 2011 - September, 2011 @ Rs.4,000/- per month	24,000/-
ii	Contingencies (Telephone, electricity, postage, stationary, etc.)	1,20,000/-
iii	Conveyance @ Rs.20,000/- per month	60,000/-
iv	Repairs & Maintenance	50,000/-
v	Staff Development	30,000/-
vi	Miscellaneous	25,000/-
	Total A	3,09,000/-
	B - Regional Resource Centre	
i	Rent Delhi Regional Office (01.04.11 to 30.09.11 @Rs.67,500/- PM) Chennai Regional Office (01.02.11 to 31.03.11 @ Rs.10,000/- difference (Rs.56,000/- PM - Rs.46,000/-) (01.04.11 to 30.09.11 @ Rs.56,000/- PM) Mumbai Regional Office 01.10.10 to 15.12.10 @ Rs.30,000/- PM 01.04.11 to 30.09.11 @ Rs.80,000/- PM Kolkata Regional Office 01.04.11 to 30.09.11 @ Rs.35,000/- PM	15,26,000/-
ii	Repairs & Maintenance (Rs. 50,000/- per RRC for a year)	1,00,000/-
iii	Staff Development (Rs. 50,000/- per RRC for a year)	1,00,000/-
iv	Contingencies (Rs.2,00,000/- per RRC for a year - Telephone, electricity, postage, stationary, etc.)	4,00,000/-
v	Total (B)	21,26,000/-
	Total Administrative Cost (A+B)	24,35,000/-
3.	Programme related costs (Childline Service)	
	A-CIF Head Quarter	
i	Networking and Preparation visits/ expenses	7,50,000/-
ii	Consultative Meets and Capacity building of personnel involved in Childline service across the country	12,50,000/-
iii	Field Action Research and ChildNet analysis	5,00,000/-
iv	Publications and IEC	5,00,000/-
v	Centralized call Centre	25,00,000/-
vi	Advocacy, Awareness and Networking	25,00,000/-
vii	Cost of Incoming Calls to Childline 1098	21,10,712/-
	Total (A)	1,01,10,712/-
	B- Regional Resource Centre	
i	Field visits for preparation and monitoring	30,00,000/-
	Total (B)	30,00,000/-
	Total Programme related costs (A+B)	1,31,10,712/-

D. Chatterjee

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(c) Grant for 12 locations started ringing in the month of April, 2011:

Sl. No	Role of Childline partners	Annual grant	No. of Partners	Eligible Grant for 2011-12 (16.04.11-31.03.12)	Eligible Grant for first installment (16.04.11-30.09.11)
1	Nodal (Recurring)	2,40,000/-	4	9,20,000/-	4,40,000/-
2	Collaborative (Recurring)	9,06,000/-	12	1,04,19,000/-	49,83,000/-
3	Support (Recurring)	1,76,000/-	Nil	Nil	Nil
4	Sub Centre (Recurring)	2,88,000/-	8	22,08,000/-	10,56,000/-
5	Grant for 12 locations started ringing in the month of April, 2011		24	1,35,47,000/-	64,79,000/-

(d) Grant for 5 locations started ringing in the month of May, 2011:

Sl. No	Role of Childline partners	Annual grant	No. of Partners	Eligible Grant for 2011-12 (16.05.11 to 31.03.12)	Eligible Grant for first installment (16.05.11 to 30.09.11)
1	Nodal (Recurring)	2,40,000/-	1	2,10,000/-	90,000/-
2	Collaborative (Recurring)	9,06,000/-	5	39,63,750/-	16,98,750/-
3	Support (Recurring)	1,76,000/-	1	1,54,000/-	66,000/-
4	Sub Centre (Recurring)	2,88,000/-	2	5,04,000/-	2,16,000/-
5.	Grant for 5 locations started ringing in the month of May, 2012		9	48,31,750/-	20,70,750/-

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No. 14-5/2011-CW-II
Government of India
Ministry of Women and Child Development
CW-II Section

Room No. 253, 'A' Wing,
Shastri Bhawan, New Delhi - 1
Dated 4th October, 2011

To

The Pay & Accounts Officer,
Ministry of Women and Child Development,
Shastri Bhawan, New Delhi - 110001.

