



**Government of Jammu and Kashmir  
Social Welfare Department  
Civil Secretariat, J&K**

Subject:- Rules governing sanction of Grant-in-Aid to the Non Government Organizations/Institutions.

**Government Order No. 207-JK(SWD) of 2022  
Dated:- 21-11-2022**

Whereas it has been found necessary to revise the procedure and rules in vogue, governing sanction of Grant-in-Aid in favour of the Non Governmental Voluntary Organizations/Institutions in the Union Territory of Jammu & Kashmir.

Now, therefore in supersession of all previous orders issued on the subject, the revised Grant-in-Aid Rules forming Annexure 'A' to this order are hereby sanctioned/issued.

**By Order of the Government of Jammu & Kashmir.**

**-Sd-**

**Sheetal Nanda, IAS**

Commissioner Secretary to the Government,  
Social Welfare Department

Dated:- 21-11-2022

NO:-SWD-GIA/1/2021

Copy to the:-

1. All Financial Commissioners.
2. All Principal Secretaries to the Government.
3. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
4. All Commissioners/ Secretaries to the Government.
5. Director General, Social Welfare, Jammu.
6. Additional Secretary to the Hon'ble Lieutenant Governor.
7. Director, Archives, Archaeology and Museums, J&K.
8. Director, Social Welfare, Kashmir.
9. Private Secretary to Commissioner Secretary to the Government, Social Welfare Department for information of Commissioner Secretary.
10. I/C website. SWD.
11. Government Order File (W2scs).

**(Anil Dogra)**

**Director Finance  
Social Welfare Department**

**Annexure A to Government Order No.207-JK(SWD) of 2022 dated 21-11-2022**

**01. SHORT TITLE AND COMMENCEMENT:**

- (a) These Rules may be called rules governing the Grant-in-aid to Non-Governmental Organization (NGOs)/ Institutions engaged in the Socio-economic Welfare of the Weaker/ Vulnerable Sections of the society.
- (b) These shall come into force with immediate effect from their notification.

**02. Definitions:**

In these Rules unless the context otherwise requires:

- (a) **“ADMINISTRATIVE DEPARTMENT”** means the Social Welfare Department in the Civil Secretariat;
- (b) **“Competent Authority”** means the authority, which is vested with the powers to sanction grant or financial assistance to any NGO/ Institution. In absence of any such delegation, it shall mean the Administrative Department;
- (c) **“FORM”** means the form appended to these rules;
- (d) **“GOVERNMENT”** means Government of Jammu and Kashmir;
- (e) **“Grant-in-Aid”** means any financial assistance that may be granted by the Government or by any other authority subordinate to the Government to any activity/ task;
- (f) **“Inspecting Officer”** means
  1. District Social Welfare Officer (DSWO).
  2. Director, Social Welfare, Jammu/Kashmir.
  3. Any other officer nominated by the Administrative Department:
- (g) **“Non-Governmental Organization”** means an organization or institution registered under Societies Registration Act, 1860 and registered on Darpan Portal or any other portal created for the purpose by Government of India/UT Government with FCRA clearance in case of foreign funding and whose activities are of significance in socio-economic development and rehabilitation of different sections of the society without any distinction of caste, religion and language, and shall include:-
  - (i) Institutions rendering service to the aged, the infirm, the destitute, the poor, slum dwellers etc;
  - (ii) Children Welfare Institutions such as orphanages, crèches, pre-primary centres, Children Homes for Street Children. Such Child Care Institutions (CCIs) should be registered by Mission Vatsalya under the provisions of Juvenile Justice Act.
  - (iii) Institutions for the care and protection of destitute and deserted women, Homes for rescued women, Widow Homes, Vocational training Centres for women, Craft centres etc.
  - (iv) Institutions for the care, education and rehabilitation of the physically and mentally challenged, setting up of special recreation Centres/ Special Schools for divyangjan, Leprosy Cure Centres.
  - (v) Youth Welfare institutions such as Youth Clubs, youth Hostels, Reformatory Centres/drug de- addiction Centres.
  - (vi) Societies working for the Welfare of Scheduled castes, schedules tribes, OBC's and other Weaker Sections of Society.
  - (vii) Organizations working for eradication of social evils like drugs, illiteracy etc.
  - (viii) Organizations running skill development programmes for women, disabled or vulnerable sections of the society.

