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PART - II

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GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (WELFARE)

(G. O. Ms. No. 3/2008-Wel/S.W-V., dated 5th June 2008)

NOTIFICATION

The Lieutenant-Governor, Puducherry is pleased to approve a Scheme "Puducherry Grant-in-aid Rules for Non-Governmental Organisations Running Residential Homes for the Welfare of Children in need of Care and Protection, Aged Persons, Disabled and Vulnerable Persons".

2. This issues with the concurrence of the Finance Department *vide* their U. O. No. 18673/FD/F5/A2, dated 28-2-2008.

3. This order shall take immediate effect.

(By order of the Lieutenant-Governor)

S. POUCHEPARANY,
Under Secretary to Government (Welfare).

PUDUCHERRY GRANT-IN-AID RULES FOR NON-GOVERNMENTAL ORGANISATIONS RUNNING RESIDENTIAL HOMES FOR THE WELFARE OF CHILDREN IN NEED OF CARE AND PROTECTION, AGED PERSONS, DISABLED AND VULNERABLE PERSONS

The Department of Social Welfare is entrusted with the promotion of welfare, ensuring social justice and empowerment of disadvantaged and marginalized sections of society. It is the responsibility of the Department to reach the target group which includes children in need of care and protection, disabled, aged persons and other vulnerable persons such as HIV affected and drug addicts. The objective is to bring them into the mainstream of development by assisting them to overcome their social, physical and educational handicaps.

The financial resources available with the Union Territory Government are limited and therefore it is necessary to ensure that such resources are optimally utilized to bring maximum benefit to the maximum number. It has therefore been recognized that along side the efforts of the Government, the services of the Voluntary Organizations assisting the target groups are indispensable. They supplement the efforts of the Government in ensuring that the benefits reach the maximum numbers. In certain cases it is the Voluntary Organizations that are in better position to implement the schemes of the Government in a more efficient manner than the Government itself. It is primarily attributable to the highly committed and dedicated human resources that are available with the Voluntary Organizations. Further, they often have better experience and are more knowledgeable about the beneficiaries than the Government. Therefore increasing participation of the Voluntary Organizations in building the nation is not only desirable but also essential.

The Department of Social Welfare is implementing two schemes till date for the Non-governmental organizations namely, Scheme for the Welfare of Children in need of Care and Protection and Grant-in- aid to Voluntary Social Welfare Non-governmental Organizations as follows: -

As per Scheme for the Welfare of the Children in need of Care and Protection, the Non-governmental Organizations were paid Rs. 250 per month per child for 12 months. It was required that the Non-governmental organisations should bear 10 % of grant-in-aid. In the scheme grant-in-aid to Voluntary organizations a lump sum grant of Rs. 25,000 per annum was being paid to each of the Non-governmental organizations.

In view of escalation prices over the last few years, there have been a number of representations for upward revision of rates for the maintenance of inmates in the residential homes. In view of persistent demands, the Hon'ble Chief Minister has announced that the existing amount of grant-in-aid *i.e.* Rs. 250 per month per inmate will be raised to Rs. 500 per month per inmate for 12 months and the scheme will be extended to all the residential homes which take care of children in need of care and protection, aged disabled and vulnerable persons.

Financial assistance would, however, as usual be limited to 90% of the grant-in-aid. The grant shall continue to be released in two equal installments by the Department of Social Welfare.

RULES

1. *Title.*— These rules may be called the Grant-in-aid Rules for Non-governmental organizations running Residential Homes for the Welfare of Children in need of Care and Protection, Aged Disabled and other Vulnerable Persons.

2. *Scope.*— (i) Financial assistance under this scheme will be extended only to the Voluntary Organizations functioning at the Union Territory level which are running residential homes in the Union territory of Puducherry.

(ii) *Eligibility.*— The following types of Voluntary Organizations which are running residential homes for orphans, destitute and stray children, aged and infirm, physically and mentally handicapped persons are eligible for the grant-in-aid from the Government.

(a) **Children's welfare.**— Orphanages, homes for stray children, children affected by HIV or any other natural calamity.

(b) **Welfare of the aged and infirm.**— Homes (Residential) run for the welfare of the aged and homes run for the infirm and terminally sick.

