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भारत सरकार
GOVERNMENT OF INDIA

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दिल्ली



राजपत्र

सायमेव जयते

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भाग-IV

PART-IV

राष्ट्रीय राजधानी राज्य क्षेत्र, दिल्ली सरकार
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

महिला एवं बाल विकास विभाग

DEPARTMENT OF WOMEN AND CHILD
DEVELOPMENT

अधिसूचना

NOTIFICATION

दिल्ली, 5 दिसम्बर, 2008

Delhi, the 5th December, 20

फा. सं. 61 (सीडब्ल्यू सी कमि.)/एडी- I/ डीडब्ल्यू सीडी/ 2008-09/बोल.- I/30536-571.-किशोर न्याय (बाल देखभाल एवं संरक्षण) अधिनियम, 2000 (2000 का 56) की धारा 29, की उप-धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, तथा उपरोक्त अधिनियम की धारा 66 के अधीन 26 मार्च, 2003 की अधिसूचना संख्या फा. 61(2)/डीओ-आई/डीएसडब्ल्यू/2001/2832-2891 के अनुसार प्रत्यायोजित शक्तियों के अनुसरण में, मैं, देबाश्री मुखर्जी, सचिव, महिला एवं बाल विकास विभाग, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार, एतद्वारा बाल कल्याण समिति, मयूर विहार वर्तमान सदस्यों का कार्यकाल दिनांक 7-12-2008 से तीन वर्षों की अवधि के लिये एक और कार्यकाल बढ़ाती हूँ। एतद्वारा यह समिति श्री वाई. पी. ओबराय की अध्यक्षता में पुनर्गठित की जाती है। बाकी सदस्य वही रहेंगे।

F. No. 61 (CWC Comm.)/AD-I/DWCD/2008-09/Vol.- I/30536-571.- In exercise of the powers conferred by Sub-section (1) of Section 29 of the Juvenile Justice (Care & Protection of Children) Act 2000 (56 of 2000) and in pursuance of the power delegated vide Notification No. F. 61(2)/DO-I/DSW/2001/2832-2891 dated the 26th March, 2003, under Section 66 of the aforesaid Act, I Debashree Mukherjee, Secretary, Women and Child Development, Government of National Capital Territory of Delhi, hereby Extend the tenure of the existing members of the Child Welfare Committee, N.P. School for Deaf, Phase-I, Near Delhi Police Appt., Mayur Vihar, New Delhi for one more tenure of three years w.e.f. 07-12-2008 the Committee hereby stands reconstituted under the Chairmanship of Shri Y.P. Oberoi.

राष्ट्रीय राजधानी क्षेत्र, दिल्ली के उपराज्यपाल के आदेश से उनके तथा उनके नाम पर, देबाश्री मुखर्जी, सचिव

By Order and in the Name of the Lt Governor of the National Capital Territory of Delhi
DEBASHREE MUKHERJEE, Secy.

**DEPARTMENT OF SOCIAL WELFARE
AND
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
NOTIFICATION**

Delhi, the 5th December, 2008

F.No. 17/DG/Notification/VAC/DWCD/08-09/30496-535/F.No. 73(46)68—75/DSW - In supersession of Delhi Grants to the Social Welfare Institutions/Organizations Rules, 1975 notified vide the erstwhile Delhi Administration Notification No.F 19(33)/65-Dev. Dated the 20th September, 1966, the Lt. Governor of the National Capital Territory of Delhi, hereby makes the following rules to regulate the payment of Grants-in-aids to the voluntary Social Welfare Institutions/Organizations engaged in Social Welfare work with in the National Capital Territory of Delhi.

1. Short title, commencement and applicability-

- (I) There rules may be called 'The Grants to Social Welfare Institutions/Organizations National Capital Territory of Delhi Rules, 2008
- (II) These rules shall come into force at once.
- (III) Applicability :
 - (a) These rules shall not apply to the small discretionary grants to needy individuals for which separate rules already exist and to those institutions/organizations which are not situated in the National Capital Territory of Delhi.
 - (b) Under these rules, Grants-in-Aid shall be sanctioned only to the institutions/organizations or its parent body which have been registered under the Societies Registration Act, 1860 (XXI of 1860) or the Trust Act, 1882 (2 of 1882). This will, however, not apply to institutions specially created under enactment of Parliament or under the orders of Government of National Capital Territory of Delhi.

