

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ART, CULTURE & LANGUAGE DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002

No. F. 11(11)/2018/ACL/ 4971

Dated: 10/12/19

CIRCULAR

The Art, Culture and Language Department was established with the objectives for propagating, promoting and development of languages, literature, art and culture in the NCT of Delhi. The Art, Culture & Language Department organizes academic, literary as well as cultural activities like Music & Dance Programmes, Seminars, Symposiums, Poet Meets, Plays and Publications etc. These activities are carried out through Sahitya Kala Parishad (SKP) and Language Academies throughout the year. For organizing activities other artists organizations, groups and individuals also contribute to the cultural landscaping of Delhi. They need some financial support which is the primary purpose of the present scheme.

Name of Scheme :- Financial Assistance to NGO for promotion of Poetry, Literature, Arts and Culture.

Objective of Scheme :- The objective of this scheme is to provide financial assistance to the NGOs for organizing of Poetry Festival, Literary Festival, International Art Festival and promotion of Art & Culture activities.

Guidelines for the release of Financial Assistance to NGOs by Art, Culture and Language Department :-

1. The sanction of financial assistance to NGOs will be decided at a high level Committee consisting of the following :-
 - a. Minister (ACL) - Chairman
 - b. Prof. Ira Bhaskar, Member (SKP) - Member
 - c. Ms. Vinima Gulati, (Punjabi Academy) - Member
 - d. Dy. Controller of Accounts (ACL) - Member
 - e. Dy. Secretary (ACL) - Member Secretary
2. Financial Assistance will be given to NGO on event basis or yearly basis for promotion in any field of Art and Culture, Poetry, Literature, music, dance, theatre and fine arts.
3. Financial Assistance will be given to NGO whose objectives are for promotion in any field of Art and Culture, Poetry, Literature, music, dance, theatre and fine arts. The NGO should preferably be registered in Delhi and their major activities should be in Delhi.
4. The applicant should be registered under the Societies Act at least 3 years before the date of application.
5. The NGO shall apply for Financial Assistance (non recurring) in the prescribed form at least One month in advance along with the budget estimate, date of events, venue, proof of booking the venue, copy of the registration certificate, balance sheet

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for the last three years, and sources of funds for organizing the function duly audited by Chartered Accountant.

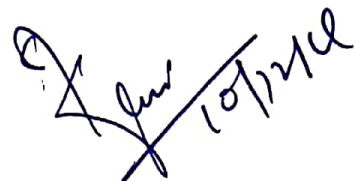
6. The NGO applying for Financial Assistance (Recurring) will submit the detail of various activities being under taken in the NGO alongwith the expenditure being incurred on salary & day to day expenditure in the form of Income & expenditure statement of the last 3 years.
7. Meeting of the High Level Committee under the Chairmanship of Minister (ACL) will be convened to consider the applications received in the Department. The amount and mode of Financial Assistance will be recommended by the committee.
8. The maximum amount of Financial Assistance will be Rs. 25,00,000/- (Twenty Five Lakh.)
9. The Financial Assistance will be provided as Delhi Government partnership. It will be compulsory for the organizers to carry Delhi Government and Art, Culture and Languages Department's logos prominently in all publicity and backdrop of stage/spot.
10. The final approval for selection of any NGO for providing financial assistance under this scheme will be given at the level of Minister (ACL).
11. In case NGO has applied for sponsorship from any other source whether Government, Semi Government or private/corporate; complete details should be furnished along with the application. In case NGO receives any other sponsorship/offer of sponsorship from any other source after submitting the application, the same should be intimated immediately.
12. The approved programme should be organized only in Delhi.
13. The Financial Assistance to programmes will be decided subject to the availability of funds during the particular year.
14. The Head of the grantee NGO will be responsible for strict observance of all the codal formalities, the provisions of General Financial Rules, the terms and conditions of the grant and the directions/advice of Delhi Government while utilizing the grant. He/ She will have to utilize the grant only for the specified and approved expenditure and will be personally liable for any deviation. The NGO will submit Utilisation Certificate as and when the expenditure against the specific item against grant is incurred.

Pattern of assistance for the release of Grant-in-aid to NGO :-

For the release of grant-in-aid to NGO the following pattern of assistance and procedure will be followed:-

FOR RECURRING GRANTS:

1. The recurring grant for the purpose of salary, allowances and other approved and admissible recurring expenditure will be released in three instalments. The first instalment (25% of the total allocated amount) will be released in the month of April to cover the expenditure for the months from April to June. second instalment (50% of the total allocated amount) will be released in the month of July to cover the expenditure for the months from July to December after getting following information/documents from the grantee NGO.