(c) **Welfare of the physically handicapped.**— Residential institutions for the care, education and rehabilitation of physically and mentally handicapped persons.

3. *Definitions.*— For the purpose of this scheme, Voluntary Organizations in the Union territory of Puducherry means an organization which is functioning in the Union territory of Puducherry with properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in writing.

4. *Eligibility criteria.*— In order to be eligible for assistance under this scheme, the Voluntary Organizations should satisfy the following conditions, namely:—

(i) (a) The Voluntary Organizations shall be registered under the Societies Registration Act, 1860 (Act XXI of 1860); or

(b) A public trust registered under any law for the time being in force; or

(c) A charitable company licensed under section 25 of the Companies Act, 1956;

(ii) It should ordinarily have existed for a period of 3 years continuously at the time of application. This condition may be relaxed by the Government in deserving cases where the institution could not be run without assistance from the Government and was started with the sole object of supplementing the social welfare activities of the Government;

(iii) It should have been licensed by the Department of Social Welfare under the Women and Children Licensing Rules, 1956;

(iv) It should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in writing;

(v) Its financial position should be sound;

(vi) It should have facilities and resources for running the residential homes;

(vii) It should be non-sectarian offering services to its beneficiaries irrespective of religion, caste, colour or creed;

(viii) It should not be run for profit of any individual or a body of individuals;

(ix) It should be free from corrupt practices;

5. *Admissible items.*— Grant-in-aid will be paid to Voluntary Organizations for consolidated expenses for all recurring items, *eg.*, food, clothing, soap, oil, electricity and water charges, postage, stationery, education, vocational training, health, recreation, salary of staff, rent etc., at Rs.500 per inmate/per month/for 12 months restricted to 90% of the estimated cost whichever is less.

6. *Extent of assistance.*— Financial assistance to the Voluntary Organizations as usual shall be available to the new beneficiaries /inmates and shall be limited to 90% of the estimated cost or the actual expenditure whichever is less. If the expenditure exceeds the limits mentioned above, Voluntary Organization has to meet the entire excess expenditure in addition to 10% as the case may be.

7. *Procedure.*— (i) Voluntary Organization desirous of applying for grant-in -aid during a financial year should send its application to the Director of Social Welfare, Puducherry in the prescribed (Appendix -I) form by 31st of May of the financial year or before a date that may be notified by the Director of Social Welfare.

(ii) The grant will be released in two equal installments. The first installment will be released as soon as the grant is sanctioned. The release of 1st installment will be determined on the basis of audited or un-audited statement of accounts of the preceding year.

(iii) The second installment shall usually be released only after reviewing the progress in the 1st installment.

(iv) Each application should be accompanied by the following documents, namely.—

(a) A detailed note describing the objectives and activities of the organization;

(b) A copy of the constitution of the organization;

(c) Names and full particulars of the Board of Management, Governing Body etc., of the organization;

(d) The annual report of the previous year of the organization;

(e) A detailed budget showing the estimated income and expenses of the year to which the application pertains;

(f) A statement showing the grants received, promised or required from other bodies like the Department of Central or State Government, Social Welfare, Boards etc. Final position on these requests should be communicated by the Voluntary Organization to the Director of Social Welfare.

(g) An audited statement of accounts of the Voluntary Organization for the previous year certified by a Chartered Accountant.

8. *Conditions.*— (1) The grant-in-aid shall be spent on the object for which the grant was made within a year from the date of sanction. The Government of Puducherry may, however, for good reasons extend the period of utilization of the grant.

(2) If the grant sanctioned is not ultimately utilized for the purpose for which it was sanctioned either fully or partly, the entire amount or part thereof, as the case may be, the Voluntary Organization shall be liable to return the unutilized grant with interest at the rates as prescribed by the Government of India from time to time under rule 206 of the General Financial Rules, 2005.

(3) It shall not be permissible to entrust the implementation of the scheme or work for which grant-in-aid is sanctioned to another institution /organization etc., to divert the grant-in-aid received from the Government as assistance to another institution /organization etc., In case the organization/ institution itself is not in a position to execute or complete the assignment, it should be prepared to refund forthwith to Government, the entire amount of grant-in-aid with interest, as may be decided by the Government with reference to provisions of rule 206 of the General Financial Rules and the Government of India's decision thereunder.