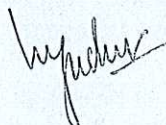
Subject: Grant-in-aid to the Childline India Foundation, Mumbai for its administrative expenses under the scheme 'Integrated Child Protection Scheme' (Balance grant of Administrative Cost for First Installment for 2011-12).

Sir,

I am directed to convey the sanction of the President to the payment of *recurring grant-in-aid* of **Rs. 28,30,000/- (Rupees Twenty Eight Lakh Thirty Thousand only)** as **balance grant of administrative cost of first installment** for the period of **01.04.2011 to 30.09.2011** to **Childline India Foundation, Mumbai, Maharashtra** for meeting their administrative expenses under the Centrally Sponsored Scheme, namely, '**Integrated Child Protection Scheme**' as per details annexed.

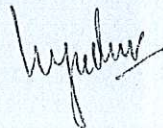
2. The grant in aid sanctioned herein is subject to the under mentioned further conditions that:

- i. It will be the responsibility of the organization to furnish the audited accounts and utilization certificate of the grants released.
- ii. The organization will not disburse the grant-in-aid to any new organization/project without getting the approval of this Ministry.
- iii. The release of grant-in-aid for Childline activity is subject to the organization signing the Memorandum of Understanding with Childline India Foundation.
- iv. The organization will confirm in writing that the conditions contained in this letter are acceptable to it.
- v. The organization will also execute a bond in favour of the President of India to the effect that it will abide by the same, it will refund to the Government the total grant-in-aid sanctioned to it for the purpose with interest thereon @ 10% from the date of release of demand draft/cheque.
- vi. The organization agrees to follow reservation policy for filling up of posts/services under their control on the lines indicated by the Government of India.
- vii. The organization will maintain separate accounts in respect of this grant. The accounts will remain open for inspection by the representatives of the officers from the office of the Comptroller and Auditor General of India/Government of India/concerned State Government at any time under the provisions of CAG (DPC) Act, 1971 and internal audit by the Principal Account Office of the Ministry, whenever the organization is called upon to do so. The organization will have accounts of the grant-in-aid audited either by the Government Auditor or Chartered Accountant and supply a copy of the following audited accounts together with a Utilization Certificate to the Ministry of Women and Child Development:



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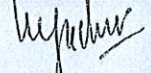
- [a] The utilization certificate along with the organization-wise break up.
- [b] The audited accounts for the organization as a whole for the current financial year.
- viii. The organization shall submit performance cum achievement report on the project for which getting financial assistance in such intervals as may be specified by the Ministry.
- ix. That the facilities to be extended with the help of grant-in-aid will be available for the welfare of children in need of care and protection irrespective of their caste, creed, religion and colour etc.
- x. The organization will not obtain grant for the same purpose from any other source including the Government sources.
- xi. The organization will not divert grant-in-aid and entrust the execution of the project for which grant-in-aid is sanctioned to another organization or institution.
- xii. That if the Government is not satisfied with the progress of the project or considers that the sanction is being violated, it reserves the right to terminate the grant-in-aid.
- xiii. Any unspent balance out of this grant will be refunded by the organization immediately after the close of the current financial year unless adjusted by the Government from the subsequent grant due.
- xiv. No assets granted wholly or mainly from out of this grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned.
- xv. The organization will maintain a register in the GFR 19 of permanent and semi-permanent assets acquired wholly or mainly out of this grant-in-aid. The register will remain open for inspection to the officials from the comptroller & Auditor General of India/Government of India/concerned State Government. The register should be maintained separately in respect of this grant and copy of thereof furnished to this Ministry along with the audited accounts.
- xvi. The release of the last installment of the annual grant will be conditional upon the grantee institution providing reasonable evidence of proper utilization of installment released earlier during the year.
- xvii That no further grant will be released till the utilization certificate and the audited statements of accounts towards grant already released are furnished to this Ministry.
3. **Time Limit:** The utilization certificate for recurring grant along with the Audited Statement of Accounts will be submitted by the grantee institution to the Ministry immediately after the close of the financial year.
4. **Refund of Unspent Balance:** Unspent balance, if any, will be surrendered to the Ministry of Women & Child Development/adjusted in the subsequent grant.
5. Certified that this sanction has been noted at **Serial No. 21** in the Register of Grants.
6. The drawing & Disbursing Officer of this Ministry is authorized to electronically transfer an amount of **Rs. 28,30,000/- (Rupees Twenty Eight Lakh Thirty Thousand only** and payment will be released by PAO directly to the grantee institution to its **Bank Account No. 10271086064 in State Bank of India, D. N. Road Branch, Killick House, Charanjit Rai Marg, Fort, Mumbai bearing Branch Code 8599.**
7. The expenditure involved is debitable to the Major Head 2235. Social Security & Welfare; Sub-Major Head 02. Social Welfare; Minor Head 102. GIA Integrated Child Protection Scheme; 02.102.35.00.31 Grant-in-Aid under Demand No. 105 of Ministry of Women and Child Development for the year 2011-12 (Plan).