2. Classification and purposes of Grant : The grants to be sanctioned under these rules shall be classified as under:

- (a) Grants for items of non-recurring expenditure-
 - (i) Construction of new building or for carrying out additions/ alterations of a substantial nature in the existing building of an institution;
 - (ii) for the purchase of general equipment and furniture;
 - (iii) for the purpose of plant and machinery for industrial and vocational training.
 - (iii) for the purchase of medical or surgical appliances other than minor items of recurring nature;
 - (iv) for electric installation or arrangements for supply of water including improvements and extension thereof.
- (b) Grants for items of recurring expenditure-
 - (i) for the general maintenance of inmates including their dieting, clothing, refreshments, medical and education;

- (ii) for the purchase of books, stationery and other educational material of the inmates;
- (iii) for the purchase of books, periodicals, and news papers for the institution's library;
- (iv) for the purchase of raw material for industrial and vocational training of inmates;
- (v) for administrative expenditure to voluntary organizations for ensuring certain minimum staff structure and qualified personnel to improve their effectiveness and expand their activities.

Provided that the grant shall not exceed twenty five percent of approved administrative expenditure on pay and allowances of the personnel of the voluntary organization concerned.

- (vi) Subject to the guidelines of the Government of India, the schemes, which are partially funded by the Government of India and partially by the Government of National Capital Territory of Delhi with certain contribution from the NGO.
 - (vii) for the purchase of games and sports materials
 - (viii) for the purchase of medicines and minor appliances/equipment.
 - (ix) for expenditure in contingencies such as building rent, electric and water charges, hot and cold weather charges, postage, telephone charges, conveyance charges, liveries and petty periodical repairs of building including white washing of the walls and painting of the doors etc;
 - (x) any other unforeseen items the expenditure on which is incurred with the prior approval of the Government of National Territory of Delhi.
- (c) The Grant-in-Aid on recurring expenditure shall be provided to the extent of not more than ninety percent of the total expenditure on salaries and allowances and there recurring establishment and office expenses.
- (d) Notwithstanding anything stated above, the Government of National Territory of Delhi (hereinafter called "the Government") may release fixed grants under Public-Private Partnership, Bhagidari or any such initiative as per approved Plan Scheme.

3. Quantum of Grants-

(a) **Grant of items of non-recurring expenditure -**

- (i) Grants for capital expenditure in respect of new construction of buildings, additions and alterations to the existing buildings or for purchase of machinery and equipment etc. shall not exceed seventy five percent of the total expenditure involved. In case, an institution receives free, any item of equipment of building, its value shall be assessed and grant for purchase of equipment of building shall be based on the reduced amount. The estimates of the cost of construction of the building shall be subject to the approval of Public work Department of Government of National Territory of Delhi. A copy of each of site-plan, of the proposed building and estimated cost of construction shall be submitted to Public work Department, Government of National Territory of Delhi;

- (ii) Fifty percent of the grant for building shall be released at the outset before the commencement of the work and the recent fifty percent shall be released at the time when the building is declared fit for occupation. This second installment of grant shall be released only after Public work Department has certified that the work as been carried out according to plan, and the overall expenditure has not been less than the estimated cost for which the Government has accorded its approval for the purpose of grant:

- (iii) In case of non-recurring Grant-in-aid for the construction of building or for carrying out Additions / alterations of substantial nature in the existing building of an institution, the sanctioning authority must consider invoking the provisions of rule 209(6) (vi) of the General Financial Rules, regarding the ownership issue of the building which provided as under:-

"The sanctioning authority, while laying down the pattern of assistance, may decide whether the ownership of the building constructed grant-in-aid may vest with Government or the grantee Institution or Organization. Where the ownership is vested in the Government, grantee Institution or Organization may be allowed to occupy the building as a lessee. In such cases suitable record of details of location, cost, name of lessee and terms and conditions of lease must be mainlined in the records of the granting Ministry or Department. In all cases of building constructed grant-in-aid, responsibility of maintenance of such building should be laid on the grantee Institution or Organization.

- (b) Grant for item of recurring expenditure -

- (i) The grants for recurring expenditure for maintenance of non-residential institutions shall not exceed ninety percent of the total expenditure of approved items in case of the institutions for physically and mentally handicapped persons and the other institutions:

Provided that the remaining share of the expenditure is met by the in institutions from the fund raised by it through subscriptions and donations, other miscellaneous receipts. The institution shall provide at least ten percent funds its own funds and not from the grant from any Government bodies;

- (ii) The grant for recurring expenditure for maintenance of residential institutions shall be limited to ninety percent of the total expenditure incurred on approved items or rupees five hundred only per inmate per month or as may revised by the Government, from time to time, whichever is less. The quantum of grant-in-aid payable to the institution shall be calculated for month's average number of inmates maintained by the institution during the previous financial year;
- (iii) The Department of Social Welfare and Woman and Child Development, Government of National Territory of Delhi, shall examine the account of each institution for each institution for each year to ascertain full utilization of the amount of grant-in-aid for the purpose for which it was granted, and amount, if any, remaining un-utilized shall be recoverable from the institution or carried forwarded as the case may be. Grant-in-aid less than rupees one lakh, shall be audited by the Internal Audit of Department of Social Welfare and

Women and Child Development of the Government or in case of more than rupees one lakh, it shall be audited by the Examiner Local Fund Accounts of the Government of National Territory of Delhi

NOTE: Only such account of grant would be deemed to have been utilized as is found payable in accordance with rule 3(b) (i) and (ii) above.