(4) An undertaking should be produced stating that they (the institutions) agree to abide by the conditions for the grants which result in the creation or acquisition of semi-permanent or permanent assets.

(5) The institutions / organizations should maintain a register in Form GFR19 (Appendix-II) of the permanent and semi-permanent assets acquired wholly or mainly out of the Government grants and a copy thereof should be furnished to the Director of Social Welfare.

(6) Assets acquired wholly or substantially out of the Government grants shall not without prior sanction of the Puducherry Administration, be disposed of, encumbered or utilized for any purpose other than those for which the grants were sanctioned. Should the organization cease to exist at any time, such properties will revert to the Government.

(7) If an organization/institution has already received or is expecting to receive a grant from some other official sources for the purpose for which the application is being made under this scheme, assessment of grant will normally be made after taking into account the grant from such other official sources.

(8) If it is found at a later stage that the organization had withheld or suppressed information regarding the grants from other sources, the grant of this Administration shall be cancelled, reduced or the organization may be directed to refund in full, the grant already sanctioned to it.

(9) An aided organization shall maintain separate accounts of the grants received under the scheme. They shall always be open to inspection by an officer deputed by the Director of Social Welfare, supporting vouchers should be preserved for verification by the officers of the Department. They shall also be subject to test check by the Accountant-General, Madras, at his discretion or by any officer authorized by him in this behalf.

(10) An aided organization shall always be open to inspection by an officer of the Directorate of Social Welfare.

(11) Should the actual expenditure on the items for which assistance was sanctioned fall below the level at which the grant was determined, the organization shall be liable to refund such part of the grant to the Government of Puducherry as may be decided and directed.

(12) An aided organization must exercise, reasonable economy in expenditure on approved items.

(13) An aided organization shall furnish to the Directorate of Social Welfare a quarterly / annual progress report on its activities.

(14) An aided organization shall, before it receives assistance from the Puducherry Administration, execute an agreement as in Appendix-III.

(15) An aided organization shall furnish to the Puducherry Administration such information as may be called for from time to time.

9. *Disbursement of funds.*— (a) After sanction is issued by the Secretariat, duly filled in bond will be called from the Voluntary Organization with pre-receipted bill for the amount sanctioned to the Voluntary Organization.

(b) Proper Utilization Certificate for the grant-in-aid released for previous year to be furnished in the prescribed format under G.F.R. 19-A [See Rule 212 (1)].

(c) Funds will be released through cheques to be issued in favour of the voluntary organizations payable into designated account.

10. *Inspection and monitoring procedure.*— (1) For new projects, Inspecting Committee would be constituted and the application for the new projects would be sanctioned based on the recommendations of the Inspecting Committee.

(2) The assisted Voluntary Organization could be required to submit annual reports indicating physical achievements and utilization progress regarding released funds.

(3) Periodic inspection by the officers of the Directorate of Social Welfare will be carried out to assess the functioning of the Non-governmental organization and how the beneficiary ultimately benefits by the grant-in-aid sanctioned.

(4) In the prescribed format as in Appendix-IV, the Voluntary Organization should report on the progress achieved on quarterly basis.

11. *Penalties in case of misutilization of grants.*— (1) The Members of the executive of the voluntary organization would be liable for recovery of misused grant. The voluntary organization as well as members of the Managing Committee would be blacklisted by the Department.

(2) Any violation noted in the utilization of funds would also lead to cancellation of license.

12. *Cessation of voluntary organization activities.*— In case of permanent closure of Non-Governmental organization, the Government will make an alternative arrangement to take care of the inmates to hand over the organization to some other worthy voluntary organization or adopt any other procedure as desired fit.

13. *Relaxation.*— The Director, Department of Social Welfare shall have the power to relax any part of these guidelines in favour of a Voluntary Organization if it is seen that the voluntary organization is working in any unchartered area and where the voluntary organization may face genuine difficulty in raising resources to sustain its activities.