**03. Grant-in- Aid (GIA)**

Grant-in-Aid may be sanctioned by the competent Authority and released in favour of the NGO which fulfils the following conditions and subject to the availability of funds:-

- (a) It is engaged in Social Work in non-partisan and non-sectarian manner irrespective of caste, creed, colour, religion etc.
- (b) Organization shall not function for the furtherance of the interest of any political party.
- (c) The organization shall not receive Grant-in-Aid from Central/State Government/International Agency for the same project/ purpose. The NGO shall furnish an affidavit in context of this rule.
- (d) The NGO/ Society should have been established not less than three years/ prior to applying for grant. However, the competent authority can exempt/relax this condition to only one year based upon the extraordinary services rendered by the NGO.
- (e) The NGO/ Institution has required infrastructure and experienced/trained personnel in the field of activities undertaken. Reputed NGOs/ Institutions with good track record shall be given preference.
- (f) It shall not be run for profit of any individual or a body of individuals.
- (g) The Voluntary Organization shall have to submit the updated statement of Audited Accounts of the last one year preceding the one in which GIA is applied for.
- (h) The organization/institute will not divert sanctioned Grant-in Aid for the execution of a project of any other organization or institution.
- (i) If the Government is not satisfied with the progress of the project or feels that the conditions of Grant-in-Aid are being violated, it reserves the right to cancel the Grant-in-Aid sanctioned or ensure refund of money, if released and take such actions as it deems fit, and can even blacklist the organization.
- (j) The proposal submitted by an NGO/Institution for Grant-in-Aid shall be on the basis of proforma annexed as Form A alongwith all relevant documents.
- (k) If the sanctioning authority is satisfied that there is need of welfare service in a particular area and that there are not many/other NGOs/ Institutions working on a similar project, same may be considered.
- (l) No NGO/ Institution or its employees shall indulge in or associate with any activity which will be considered to be harmful to communal harmony, National integration or with any other activity which goes or is likely to go against law and order or is considered anti-national in any way nor any member of the managing Committee is affiliated with any political party.

#### 04. Checklist for NGOs

The Checklist of the documents to be submitted is as under:-

01. Application form as per Scheme under which GIA is being sought.
02. Copy of Registration Certificate.
03. Copy of Bye Laws & constitution of the NGO.
04. Audited Balance Sheet for the last one year.
05. Annual Activity Report for the last three years, in case of fresh proposal and for the one year in case of ongoing funded project.
06. List of the Office bearers of the Managing Body with Photographs & full particulars including Aadhaar, PAN & contact No. with Signature of each member.
07. UC of the Grant-in-aid received for previous year.
08. An AFFIDAVIT declaring therein specifically that the NGO/ Institution has not availed any financial assistance from any other governmental agency for the same activity (except funding from private resources).
09. Detail of beneficiaries along with original photographs of the activities undertaken during the period under report duly certified by Head of NGO.

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10. Separate audited accounts of the Grant-in-Aid received from the department and expenditure incurred from it.
11. All the proposal/cases of Grant-in-aid with three copies of requisite documents should reach the office of the concerned District Social Welfare Officer before the cut off date and no proposal shall be entertained after expiry of prescribed last date of submission. An organization managed by the State Government or a local Body established under an Act of the state legislature or a resolution of the State Government shall not be entitled to assistance under this scheme.

**05. Conditions for sanction of Grant-in- Aid (GIA)**

Unless otherwise ordered by the Government every grant sanctioned under these rules shall be subject to the following conditions:-

- (a) That the amount of grant sanctioned shall be utilized only for the project/activity which it has been sanctioned.
- (b) The sanctioning authority may in exceptional cases allow the NGO on its request to utilize the sanctioned GIA from one activity to another activity within the same project.
- (c) The grant-in-aid shall be released to the Managing Committee or a person(s) authorized by the Managing Committee to receive the same through Bank Account only.
- (d) The request for sanction of Grant-in-Aid to NGOs who are applying afresh shall be examined on the merits of each case.
- (e) For failure to run a project properly the Government may enforce cuts or altogether stop such grants to any NGO on the basis of the report submitted by the inspecting Authority.
- (f) The organization receiving GIA shall be open to inspection at any time by District Social Welfare Officer, Director Social Welfare Jammu/Kashmir or any other officer authorized by Social Welfare Department.
- (g) The NGO shall maintain a record of all assets acquired wholly or substantially out of Government grants. Such assets shall not be disposed off or encumbered or utilized for purposes other than those for which the grants were given without prior sanction of the Government in the Social Welfare Department. If the society becomes non-functional the assets so created would be the property of J&K Government.
- (h) The grantee organization shall, before it receives assistance from the J&K Government, execute a bond to the effect that in the event of its failure to abide by any or all of the conditions of the grant it shall be liable to refund the whole or such part of the grant as the government may decide.
- (i) The NGO/Institution shall not utilize the Grant-in-Aid for land acquisition or procurement of land/Building and machinery.
- (j) All NGOs/Institutions seeking Grant-in-Aid must have functional biometric attendance system for staff as well as for beneficiaries besides the entire premises must be under CCTV surveillance round the clock.