4. The amount of grant perceived in rule 3 of these rules represent the maximum grants which may be sanctioned by the Government and no institution shall, as a might of right, be entitled to claim the maximum amount of grant permissible under that rule.
5. The policy of the Government is to make the grantee institution gradually self-sufficient in their finance, and with this end in view, the quantum of grant to be granted to an institution may be reviewed every third year. Any portion of the grant found to be misused or unutilized during the year, shall be recoverable from the institution under rule 3(b) (iii).
6. Grants under these rules shall not be granted for meeting any previous liabilities or bad debts.
7. Manner of payment- Grants-in-aid under these rules may be released at such intervals and in such installments not exceeding three as may be decided by the Secretary of the Social Welfare and Women and Child Development Department.
8. Application for Grant-(1) Application for grants for recurring or non-recurring expenditure under these rules shall be submitted to the 'Director of Social Welfare/ Director of Women and Child Development Department of Government of National Territory of Delhi in the forms appended to these rules latest by 30th September each year. These applications will be submitted by NGOs after an advertisement released by the Deptt during the month of May & June in the Head Quarter. An inspection of the project run by the NGO concerned will be carried out Distt .Officer/CDPO/WO/any other officer (s) from the Head Quarter, as directed by Joint Director concerned. Inspection report in prescribed proforma under relevant application GIA scheme will be submitted to the Head Quarter within one week from the date of making the application to the officer concerned. These cases shall then be processed by Voluntary Action Cell before GIA Committee comprising the following:-

Director, Social Welfare/WCD	Chairman
Join Director Social Welfare/WCD	Member
Sr. Accttts. Officer, Social Welfare/WCD	Member
Superintendent, VAC	Member-Secretary

Sanctioning authority – Secretary, Social Welfare/WCD is competent to sanction GIA upto Rs. 5.00 Lac subject to conditions as prescribed under General Financial Rules and the institutions issued by the Financial Deptt. from time to time.

Financial Department concurrence – When GIA exceeds from Rs. 5.00 Lac, the cases will be referred to Financial Department, Govt. of NCT of Delhi for approval/ sanction as per manner pf payment specified under Delhi Grant Rules

In addition to the information prescribed in the Performa, the following documents shall accompany the application:-

- (i) audited statement of accounts for previous financial year;
 - (ii) a utilization certificate in respect of grants received during the previous year;
 - (iii) approved estimate of receipts and expenditure for the current year;
 - (iv) a brief note on the programme of activities for the year;
 - (v) activity-wise performance report for the last year;
- (2) Application for grants for building shall be accomplished by the approved plans and estimates together with details regarding the availability of building site and proof regarding the capability of the institution to raise the matching contribution from its own resources. Similarly, applications for grants for the purchase of equipment shall contain complete details of the equipment proposed to be purchased together with full justification, estimates of cost and the existing stock position.

Any suppression of facts, misstatement and misleading information furnished by the institution/ grantee to the Department of Social Welfare/ Women and Child Development Department shall, beside such action as may be deemed appropriate by the Department/Government, shall render the institution ineligible for further grants and also make the institution liable to refund the grant obtained on such false statements or misrepresentation.

9. Before the grant is sanctioned, the institution/ organization shall satisfy the Government that its aims, objects and financial condition has been satisfactory during the proceeding three years. It shall be open for inspection by the Department of Social Welfare and Women and Child Development, or by any other officer, as may be authorized in this behalf by the Director (Social Welfare/ Women and Child Development) or by the Government.

10. BOND- 1. Before a grant is released, the members of the executive committee of the grantee institution shall execute bonds in a prescribed format binding themselves jointly and severally to :-

- (a) abide by the conditions of the grant-in-aid by the target dates, if any, specified therein;
- (b) not to divert the grants or entrust execution of the scheme or work concerned to any other institution(s) or organization(s); and

- (c) abide by any other conditions specified in the agreement governing the grant-in-aid

2. In case, the grantee fails to comply with the conditions or commits breach of any conditions of the bond, the signatories to the bond shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest at ten percent per annum thereon or the sum specified under the bond. The stamp duty on such bond shall be borne by the grantee institution concerned.