APPENDIX -I

[See rule 7 (i)]

APPLICATION FORM

1. Name and address of the organization :
2. Nature of the organization :
3. Date of establishment :
4. Brief history and brief account of the activities of the organization since inception. :
5. Whether registered under Societies Registration Act, 1860 (Central Act XXI of 1860). :
6. Management of the institution (whether run by managing committee elected or non-elected by an individual. Give details of its constitution with number of its members). :
7. Is the institution open to all communities? :
8. Whether located in its own or rented in its own building? :

-
9. Whether the scales of pay of the staff of the organization / institution are similar to those paid by the Central / State Government? If so, please attach statement showing scales of pay, duties, qualifications prescribed for comparable posts. :
10. Programme and activities :
Details of—
(a) Present activities :
(b) Future programmes :
11. Expenditure incurred on the maintenance of the organization/ institution for the three preceding years. :
12. Estimated expenditure on the maintenance of the organization/ institution.
Year Recurring :
13. (i) Amount of grant requested
Year Recurring :
(ii) Detailed justification for requesting grant from Government. Please indicate to what extent the activities of the organization contribute to social welfare programme. :
14. Whether the organization /institution is in a position to meet the balance expenditure? If so, indicate the sources. :
15. Whether the organisation has the experience and managerial ability to effectively implement the purpose/programme for which the grant is applied for? If so, brief particulars of the same may please be stated. :
16. Method of control adopted in matters of sanctioning expenditure, operation of bank accounts, checking and maintenance of accounts. :

-
17. List of papers /statements to be enclosed— :
- (i) Prospectus of organization or a detailed description of its activities. :
 - (ii) Constitution of the Board of Management and the particulars of each member. :
 - (iii) Constitution of the organization /institution :
 - (iv) A copy of the annual report for the previous year :
 - (v) A complete list of the members of the staff of the organization / institution along with a statement showing their qualifications, experience duties, scale of pay present salary and other allowances, if any. :
 - (vi) A copy of the receipt and disbursement statement and balance-sheet for the previous one year certified by a Chartered Accountant or a Government Auditor. :
 - (vii) Detailed budget estimate for the year for which grant is required giving item-wise expenditure. :
 - (viii) A statement indicating the sources from which counterpart expenditure is to be met. :
 - (ix) Information relating to the grants received or requested thereof, from other bodies *e.g.*, University Central / State Government, Central/ Government Social Welfare Advisory Board or local bodies, Quasi Government institutions for the purpose. The decision of those bodies on such request should be communicated to the Director of Social Welfare then and there. :
18. List of additional papers , if any :
19. List of additional information, if any :

Signature

President/Secretary of the Organization.

APPENDIX-II

[See rule 8 (5)]

Under Rule 206 of General Financial Rules, 1978
**ASSETS ACQUIRED WHOLLY OR SUBSTANTIALLY OUT OF
 GOVERNMENT GRANTS**

Register maintained by Grantee Institution

Name of the sanctioning authority

- | | | |
|-----|---|---|
| 1. | Sl. No. | : |
| 2. | Name of the grantee institution | : |
| 3. | Number and date of sanction | : |
| 4. | Amount of the sanctioned grant | : |
| 5. | Brief purpose of the grant | : |
| 6. | Whether any condition regarding the right of ownership of the property or other assets acquired out of the grant was incorporated in the grant-in-aid sanction. | : |
| 7. | Particulars of assets actually created or acquired. | : |
| 8. | Value of the assets as on..... | : |
| 9. | Purpose for which utilized at present | : |
| 10. | Encumbered or not | : |
| 11. | Reasons if encumbered | : |
| 12. | Disposed or not | : |
| 13. | Reasons and authority if any for disposal | : |
| 14. | Amount realized on disposal | : |
| 15. | Remarks | : |

APPENDIX -III

[See rule 8(14)]

AGREEMENT

This agreement is made thisday ofbetween the President of India (hereinafter called the Government) of the one part andOrganization/Institution registered under the Societies Registration Act (Act XXI of 1860) and having its Head-quarters at.....acting through Thiru President/Secretary of the Organization/Institution (Hereinafter called the Organization/Institution) of the 2nd part.