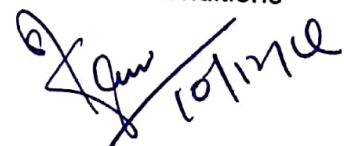
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- (i) Amount required for recurring expenditure (separately for pay/allowances and approved and admissible recurring expenditure for the period July to February next year on realistic basis, with full details.
- (ii) Present position of funds available with the grantee NGO for recurring expenditure.
- (iii) Utilization certificate in respect of recurring grant released to the grantee NGO during the last financial year.
- (iv) Actual income and expenditure statement (item-wise) of last financial year.
- (v) Details of teaching and non-teaching staff or technical/non-technical staff, as the case may be.
- (vi) Last year's Audited Accounts. The audit should be duly audited.
- (vii) Actual income and expenditure statement (item-wise) for the current financial year for the period w.e.f. 1st April to 30th June.
- (viii) Annual Achievement-cum-performance report for the previous financial year.
- (ix) Any other requisite document/information asked by the department of ACL.

The Grantee NGO has to submit the above mentioned information/documents by 5th of July. Third & final instalment (up to 100% of the allocation) will be released in the month of January or after finalization of R.E. to cover the expenditure from January to March.

2. FOR NON-RECURRING GRANT:

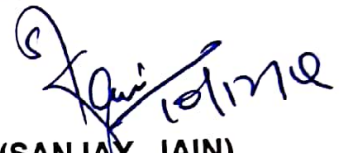
- a. The Department may release 25% for an NGO after the in principle approval, preferably a month in advance, on confirmation of venue booking, submission of balance- sheet, registration certificate and other necessary documents.
 - b. Another 25% be released a day before the events when publicity work at the venue is being made and artists booked as confirmed by the concerned NGO.
 - c. The final 50% of the assistance may be released within 15 days after the completion of the events on submission of duly verified bills, photographs, copies of advertisement/ publicity material bearing the logo of Delhi Government and ACL, duly attested by the Head of the NGO.
 - d. The final approval for selection of any NGO for providing financial assistance under this scheme will be given at the level of Minister (ACL).
 - e. The Account of the grantee organization shall be open to audit at any time by the Audit Department, Govt. NCT of Delhi or his nominee at his discretion.
 - f. An organization in receipt of financial assistance under the Scheme shall be open to inspection by and officer / representative authorized by the Art Culture and Language Department.
 - g. The accounts of the Activity / Function shall be maintained properly and separately and submitted to the Art, Culture and Language Department; Govt. of NCT of Delhi as and when required and will be subject to check by an officer of the Govt. of NCT of Delhi.
 - h. The Head of the Grantee Institution/NGO will be responsible for strict observance of all the codal formalities, the provisions of General Financial Rule, the terms and conditions of the grant and the directions/advice of Delhi Government while utilizing the grant. He/ She will have to utilize the grant only for the specified and approved expenditure and will be personally liable for any deviation.
 - i. The NGO will submit Utilization Certificate as and when the expenditure against the specific item against grant is incurred.
3. All Recurring and Non-Recurring Grant shall be released in respect of items of approved expenditure only.
 4. The Head of the Grantee NGO will be responsible for strict observance of all the codal formalities, the provisions of General Financial Rule, the terms and conditions

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of the grant and the directions/advice of Delhi Government while utilizing the grant. He/ She will have to utilize the grant only for the specified and approved expenditure and will be personally liable for any deviation. In respect of recurring grant, the grant sanctioned should not be used for meeting the salary of any new post without sanction by the Government. In case the Grantee NGO does not furnish the requisite information/documents in time or it violates the above mentioned rules/directions etc., the Grantee Institution itself will be responsible for non-release of further grant, besides the above requisite action in the matter.

5. All the directions/instructions/guidelines issued by the Government of NCT of Delhi including direction/advice of CVC/DOV will be binding on all the autonomous bodies/organizations/institutions constituted under any statute and funded by the government.

This issues with the approval of Finance Department vide their U.O. No 55/DS6 dated 06/12/2019.



(SANJAY JAIN)

DY. Secretary (ART, CULTURE & LANGUAGE)

Copy to :-

1. OSD to Hon'ble Dy. CM / Minister (ACL)
2. PS to Secretary (ACL)
3. PS to Spl. Secretary (ACL)
4. All Concerned.
5. Guard File , with direction to upload on Website of ACL Department.