

F. No1-31/2006-Cdn (Vol. II)  
Government of India  
Ministry of Social Justice & Empowerment  
(Deptt. of Social Justice & Empowerment)

Shastri Bhawan, New Delhi  
12.9.2013

**Office Memorandum**

Subject: Streamlining the procedure for grants-in-aid to NGOs under various Schemes/Programmes of the Ministry.

The undersigned is directed to refer to this Department's O.M. of even number dated 18.7.2013 containing the consolidated guidelines on the subject mentioned above and to say that in partial modification of the provision at para 2 (viii) of the guidelines, *ibid*, it has been decided with the approval of the competent authority that the NGOs which have been getting the grants regularly for the **last three years** will be entitled to submit their application for advance amount direct to the Ministry. As such, NGOs receiving grants-in-aid regularly for last three years under various schemes of the Ministry may apply directly for first installment (advance amount) of the grant-in-aid.

2. All other conditions in the OM of 18.7.2013 remain unaltered.

(J.P. Dutt)

Deputy Secretary to the Govt. of India

To

1. Chief Secretaries of all State Governments/Union Territory Administrations.
2. Secretaries in-charge of Welfare of Scheduled Castes, Other Backward Classes, Persons with Disabilities and Social Defence (Welfare of Elderly Persons and Victims of Substance Abuse) in State Governments and Union Territory Administrations.
3. PS to Minister, SJ&E/PS to MoS, SJ&E/Sr. PPS to Secretary (SJ&E)/Sr. PPS to Secretary, Deptt. of Disability Affairs/Sr. PPS to AS, SJ&E.
4. All Officers/Sections in the Department of Social Justice & Empowerment and Department of Disability Affairs.
5. NIC Cell: for posting this O.M. on the website of this Ministry.
6. Guard File.

(J.P. Dutt )

**Government of India**  
**Ministry of Social Justice and Empowerment**  
**(Deptt. of Social Justice and Empowerment)**

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**Shastri Bhawan, New Delhi.**  
**18<sup>th</sup> July, 2013**

**Office Memorandum**

**Subject : Streamlining the procedure for grant-in-aid to NGOs under various Schemes/Programmes of the Ministry – consolidated guidelines.**

The undersigned is directed to refer to this Ministry's O.M. No. 1-22/2006-Cdn. dated 8.12.2006, letter of even number dated 21.3.2007, Office Order of even number dated 5.9.2008, Order of even number dated 23.2.2009 and letter of even number dated 14.12.2009 on the above subject and to say that a need has been felt for some time to issue a consolidated Order streamlining the procedure for grant-in-aid to Non Governmental Organisations (NGOs)/ Voluntary Organisations (VOs) under the following Schemes/Programmes of the Ministry:-

- (i) Scheme of Assistance to Voluntary Organisations working for Scheduled Castes;
- (ii) Scheme of Assistance to Voluntary Organisations working for Other Backward Classes;
- (iii) Deendayal Disabled Rehabilitation Scheme;
- (iv) Integrated Programme for Older Persons;
- (v) Scheme of Prevention of Alcoholism and Substance (Drugs) Abuse and for Social Defence Services;
- (vi) Assistance to Disabled Persons for purchase/fitting of Aids and Appliances (ADIP)

2. Accordingly, in supersession of this Ministry's Orders/letters mentioned at para 1 above, it has been decided that while the general provisions of Rules 206 to 212 of the General Financial Rules, 2005 would be applicable for release of grant-in-aid to NGOs/Voluntary Organisations under the aforesaid Schemes, the following additional guidelines will also be followed in such cases :-

- (i) The State/UT shall constitute "Grant-in-aid Committees" for each scheme separately for scrutinizing and recommending the proposals of NGOs. The composition of the Committee will be at the discretion of the State/UT which should, inter-alia, comprise representatives of the concerned Departments.
- (ii) The Committee would ascertain through inspections carried out by its field officers, the functioning and suitability of NGOs/VOs applying for grants. The reports should be prepared on the standardized formats prescribed by the Ministry. Each page of the Inspection Report should be signed by the Inspecting Officer with his full name and seal.

In the case of complaint cases inspection should be done carefully with an opportunity to the complainant to put forth his facts. Inspecting officers while putting his signatures and seal with date at the end should clearly mention whether the grant in aid is recommended or not. Photographic evidence should also be enclosed with the report.