Whereas the Organization /Institution has requested the Government to grant to it a sum of Rs..... ..(Rupees.....)for the purpose of

And whereas the Government has agreed to the Organization / Institution the aforesaid sum of Rs.(Rs.....) on the terms and conditions hereinafter appearing.

Now, this agreement witnesses and the parties hereto hereby agree as follows:-

(i) In pursuance of the aforesaid agreement the Government has advanced to the Organization/Institution the sum of Rs..... (Rupees.....) the receipt whereof the Organization does hereby acknowledge for the purpose of

(ii) The Organization/Institution shall utilize the aforesaid grant within a period of of the execution thereof.

(iii) The unspent balance of the aforesaid grant on the expiry of stipulated period shall be deposited into the Government Treasury at..... under the Government account.

(iv) The aforesaid amount shall be utilized only for the purpose of..... and not for other purposes.

(v) The facilities offered or the service rendered by the Organization / Institution shall be open to all the members of the public irrespective of their caste, creed or religion.

(vi) The grant will be supplemented by matching contribution by the Organization /Institution to the extent of Rs. (Rupees.....).

The audited statement of accounts duly signed by a Chartered Accountant / Registered Accountant will be furnished by the Organization/ Institution and the statement will include all income received through various sources.

(vii) Utmost economy will be exercised by the Organization / Institution while incurring expenditure against the grant.

(viii) The Organization /Institution agree to abide by the rules governing grant-in-aid as notified by the Government of Puducherry and also Rules 206 of the General Financial Rules.

(ix) The grantee institution shall be prepared to render facilities to audit the accounts of institutions by the Director of Social Welfare, Puducherry or by any person authorized by him in this behalf or by the Accountant-General, Chennai or by any person authorized by him in this behalf.

(x) Utilization certificate duly signed by a Chartered / Registered Accountant and the Organization /Institution will be furnished to the Government within one month of the stipulated period of the utilization of the grant.

(xi) Quarterly progress reports in respect of the activities undertaken by the organization /institution will be furnished to the Government in the Social Welfare Department of the Puducherry Administration.

(xii) If the organization /institution shall make default in observing or performing any of the terms and conditions of this agreement to be observed and performed by it, the entire amount paid by the Government to the Organization / Institution under this agreement shall immediately become recoverable by the Government from the Organization/Institution.

(xiii) All disputes and differences whatever arising out of or in any way touching or concerning agreement shall be referred to the sole arbitrator of who for the time being is entrusted, whether or not in addition to other functions with the functioning of the by whatever designation such officer may be called. It will have no objection to such appointment that the arbitrator so appointed is a Government servant that he had to deal with the matters to which this agreement relates and /or that in the course of his duties as the Government servant he has expressed views on all or any of the matters in dispute or difference. The award of such arbitrator shall be final and binding on the parties to this agreement.

In witness whereof the parties hereto have set their hands hereunder on the dates respectively given under their signature in the year of the Republic of India.

For and on behalf of President of India

Witness :

Dated :

1. Signature :

Full name and address :

Dated :

Witness :

2. Signature:

Full name and address:

Dated:

President /Secretary
For and on behalf of Organization/Institution.

Dated:

Witness:

1.

Dated:

Witness:

2.

Dated:

APPENDIX-IV

[See rule 10 (4)]

PROFORMA FOR INSPECTION REPORT

1. Name and address of the voluntary organization inspected. :
2. Date of establishment :
3. Registration No. and date under the Societies Registration Act. :
4. Source of income :
5. Date of inspection / visit :
6. Details of beneficiaries :
7. Number of beneficiaries :
8. Details of facilities and service provided by the organization for the inmates. :
9. Has the organization made arrangements for medical check-up and treatment of the beneficiaries. :
10. The details of nutrition support being provided. :
11. Whether prepared up to date records of the grant-in-aid and expenditure incurred has been maintained. :
12. Whether the year-wise grants already released to the organization has been properly utilized? If so, a copy of Utilization Certificate certified by the Chartered Accountant may be furnished. :

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13. The details of arrangements made for entertainment and vocational learning of inmates. :
 14. Infrastructure available :
 15. Details of staff with their educational qualification and salary. :
 16. Brief comments on the overall working of the organization. :

Signature :

Name and designation :