11. The organization shall confirm in writing that the conditions contained in the sanction letter are acceptable to it.
12. The organization shall not obtain grant for the same purpose from any other source, including Government.
13. The institution/organization may make appointment of staff as may be necessary for discharge of its functions properly and effectively.
14. The institution/Organization shall carry out such suggestion for improvement in its working as a Director of Social Welfare/ Women and Child Development Department Government of National Territory of Delhi may, from time to time, make.
15. The institution shall exercise all possible economy in its working especially in respect of its expenditure out of grant. The grant shall be subject to the condition that the house rent allowance, traveling allowance, daily allowance and other similar allowance should be so regulated as not to exceed the corresponding allowance sanctioned to the Government employee from time to time by the Government.
16. The institution shall be open to all citizens of India without any distinction of caste, creed, religion, colour, etc.
17. The grant, if not actually released may be reduced, withheld or withdrawn in case the Director of Social Welfare/ Women and Child Development is satisfied that there has been breach or non-fulfillment of any of the condition laid down in these rules.
18. The assets created by the institution out of the amounts received as grant-in-aid from the Government of India, the Delhi State Social Welfare Advisory Board or the Government of National Capital Territory of Delhi shall not be transferred, sold, mortgaged or otherwise disposed off, without the prior approval of the granting authority. The Government shall be incorporated as the co-owner for all assets.
19. The grantee shall maintain a separate account in respect of the grant. The accounts shall remain open for inspection to the representative of the Department/Government including the Controller and Auditor General of India. At the end of the year, the organization shall get the accounts of the grants duly audited and supply copies of the following accounts in respect of the grants sanctioned:-
 - (a) the Receipt and Payments Accounts;
 - (b) the Income and Expenditure Accounts;
 - (c) the Balance Sheet
 - (d) utilization certificate; and
 - (e) Consolidated accounts of the organization as a whole indicating receipt and payment and income and expenditure of all projects.
- 21 The organization shall maintain a register in the Form GFR 19 of permanent and q semi-permanent assets acquired, wholly or mainly, out of the grant. The register, shall remain open for inspection to the representative of the Department/Government. The register shall be maintained separately in respect of

- the grant and a copy thereof furnished to the Government along with the audited accounts.
22. All grants shall be subject to the General Financial Rules, 2005 as amended from time to time and shall also be subject to audit by the Comptroller and Auditor General of India/Directorate of Internal Audit of Government of NCT of Delhi/Internal Audit of Social Welfare Department/Women and Child Development Department, as the case may be. The cost of such audit shall be borne by the institution concerned.
23. The grantee institution shall propose a budget for each financial year on the basis of the approved requirements, Head-wise, to the Department of Social Welfare Department/Women and Child Development, Government of National Territory of Delhi, for sanctions, well in advance, but not later than 30th October, for next financial year beginning from 1st April. The budget will be examined and approved by a Committee, duly approved by the Secretary, Social Welfare/Women and Child Development Department. The approved budget shall be communicated to the grantee institution within three months of receipt of the receipt of its proposed budget.
24. Any unspent balance out of the grant shall be refunded by the organization immediately after the close of the current financial year.
25. The institution/organization shall refund the grant, whole or part, to the Government in case the Department is satisfied that the institution /organization is not maintained efficiently or the grant is not utilized for the desired purpose for which it was sanctioned. The Government may initiate any penal action under the appropriate statutory provisions including the Indian Penal Code, 1860 (45 of 1860) and get the institution black-listed.
26. Amounts found recoverable from the grantee under these rules shall be recoverable with interest at the rate of ten percent per annum as arrears of land revenue.
27. In case, the Department/Government is not satisfied with the progress or work of the grantee institution or considers that the sanction is being violated, it reserves the right to terminate the grant-in-aid.
28. These rules have been concurred by the Finance Department vide UO No.FM/06/965 dated 20.10.2006 and 14.3.2008.

**By Order in the Name of the Lt. Governor
Of the National Capital Territory of Delhi.**

DEBASHREE MUKHERJEE, Secy

**APPLICATION FOR RECURRING/MAINTAINANCE GRANT FROM
DEPARTMENT OF SOCIAL WELFARE
Govt. Lady Noyee Social Complex, Delhi Gate, New Delhi-110 002.
AND
DEPTT. OF WOMEN and CHILD DEVELOPMENT
1-Canning Lane, K.G. Marg, New Delhi-110 001
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI**

Financial Year.....

1. (a) Name of the institution.
(b) Location and full address.
(c) Name address of the parent body, if any.
2. (a) Date of establishment.
(b) Registration number and date of registration of the parent body under Societies Registration Act, 1860.

3. Constitution of the Governing/Managing body (Please append a copy of the constitution or any list of the members and office bearers of the applicant institution).
4. Brief aims and objects of the institution/organization and the nature of its current activities.
5. Whether the services are open to all castes and creeds.

6. Details of staff employed:-

Sl.No.	Name and designation	Age	Qualification	Date of Apptt.	Pay scale Any	Present pay	Dearness and other allowances
1.	2.	3.	4.	5.	6.	7.	8.