- (iii) The Grant-in-Aid Committee will ensure that the proposals being recommended are in consonance with the provisions of the Schemes.
- (iv) The proposals recommended by the Grant-in-aid Committee will be sent, indicating the inter-se priority, preferably every month upto 31<sup>st</sup> January. No proposals received after 31<sup>st</sup> January will be entertained by the Ministry.
- (v) While forwarding new cases, the States/UTs should endeavor to give preference to proposals from service deficient areas.
- (vi) In continuing cases, it will be mandatory to enclose the Inspection Report of the year for which the grants are being sought.
- (vii) In respect of States/UTs whose recommendations have been received, no Grant-in-aid will be released in such cases where Utilisation Certificate of more than one year is pending.
- (viii) In continuing cases, the NGOs, who have won the relevant National Awards in the Institutional Category of the Schemes being run by this Ministry and or the NGOs which have been getting the grant regularly for the last five years, will be free to submit one copy of the application alongwith all prescribed documents for release of first instalment (advance amount) directly to the Ministry. The second copy of the application must be furnished to the State Govt./UT for necessary action. The Ministry will consider release of first instalment to the extent of 75% of last year's release to the NGO subject to the conditions laid down in General Financial Rules, 2005, as amended from time to time. The second instalment will, however, be considered for release only after receipt of recommendation from the State Govt./UT and after complete processing of the proposal in the Ministry in accordance with the guidelines of the Scheme concerned. In case, a State Govt./UT decides not to recommend the case of any such NGO to the Ministry, it will be requested to give specific reasons for not recommending such a case.
- (ix) 'New cases' will be placed before the Screening Committee concerned in the Ministry.
- (x) The recommendations of the State Govts./UTs Grant-in-aid Committee and the concerned Screening Committees of this Ministry pertaining to only 'New Cases' would remain valid for the financial year following the year in which they were received, in case the funds are not released in its favour in the same year.

- (xi) 'Time barred' and 'discontinued' cases will be dealt with in accordance with the provisions of Rule 209(6) (viii) of General Financial Rules, 2005, as amended from time to time by the Ministry of Finance.
  - (xii) Attempt should be made to utilise a minimum of 10% of the budgetary allocation earmarked for funding the 'new cases' every year, subject to other conditions being fulfilled.
  - (xiii) The NGO should certify that for the same project no grant is being received from any other Ministries/Departments of the Central Govt./State Govt. or their institutions.
  - (xiv) Change of the location of the project will be permitted if the specific approval of the competent authority in the State Govt./UT is obtained within a period of 3 (three) months of the change of location.
3. The format for recommendation (cf. para 2 supra) is annexed.
  4. State Government/UTs and NGOs/VOs are advised also to place the details of the beneficiaries on their respective website with details of their mobile numbers as well as aadhar numbers, wherever available, for better monitoring and feed back of the services rendered.
  5. This issues with the approval of Minister, Social Justice & Empowerment.

(J.P. Dutt )  
Deputy Secretary to the Govt. of India

To

7. Chief Secretaries of all State Governments/Union Territory Administrations.
8. Secretaries in-charge of Welfare of Scheduled Castes, Other Backward Classes, Persons with Disabilities and Social Defence (Welfare of Elderly Persons and Victims of Substance Abuse) in State Governments and Union Territory Administrations.
9. PS to Minister, SJ&E/PS to MoS, SJ&E/Sr. PPS to Secretary (SJ&E)/Sr. PPS to Secretary, Deptt. of Disability Affairs/Sr. PPS to AS, SJ&E.
10. All Joint Secretaries/JS&FA/Economic Adviser/Dy. Director General (Statistics)/Chief Controller of Accounts in the Ministry of Social Justice & Empowerment. The programme Division may consider listing out the NGO/VOs, state-wise, which are reputed and have been getting GIA regularly for the last 5 to 6 years and every year during April, may consider getting this list ratified by the concerned State Government/UT so that the first instalment of GIA can be immediately released during the 1st/2<sup>nd</sup> quarter to avoid the rush in the fag end of the financial year.
11. All Directors/Deputy Secretaries/Under Secretaries/Sections in the Ministry of Social Justice & Empowerment.
12. NIC Cell: for posting this O.M. on the website of this Ministry.
13. Guard File.

(J.P. Dutt )

**FORMAT FOR RECOMMENDATION**

1. Total notional allocation for the year:
  - A. Amount recommended in 'continuing cases'  
(No. of cases). Detailed list enclosed.
  - B. Amount recommended in 'new cases'  
(No. of cases). Detailed list enclosed.

The cases recommended, in the enclosed lists, have been considered by the Grant-in-Aid Committee of the State/UT

Detailed List 'A' Continuing Cases		
Sl. No.	Name of the Organisation	Amount recommended (Rs. In Lakhs)
1.		
2.		
3.		

Detailed List 'B' New Cases		
Sl. No.	Name of the Organisation	Amount recommended (Rs. In Lakhs)
1.		
2.		
3.		
Total 'A' + 'B'		

List of documents to be attached:

1. Application in prescribed format.
2. Audited Accounts, Annual Report and Utilisation Certificate for the previous year.
3. Memorandum of Association (only in new cases and event of change).
4. Certificate of Registration under the Societies Registration Act, 1860 (only in new cases)
5. Certificate of Registration under Section 52 of PWD Act, 1995 in case of proposal relating to welfare of disabled.