

**SOCIAL WELFARE DEPARTMENT,
CHANDIGARH ADMINISTRATION**

NOTIFICATION

The ~~19th November~~ 2008

No.Steno-SWD/NPRPD(GIA)/2008-09/ 9320- The Administrator, Union Territory of Chandigarh is pleased to formulate the following Scheme namely:-

“Scheme for providing Financial Assistance to the NGOs, Trusts and Institutions working for the cause of Persons With Disabilities”

1. Aim:

The aim of the scheme is to extend financial assistance to the NGO Trusts and Institutions working for the cause of Persons With Disabilities

2. Eligibility:

Government Institutions/voluntary welfare Organisations/Trusts in the Union Territory of Chandigarh providing welfare services to Disabled Persons, are eligible for financial assistance. Financial Assistance will not be given to such organizations which are not entirely or primarily devoted to the welfare of Disabled persons.

3. Conditions of eligibility:

Government Institutions/voluntary welfare Organisations/Trusts will be eligible subject to the fulfillment of following conditions:-

- (i) It should be non-sectarian offering services to its beneficiaries irrespective of caste, colour creed subject to the provision in the Constitution of India with regard to scheduled caste, scheduled tribes, backward and other classes;
- (ii) It should be registered under the Societies Registration Act, 1860 (Act XXI of 1860) or other appropriate Act:

- (iii) It should have a regularly constituted Managing Body with powers, duties and responsibilities clearly defined and down in a written Constitution.
- (iv) It should have established standing of not less than 11 years. This condition can be relaxed by the competent authority at its discretion.
- (v) It should have capacity to carry out the proposed scheme development and /or have capacity for raising match contribution, maintaining present level of activities meeting expenditure thereon; and
- (vi) It should have tangible assets, trained personnel equipment;
- (vii) It is not run for profit to any individual or a body individual.

4. Admissible Items:

The financial assistance shall be admissible for Purchase Equipment; Creation/setting up of infrastructure and committed liability to the institutions.

For any other purpose with the approval of Adviser to Administrator.

5. Extent of Assistance:

The quantum of assistance shall be determined in each case on merit.

6. Procedure:

Applications for financial assistance under these Rules should be submitted to the Secretary Social Welfare, Chandigarh Administration in the prescribed form given in Annexure-I. Each application should be accompanied by the following documents:-

- (i) Names and full particulars of the Organization/ Institution Government Body etc.
- (ii) A brief note describing the objectives and activities of Organization/Institution.
- (iii) A copy of the Constitution of the Organization/ Institution.

- (iv) The latest available annual report for the Organization/ Institution.
- (v) A detailed budget showing the estimated Income and Expenditure of the year to which the application pertains.
- (vi) A statement showing grants received, promised or request from other bodies like the Department of the Central or State Government Local Bodies etc. Decisions taken on these requests should be communicated by the Organization/ Institution to the Department of Social Welfare.
- (vii) An audited statement of the accounts of the Organization/Institution for the previous year certified by a Chartered Accountant or Government Auditor.

7. Conditions:

Unless it is otherwise ordered by Government every assistance for specific object is subject to the following conditions:-

- (i) The financial assistance shall be spent upon the object within one year from the date of sanction. The Chandigarh Administration may, however, on good reasons extend the period of utilization of grant.
- (ii) Any portion of the amount sanctioned which is not ultimately required for expenditure upon the object should be surrendered to Government;
- (iii) An aided organization/ institution shall maintain separate account for the financial assistance received from Government in order to facilitate inspection of such account by an Officer of Chandigarh Administration.
- (iv) An aided organization/ institution shall be open to inspection by an Officer of the State Government/ Central Government or any authorized person of the Government.
- (v) An aided organization/ institution shall furnish to Chandigarh Administration, Certificate from a Registered Accountant/ Qualified Auditor to the effect that the financial assistance has been utilized for the purpose for which it was released and that the conditions attached to financial assistance have been fulfilled.

- (vi) An aided organization/ institution shall submit a quarterly report to the Chandigarh Administration in regard to progress of the work undertaken by the organization/ institution.
- (vii) Assets acquired by an aided organization/ institution wholly or substantially out of financial assistance would not without prior sanction of the Chandigarh Administration be disposed of, encumbered or utilized for purposes other than those, for which it was sanctioned.
- (viii) An aided organization/ institution shall furnish to the Chandigarh Administration such information as may be called from time to time.

8. Authority competent to sanction financial assistance:-

The Administrative Secretary in consultation with the Department of Social Welfare, shall be competent to sanction the financial assistance which would further be subject to the conditions contained in General Financial Rules on the subject.

9. Mode of payment

The Administrative Department shall issue sanction order in accordance with the provision contained in the Treasury Rules of the Central Government to the Treasury Office concerned under intimation to the Organization/Institute.

- 10. The Organization/ Institute shall undertake to refund the financial assistance so released in case all the conditions attached are not fulfilled.
- 11. The Finance Secretary, Chandigarh Administration shall be competent to declare the financial assistance recoverable. The financial assistance shall be required to be deposit amount into Government Treasury under the Receipt Head of account "2235-Social Security and Other Receipts.
- 11. An aided Organization/ Institution found guilty of non-fulfillment of the above conditions and suppression of information regarding financial assistance/grants received from other sources – official or non-official shall be debarred from being considered for payment of

financial assistance for such period as may be decided by the Chandigarh Administration for not less than a year in any case may also be required to refund the amount of financial assistance already paid.

12. **Execution of Bond:-** Such Organization/ institution shall be required to furnish an indemnity bond in the prescribed form Annexure-II binding themselves to fulfill all the conditions attaching to the financial assistance and to refund the amount of financial assistance already paid in the event of non-fulfillment of the conditions and to abide by the decision of the authority releasing the financial assistance.

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CHANDIGARH ADMINISTRATION