7. Details of inmates or other beneficiaries catered for during the past three years:

Year	<u>Below 12 years</u>		<u>12 to 18 years</u>		<u>Above 18 years</u>		Average monthly expenditure per Beneficiary
	Male	Female	Male	Female	Male	Female	
1.	2.	3.	4.	5.	6.	7.	8.

20....
20....
20....

8. Whether the institution has its own building or is housed in a rented building.

9. Statement of income and expenditure during the past three years:

1.						
Income	20.....	20.....	20.....	20.....	20.....	
	Non Residential			Residential		

(1) Donations and charities

(2) Interest against fixed deposits, securities or other capital investment (give details)

(3) Membership and fees subscription.

(4) Grant-in-Aid

- (i) Government of India (Mention Deptt.)
- (ii) Government of NCT of Delhi (Mention Deptt.)
- (iii) Municipal Corporation of Delhi
- (iv) New Delhi Municipal Corporation.
- (v) Delhi State Social Welfare Advisory Board.
- (vi) Other sources, if any (Give Names)

(5) Tuition and training fees from beneficiaries

(6) Sale proceeds from the products of vocational training classes.

(7) Sale proceeds of cafeterias or other services. If any, run by the institution.

(8) Income for culture activities such as exhibitions, dramas, variety shows etc.

(9) Building rents, if any.

(10) Any other sources not covered (give details)

TOTAL INCOME

II. EXPENDITURE ON GENERAL MAINTAINANCE Non residential Residential

- 1. Dieting of inmates
- 2. Clothing and Bedding of inmates
- 3. Education including purchase of books, stationery and school fees etc.
- 4. Purchase of books periodicals for library, if any.
- 5. Raw material for industry or vocational training
- 6. Games and sports material.
- 7. Staff salary and allowance
- 8. Contributions to Provident Fund of staff members.
- 9. Medicines.
- 10. Water and Electric charges.
- 11. Office postage and stationary purchase of games and sports material.

12. Telephone charges, if any, conveyance charges
13. Hot and cold water charges.
14. Liveries etc. for class IV staff.
15. Any other item of expenditure not covered
The approved items of expenditure in Rule
3 (b) (i) and (ii) of the Rules (Give details)

TOTAL EXPENDITURE _____

10. Details of inmates fully maintained at express of the institutions in the residential portion/Hostel of the institution during the last three years:-

Year	<u>Below 12 years</u>		<u>12 to 18 years</u>		<u>Above 18 years</u>		Average monthly expenditure per Beneficiary
	Male	Female	Male	Female	Male	Female	
1.	2.	3.	4.	5.	6.	7.	8.

20....

20....

20....

11. Amount of maintenance grant applied for:

- (a) for non-residential services of activities.....
- (b) for residential portion.....
- Total

12. List of document enclosed.

- 1) Audited statement of account for the last year.
- 2) Utilization certificate in respect of the grant of Rs.....sanctioned last year.
- 3)
- 4)
- 5) General remarks, if any.....

DECLARATION

I..... (designation) hereby declare that the information given above is true to the best of my knowledge and belief. The grant, is sanctioned will be spend on the general maintenance of the residential activities of the institution.

I also hereby declare my acceptance of the terms and conditions specified under the Grants to Social Welfare Institutions/Organizations by the Government of National Capital Territory of Delhi Rules, 2008.

SIGNATURE.....

DESIGNATION.....

FORM-II
APPLICATION FOR RECURRING/MAINTAINANCE GRANT FROM
DEPARTMENT OF SOCIAL WELFARE

Govt. Lady Noyce Social Complex, Delhi Gate, New Delhi-110 002.

AND

DEPTT. OF WOMEN and CHILD DEVELOPMENT

1-Canning Lane, K.G. Marg, New Delhi-110 001

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI

Financial Year.....

1. (a) Name of the institution.
 (b) Location and full address.
 (c) Name address of the parent body, if any.
2. (a) Date of establishment.
 (b) Registration number and date of registration under Societies Registration Act, 1860.
 (c) Date of establishment of the parent body.
 (d) Registration number and date of registration of the parent body under Societies Registration Act, 1860.
3. Constitution of the Governing Body/Managing Committee (Please attach a copy of the constitution or any list of the member of the managing body).
4. State briefly the aims and objects and the present activities of the institution.
5. Whether of the services are available to all castes and creeds.
6. Details of the grants received by the institution during the previous three years:-

Note:- Give details of the grants recurring and non-recurring separately.

