

PATTERN OF ASSISTANCE GOVERNING THE GRANT-IN-AID TO MAULANA AZAD INSTITUTE OF DENTAL SCIENCES

1. Introduction

It has now been decided by Govt. of NCT of Delhi vide Gazette Notification dated 01-07-2005 that existing Maulana Azad Dental College and Hospital, New Delhi should be developed as a Centre of Excellence for dental care, teaching, training and research. It will function as an autonomous body through a Society named as Maulana Azad Institute of Dental Sciences, New Delhi (hereinafter referred to as "The society") registered by the Registrar of Societies under Societies Registration Act 1860 vide Regn. No. S-52390 dated 06-4-2005 to be known as "Maulana Azad Institute of Dental Sciences, New Delhi" with immediate effect. The said Institute is intended to provide high quality specialized services in different areas of dental sciences, to collaborate with other institutions of eminence in India and abroad strengthen, expand and optimize the deployment of the existing resources, generate additional funds and facilitate growth and provide autonomy, flexibility and effective management.

2. Pattern of funding

The funds of the Institute will consist of the following:-

- i) Grant in aid provided by Govt. of NCT of Delhi for establishment and running of the institute.
- ii) Grants received from the Government of India
- iii) Project related assistance from bilateral and multilateral funding agencies
- iv) Charges for providing specialized diagnostic and therapeutic services

3. Applicability / Pattern of Assistance

The Pattern of Assistance will govern the grants-in-aid to Maulana Azad Institute of Dental Sciences, which has to perform various functions enumerated in approved Memorandum of Association (MOA) of the Society. Grants to the Society shall be released for recurring and non-recurring items of expenditure.

4. Grants for Recurring Expenditure

Recurring grant will be given to the Society to meet their net deficit after deducting the amount generated through levying charges or services rendered by the Institute i.e. on the basis of total expenditure and income of the Society.

Grant may be utilized by the Society for the following recurring purposes:-

- (i) Maintenance of patient care, outpatient, inpatient and emergency care including purchase of all items of medical / dental nature including drugs, medicines, surgical, reagent, chemicals, spare ;parts for medical / dental equipment, etc.
- (ii) To meet up the expenditure on salaries, wages, leave travel concessions, reimbursement of medical expenses, allowances, bonus, pensionary benefits and other expenditure on the staff as is permissible in the MOA.
- (iii) To meet up the expenditure on contingencies such as building rent, property tax on buildings, electricity and water charges, stationery, telephone charges, training and research material. Maintenance, repair and running of vehicles, liveries, maintenance of all kinds of non-medical and dental equipments, furniture, security and housekeeping job, periodicals and publications, etc.
- (iv) For purposes of beds, linens, mattresses, dresses, dietary items etc. all items related to outdoor and indoor patient care and running of labs and research, teaching and training facilities.
- (v) Miscellaneous items of expenditure to fulfill the objectives mentioned in the MOA.

5. Grants for Non-Recurring Expenditure

- a) For purchase of equipments and stores, vehicles, computers, telephones etc.
- b) For modernization of existing facilities
- c) Manpower Development

The proposal for Non-Recurring grants shall also contain following informations :-

- a) Name of the items/ articles required
- b) Quantity required
- c) Approximate cost
- d) Items already available showing the (a) quantity (b) value/cost
- e) Items/articles required in preference

- f) Certificate from the Head of the Institute that its proposal for non-recurring grant-in-aid is strictly in accordance with the norms and scales laid down by Delhi Government
- g) Utilisation Certificate on the prescribed Form of GFRs in respect of Non – recurring grant released during last financial year.
- h) When the expenditure on the non-recurring item is to be incurred, the purpose shall be made on the recommendations of a Purchase Committee constituted for the purpose and after observing the codal provisions prescribed in GFRs.

6. Discretionary Grants

When under the order of the competent authority an allocation for discretionary grant is placed at the disposal of the Institute / Society, expenditure from such grant shall be regulated by the general or special orders of the competent authority specifying the object for which the grant is sanctioned.

7. Other Grants

Grants, subventions etc. including grants to States / Union Territory other than those dealt within the fore-going paras shall be made under special orders of the Government.

8. Applications for Grants

The Institute shall submit the applications for recurring and non-recurring grants including discretionary and other type of grant. If any, to Secretary (H&FW), Govt. of NCT of Delhi along with necessary documents as required under Rule of GFRs.

9. Manner of Payment of Grants-in-Aid

The amount of grants, both Plan and Non-Plan will be released by Govt. of NCT of Delhi in such manner and instalments as may be decided by the Government, in consultation with Finance Department from time to time:-

10. Accounts

Maulana Azad Institute of Dental Sciences shall maintain all necessary registers / accounts as required under GFRs.

11. Audit

- a) Institute shall appoint a registered chartered accountant as auditor to audit the account every year.
- b) The accounts of Institute shall be subject to the audit of Comptroller and Auditor General of India and Directorate of Internal Audit of Govt. of NCT of Delhi. The cost of such audits shall be borne by the Institute.

12. General Conditions

- (i) The assets created by the Society out of the amount received as grant-in-aid from Delhi Government shall not be transferred, sold, mortgaged or otherwise disposed off without the prior knowledge or approval of the granting authority.
- (ii) Institute shall maintain all such reports, statements, etc. in respect of the expenditure met from grants released under this pattern of assistance, as may be prescribed in the MOA and by Government.
- (iii) Institute may make such appointments of staff as may be necessary for the discharge of duties properly and efficiently as mentioned in the MOA. The salary and allowances for the same would be decided by the Governing Council of the Institute.

13. Other conditions

- (i) All Recurring and Non-recurring grants shall be utilized on the approved items only and expenditure during a particular year shall be restricted within the budgetary allocations made by Govt. of NCT of Delhi.
- (ii) Head of the Institute will be responsible for observance of the provisions of general financial rules, the terms and conditions of the grant and the directions/advice of Govt. while utilizing the grant.
- (iii) The Institute / Society shall maintain separate account for the grants received from Govt. of NCT of Delhi, Govt. of India and other sources.
- (iv) Before creation of posts by the Governing Council of MAIDS approval of the Govt. of Delhi shall be taken.
- (v) To examine the financial proposals of the Society a Finance Committee shall be constitute by the Society wherein a representative of the Finance Department at least at the level of Dy. Secretary may be nominated.
- (vi) The equipments and machinery required for the Institute shall be purchased only after obtaining approval of TAC of the Department of TAC of the Institute.

- (vii) Original budget estimates and revised estimates for each annual plan / Five Year Plan will be duly approved by the Finance Committee as well as Governing Council before submission to the Government.
- (viii) The Society shall observe all the instructions issued by the Finance Department, Govt. of NCT of Delhi from time to time.