



GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF SOCIAL WELFARE
KASHMIR

NOTICE

Applications are invited on prescribed form from the Non-Governmental Organizations (NGO's) working in the field of Social Work/for the welfare of weaker sections of the society in Kashmir Division for Grant-in-Aid during the year 2018-19. The Application forms duly completed in all respects along with following documents should reach in office of District Social Welfare Officers concerned by 30th June 2018. The District Social Welfare Officer concerned shall submit the cases to this Directorate by 30th September 2018 along with their inspection report and recommendations strictly in accordance with the norms of the Grant-in-Aid scheme.

Documents to be appended with the case:

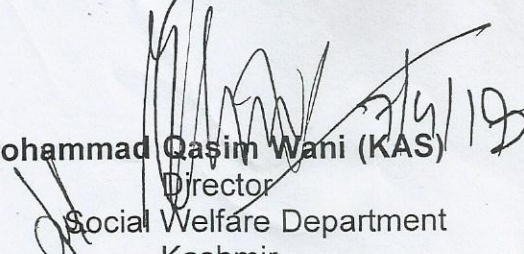
1. Society Registration Certificate which should be renewed once in a year.
2. Managing body with attested Photographs of every member.
3. Non-Involvement certificate which shall be renewed after every three years as per the guidelines already issued.
4. Updated statement of Audited Accounts of previous three years from the year of application.
5. Affidavit affirming the following:
 - i. The Organization has not and shall not receive/apply for Grant-in-Aid to any other govt/international agency for the same purpose/project.
 - ii. It is working on non-profit, non sectarian, non partisan and non discriminatory basis.
 - iii. It will not divert Grant-in-Aid for purpose for which sanctioned nor to any other organization or institution.
6. Duly filled prescribed Application Form "A" and surety Bond "B".
7. Duly filled prescribed Form "C" along with:
 - a) Receipt and Payment statement.
 - b) Income and Expenditure statement.

- c) Balance Sheet.
8. Self-assessment Report, as prescribed by the Department.
9. List of assets acquired wholly substantially out of Govt. grants, if any.
10. A Bond that in the event of failure to abide by any or all of the conditions of the grant, the NGO is liable to refund the whole or such part of the grant the Govt. may require from time to time.
11. Project proposal, listing clearly the areas of need and detailed financial break-up.
12. Brief note on source of income and profile of beneficiaries.
13. Annual Reports.
14. Inspection Report of DSWO affirming:
 - i. Need for Welfare service in the area.
 - ii. Not many NGOs working on a similar project within 2 kms.
 - iii. Experience/infrastructure/trained personnel in the NGO.
 - iv. Financial Soundness.
15. Constitution and Bye-Laws of the NGO.
16. Details of Staff members.
17. Details of Beneficiaries.

Yours Faithfully,

No:- DSWK/Sch/2018/3795-3809

Date:- 09-04-2018


Mohammad Qasim Wani (KAS)
Director
Social Welfare Department
Kashmir.

Copy to the:

1. Commissioner/Secretary to Government, Social Welfare Department, Civil Secretariat, J&K Jammu.
2. Joint Director Information, Srinagar for publication at least in two local dailies.
3. District Social Welfare Officer _____.