Source Purpose and Amount	Purpose and Amount	Purpose and Amount
1	2	3

- (A) Government of NCT of Delhi (Mention Deptt.)
 (B) Government of NCT of India (Mention Deptt.)
 (C) Delhi State Social Welfare Advisory Board
 (D) Municipal Corporation of Delhi
 (E) New Delhi Municipal Corporation
 (F) Other, if any. (Mention above)

7. Have all the above grants been fully utilized and utilization certificates submitted to the granting authorities?
 (Give Details)

8. Amount of non-recurring grant applied for:-

Total estimate cost	Amount of grants desired
1	2

1. Construction of new building.
2. Addition /Alteration/reports to existing building.
3. Purchase of plant and machinery for industrial vocational training.
4. Purchase of medical, surgical or other special appliance.
5. For purchase of general equipment furniture, motor vehicle.
6. For electric installation or water-supply arrangements.
7. Other purpose, if any (specify purpose)

Total

9. In case a building grant under item 8 (1) or (2) is desired, the following further information may be furnished:-
 - (1) Does the institution own a land for construction of the proposed new buildings/has a land on long lease terms (Produce proof)
 - (2) Does the institution own a building at present or it has a rented building.
 - (3) Monthly rent paid, if any.
 - (4) Total floor area
 - (5) Total covered area
 - (i) Office and Stores
 - (ii) Dormitories
 - (iii) Kitchen
 - (iv) Lavatories and bath room
 - (6) What is the justification for the proposed construction of a new building.
 - (7) What is the justification for the proposed addition/alterations of a substantial nature to the existing building.
 - (8) Have the plan and estimate of the proposed new construction or alterations/additions been prepared and approved by a competent authority.
 - (9) A copy of the approved plan and estimate should be attached to the application.
 - (10) What is the total estimated cost of the works?
 - (1) Amount of grant applied for

(11) How does the institution propose to meet the balance position of the expenditure involved in the proposal.

(12) In case of a grant for purchase of machinery and equipment etc. under item(3) to(7) is desired, the following further information may be given:

(1) Full details and justification of the equipment desired to be purchased/

Position if any	Sl.No. Item be purchased	Present stock	No. or quantity to which	Approximate	Purpose for	Required
	1	2	3	4	5	6
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	Total					

10. Amount of Grant applied for Rs.....

11. How does the institution propose to meet the balance position of expenditure involved on

the proposal.

12. Whether any grant for a similar purpose was paid by Government of National Capital

Territory of

Delhi/Delhi Administration ?

13. In case reply to (12) above is in affirmative, furnish the following details :

- Amount of grant;
- Date of which paid;
- Date of submission of detail of property purchased against in grant;
- Whether that is still in working condition;
- If that is in working order full justification for this proposal may be furnished and;
- If that is not in working order give details of its disposal;

14. Whether the accounts of the non-recurring grants received from various authorities mentioned I in item 6 during the last 3 years been audited? If so, a copy of each of the audited statement of account may be attached to the application.

15. General remarks, if any.

DECLARATION

I..... (designation) hereby declare that the information given above is true to the best of my knowledge and brief. I also certify that the non-recurring grant, is sanctioned will be spent for the purpose for which it has been asked for also hereby declare my acceptance of the terms and conditions contained in the Grants to Social Welfare Institutions/Organization by the government of National Capital Territory of Delhi Rules 2008.

Signature.....

Designation.....

Department of Social Welfare
Women and Child Development.

Government of National Capital Territory of Delhi.

FORM-III

AGREEMENT

This agreement made in,day of.....200 (Two Thousands.....) BETWEEN.....a society, registered under the Societies Registration Act, 1860 through its Secretary/President Sh./Smt.....(designation) (hereafter called "the Grantee" which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs successors in office, executor's administrators and legal representative and assigns of the one part AND the President of India, acting through the Secretary of the Department of Social Welfare/Women and Child Development, Government of the National Capital Territory of Delhi (hereafter referred to as "the Government" (which expression shall unless excluded by or repugnant to the context, be deemed to include his successors in office and assigns.) of the other part.

Whereas, the Grantee has under the provision of the General Financial Rule, 2005 (hereafter referred to as the "said Rules" which expression shall include any amendments thereof for the time being in force any executive instructions issued there under) in accordance therewith and/or the Patterns of Assistance formulated by the Lt. Government, Delhi in consulted with the Government of India (Ministry of Finance) applied to the Government, for a grant-in-aid of Rs.....(Rupees only vide letter No.....dated.....addressed to the Director of Social Welfare/Women and Child Development, Government of the National Capital Territory of Delhi for the purpose of.....