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8. This issue with the concurrence of Finance Wing vide their Diary No. 834/JS&FA (WCD) dated 20.09.2011. The pattern of assistance of rule governing grant-in-aid has received the approval of the Ministry of Finance.

Yours faithfully



(Naveen Yadav)

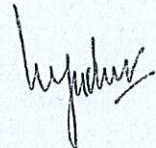
Under Secretary to the Government of India

Copy for necessary action and information to:

The Executive Director,
Childline India Foundation,
2nd Floor, Nana Chowk Municipal School,
Frere Bridge, Low Level, Nana Chowk,
Near Grant Road Railway Station,
Mumbai - 400007

He/She is requested to supply the under mentioned documents at the earliest. The amount will be remitted to the organization's bank account directly after the receipt of following documents: -

- (i) An agreement bond for the total sanctioned amount of Rs 28,30,000/- (Rupees Twenty Eight Lakh Thirty Thousand only) in non-judicial stamp paper of Rs. 100/-.
 - (ii) A revenue stamped advance receipt for Rs. 28,30,000/- in the prescribed form.
 - (iii) A letter confirming that the terms & conditions contained in para 3 of the sanction letter are acceptable to the organization.
2. The Secretary/Director, Government of Maharashtra, Department of Social Welfare Secretariat, Mumbai, Maharashtra. It is requested that performance of the Project may kindly be monitored through periodical reviews at the Secretariat level and inspection carried out by the concerned District Magistrate/Collector/ Deputy Commissioner and the report relating thereto may be sent to this Ministry.
 3. The District Collector/Magistrate/Deputy Commissioner of Mumbai, Maharashtra.
 4. District Social Welfare Officer of Mumbai, Maharashtra.
 5. The Director of Audit, Central revenues, I.P, Estate, New Delhi.
 6. DO (IFD)/US (CW-II)/SO (B)/ SO (C)/ Sanction Folder.



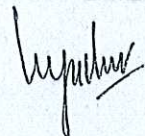
(Naveen Yadav)

Under Secretary to the Government of India

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g/c
issued on 5/10/2011 by SF & Fax

Administrative cost heads	CIF requirement for 2011-12	ICPS norms	Saving from the Rent Component	Sanction issued to CIF for first installment 2011-12	Balance amount (beyond ICPS) for Administrative costs to CIF for 2011-12	Balance amount of Administrative Cost (beyond ICPS) for CIF for first installment 2011-12
CIF Head Quarter						
Rent	48,000/-	60,00,000/-	59,52,000/-	24,000/-		
Contingencies	20,00,000/-	2,40,000/-		1,20,000/-	17,60,000/-	8,80,000/-
Repair and Maintenance	7,00,000/-	1,00,000/-		50,000/-	6,00,000/-	3,00,000/-
HR consultation and Alignment of CIF	23,00,000/-	Nil		Nil	23,00,000/-	23,00,000/-
Regional Resource Centres						
Rent	29,57,000/-	48,00,000/-	18,43,000/-	15,26,000/-		
Contingencies	14,00,000/-	8,00,000/-		4,00,000/-	6,00,000/-	3,00,000/-
Repair and Maintenance	6,00,000/-	2,00,000/-		1,00,000/-	4,00,000/-	2,00,000/-
Total	1,00,05,000/-	1,21,40,000/-	77,95,000/-	22,20,000/-	56,60,000/-	28,30,000/-



(Naveen Yadav)

Under Secretary to the Government of India