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In consideration of the sum of Rs.....(Rupees.....) only granted by a Government to the Grantee as Grant-in-aid; the Grantee here by agrees:-
 - i. to utilize the above said amount of grant-in-aid for the aforesaid purpose.
 - ii. To keep the accounts of the..... and account of the above said amount of grant-in-aid appropriate from and to subject them to government examination or audit at any time as specified by the Government or any office authorized by the Lt. Governor, Government of the National Capital Territory of Delhi in this behalf bearing expenditure thereof as provided in the Grants to Social Welfare Institutions/Organization by the government of the National Capital Territory of Delhi Rules 2008 (hereafter called "the said Rules")

- iii. To keep account of the assets particularly those of permanent and quasi-permanenature acquired wholly or substantially out of the above said grant-in-aid and to transfer them to the Government on demand in case of grantee cases to exist or the Government under clause 2 so directs in the event of any contravention of the said Rules by the Grantee, in appropriation of the amount of the said grant-in-aid.
 - iv. To refund to the Government all or such part of the amount to grant-in-aid that remains unutilized at the end of the financial year.....or as such other date as the Government may, on the request of the said society or otherwise, specify in this behalf, and to furnish a certificate immediately after the close of the said financial year or the specified date, as the case may be to the effect that the rest of the amount has been utilized for the said purpose and
 - v. To exercise reasonably economy and care in expending t he amount of grant-in-aid.
2. It is further agreed as follow is that, as security for the repayment for the above said grant-in-aid and performance of the afore-said conditions all assets acquired wholly or substantially, out of the above said grant shall remain charged to the Government and the Grantee shall have no right to dispose them off or encumber them in any way or utilize them for purposes other than those referred above. In case the Grantee fails to refund the unutilized amount out of the above said grant-in-aid or in case the Government holds that the grant has not been utilized appropriately and/or for the said purpose the Government shall have the right to stop payment of future instilments of grant-in-aid and/or recover the amount in default as arrears of land revenue or to direct the grantee to transfer to him the assets referred in sub-clause (iii) of clause and on the Grantee failing to do so, to seize such assets in appropriation of t he said grant-in-aid.
3. The stamp duty on this agreement shall be borne by the Government.

In witness whereof the parties have hereinto set their hands on the day and year first herein above written.

For and on behalf of the (GOVERNMENT) if India For and on behalf of the GRANTEE

Signature.....
Designation.....

Signature and designation

Witness:

1. Signature.....
Name.....
Full Address.....
2. Signature.....
Name.....
Full Address.....

1. Signature.....
Name.....
Full Address.....
2. Signature.....
Name.....
Full Address.....

FORM IV

BOND

KNOW ALL BY THESE PRESENTS that WE,the.....
.....(designation) of the..... a Society registered under the Societies Registration Act, 1860
(21 of 1860) and having their office in the National Capital Territory of Delhi at(hereinafter called the
obligors) are held and family bound to the President of India through the Secretary, Social Welfare/Women and Child
Development, Government of National Capital Territory of Delhi (hereinafter called "the Government", which expression
shall, unless excluded by or pungent to the context, be deemed to include his a successors and assigns) in the sum of
Rs.....(Rupees.....)only, well and truly to be paid to the President on deemed and without a demur for which
payment we firmly bind ourselves and our successors and assigns by these presents.

Signed this.....day of..... the year Two thousand.....

Whereas, on the obligors request, the Government has as per Director of Social Welfare/Women and Child Development,
Government of National Capital Territory of Delhi Order No.....dated.....
(hereinafter referred to as the "Letter of sanction") which forms an integral part of these presents and a copy where of its
annexed here to as annexure-A to this Bond, agreed to make in favor of the obligors grant of.....
(Rupees.....) only out of which Rs.....
(Rupees.....) have been received by the obligors on condition of the obligors executing bond in the terms and manner
contained hereinafter and which the obligors have agreed to do so.

Now, the condition of the above written obligation is such that if the obligation duly fulfill and comply with all the conditions
mentioned in the letter of sanction, the above written bond or obligation shall be void and of no effect. But otherwise it shall
remain in full force and virtue.

The Government agrees to bear the stamp duly payable on these presents.

In witness whereof these presents have been signed under the day herein above mentioned on behalf on the obligors pursuant
to the resolution dated.....Passed by the Governing body of the Obligors.

For and on behalf of the obligors
Signature and designation

Witnesses

1.
(Name and Address)
2.
(Name and Address)

No.F. _____)DO(_____)GIA/DSW/2007-08/

Dated:

To,

Sub: Grant-In-Aid for the year 2005-06 under the 'Delhi Grants to Social Welfare Institutions/Organizations Rules, 1975' / 'Scheme for the Welfare of Children in Need of Care & Protection' in favour of _____ (Name & Address of the organization)

Sir,

I am directed to convey the sanction of the Secretary, Social Welfare & WCD Deptt. for incurring an expenditure of Rs.....for release of 1st & (or) IInd & (or) IIIrd installment its project. Institution of.....

2. The above referred Scheme is duly approved by the then Ministry of Social Welfare, Govt. of India and this grant is sanctioned according to the same Scheme.

3 The goods items purchased from this grant shall not be mortgaged or disposed off without obtaining prior sanction/approval of the Secretary, Deptt. of Social Welfare, Govt. of Delhi, in writing. These items/goods shall not be utilized for the purposes other than sanctioned/approved by this Deptt.

4. The Agreement and Agreement Bond for this amount of GIA, duly executed in between the Deptt and the organization/institution, have been received and kept on the file.

5. The unutilized grant of the year.....if any, is permitted to be carried forward for utilization in.....

6. If the Govt. of NCT of Delhi is satisfied that the GIA sanctioned/released is not being used for the approved purposes or some amount of the same is found unutilized during the current financial year, Govt of NCT of Delhi can stop release of further installments of GIA and can recover all or partial amount of the GIA through enforcement or as land revenue.

7. The expenditure on account of release of the above referred amount of Grant-In-Aid will be debited to the Major Head '2235' A2(1)(6)(1) GLA Contribution (Non Plan) for the financial year

8. Certified that the GIA released during the previous year has been utilized _____ completely during that financial year and the left out unutilized amount has been adjusted _____ in the grant being released for the current financial year.

9. This sanction is being issued after receipt of the concurrence of the Financial Deptt/ Secretary, Social Welfare & WCD Deptt., Govt. of NCT Delhi vide their UO No.

10. The GIA will be transferred to your Saving Bank Account No.....of (name & address of the bank having IFS Code No.....through RTGS (Real Time Gross Settlement)

11. Proper cleanliness in the home premises be kept and all the required facilities be provided to the beneficiaries according to these Rules/Scheme. A board of the 'Organization/Project be installed at some conspicuous place indicating that it is being run under GIA from the 'Department of Social Welfare, Govt of NCT of Delhi;.

12. Observations of Internal Audit for the previous financial years be complied.

13. The organization shall submit a certificate that provisions of the Delhi Grants Rules/Scheme are being adhered by them in their true spirit and sense and the same are not being violated. The staff, post and the items/project /programme, for which GIA is applied, have prior sanction of the Director, Social Welfare.

Yours faithfully

SENIOR SUPDT. (VAC)
DEPTT. OF WCE.

**APPLICATION FROM FOR INSTITUTIONAL SERVICES FOR WELFARE OF
DESTITUTE CHILDREN UNDER THE SCHEME FOR
THE WELFARE OF CHILDREN IN NEED OF CARE AND PROTECTION**

1. Name of the Institution selected for providing services for providing services.
2. Address:
3. Copy of the Constitution and the list of the Members of Executive Committee.
4. Date of Registration under Societies Registration Act.
5. Present capacity of Institutional services for children.
6.
 - a) No. of Children at present served.
 - b) No. of children proposed to be admitted now.
7. Age range of children
8. Boys and girls or mixed.
9. Types of children services.
 - a) Destitute Children.
 - b) Delinquent children committed under Court Orders.
10. Types of accommodation.
 - i) Types of building
 - ii) Average floor area allowed
 - iii) Whether cots are used or
Whether children sleep on floor.
11. Name of the services offered.
 - a) Boarding
 - b) Education
 - c) Vocational training
 - d) Recreation
 - e) Case work services
 - f) Medical and
 - g) Other services-nature of rehabilitation services
12. Approach to organization of services
 - a) Through dormitories
 - b) Cottage system.

13. Nature of personnel employed and their training:
 - a) House Mothers
 - b) Dormitory Incharge
 - c) Cook & Helper
 - d) General Education Teachers
 - e) Vocational Instructions
 - f) Case Worker (State qualifications & experience)
 - g) Recreation
 - h) Medical Officers
 - i) Superintendents (State qualifications & experience)
 - j) Any other.
14. Existing level of expenditure (recurring) per child per month:
 - a) Food
 - b) Clothing
 - c) Accommodation
 - d) Bedding
 - e) Health Check-up & Medicine
 - f) Education
 - g) Vocational Training
 - h) Recreation
 - i) Superintendents (State qualifications & experience)
15. Expenditure on salaries pf personnel.
16. Nature of supervision (by paid or voluntary personnel)
17. Capacity of expansion of services
 - a) Accommodation available for taking more children
 - b) No. of additional children that could be provided with services.
18. Assistance received by the organization during last year from:
 - a) Central Government
 - b) State Government
 - c) Central Social Welfare Board
 - d) State Council Welfare Advisory Board
 - e) Private donations
 - f) Any other
19. Copy of the audited statement of accounts for last financial year from:
Also state the average no. of children present per month during the year.
20. Assistance now sought for taking care of additional children
 - a) Recurring assistance
 - b) Initial non-recurring assistance
 - c) Building
21. Amount to be contributed by the organization.
22. Any other information.