**06. Submission of proposals to Administrative Department:**

- (a) Applications for grant-in-aid shall be submitted by the NGO/Institutions on the prescribed format (Form A) of these rules supported by the requisite documents in the first quarter of each financial year but **not later than 30<sup>th</sup> June**. The concerned District Social Welfare officer after having completed all the requisite formalities shall submit grant in aid proposals to the respective provincial Directorate by the **end of July**.
- (b) The Director, Social Welfare Jammu/Kashmir shall scrutinize these proposals and after having satisfied about completion of all the requisite formalities by the NGO/Institution shall submit the same to the Administrative Department with her/his recommendations within **30 days**.

**07.** The Grant-in-Aid sanctioned shall be released to the NGO/Institution subject to furnishing of an affidavit duly attested by the Judicial Magistrate 1<sup>st</sup> Class in (Form B) by the concerned Institution.

**08. Periodical Examination of the Accounts:-**

- (a) Every institution must maintain complete and detailed accounts of their income and expenditure in all respects. The records and accounts of all aided Institutions shall be open to inspection by the inspecting authority or any other office empowered in this behalf by the Director, Social Welfare.
- (b) In case any institution fails to utilize the amount of grant in accordance with these rules, the Government shall be within its powers to recover the amount of grant in full or any part thereof, as it may deem fit as arrears of Land Revenue.
- (c) The Government may at its own initiative have the accounts of the Institution audited the Accountant General, whenever the occasion demands to satisfy itself that the grant has been utilized for the intended purposes and may also have inquiry conducted into the manner in which the affairs of the Institution is managed.
- (d) The institution shall submit to the Government a detailed report of the work/activities undertaken, along with statement of accounts duly audited by a Chartered Accountant within one month of the date of expiry of one year from the date of sanction of the Grant-in-Aid of which the accounts pertaining specifically to the Grant-in-Aid under this scheme shall form a separate part.

**09. Periodical Inspections:**

The concerned District Social Welfare Officer(s) shall conduct Inspection of every centre run by the Voluntary Organization on quarterly basis (to ensure that the aided NGO/ Institutions are working properly) and submit their reports to the Director Social Welfare concerned. The Director concerned or her/his representative shall conduct Test Checks and shall submit such reports with her/his comments to the Administrative Department for information/further necessary action. The Administrative Department shall take action as it deems fit.

**10. Utilization Certificates**

With in one month after the close of financial year, the Director, Social Welfare Jammu/Kashmir shall furnish to the Government and to the Accountant General a Utilization Certificate in the (Form C) attached to these rules.

**11.** Notwithstanding anything contained in these rules, the Government may reject any application for grant-in-aid for reasons to be recorded in writing. If any, Institution/ Voluntary Organization commits breach of any of the terms and conditions of these rules, the Government may withdraw or suspend its Grant-in-aid or debar any such institution / Voluntary Organization from receiving grant for such period as it may deem fit.

**12.** Funding by the Government is not a matter of right even if the NGO fulfils all eligibility conditions but the application for assistance will be considered on merits, keeping in view the need for intervention through Voluntary action in the particular sector and area, number of organizations already funded in the area and the availability of funds. The Government decision in this regard shall be final and binding.



**Components for funding norms for availing Grant-in-Aid**

S. No.	Purpose	Maximum Ceiling for Grant-in-Aid (in lac)
1	Awareness Generation and Sensitization* (Per day for subject to a maximum of two days camp/workshop/seminar for 100 participants)	0.35
2	Residential Special School/Institution (For 100 Beneficiaries)	@ Rs.50/-Per beneficiary for a total of 300 days in a year, as per Biometric attendance subject to a maximum of Rs.10.00 lac.
3	Non-residential institutions (for 100 Beneficiary)	@ Rs.25/-Per beneficiary for a total of 300 days in a year, as per Biometric attendance subject to a maximum of Rs.5.00 lac
4	Training institutions for skill development (For a batch of 25 students)#	0.30 per month per batch

**\*The number of programmes in a month is limited to two and a maximum of twelve in a year.**

**#Subject to a maximum of six batches in a year.**

  
**Director Finance**  
**Social Welfare Department**

**FORM "A"**

**APPLICATION FOR GRANT-IN-AID FOR \_\_\_\_\_ FOR THE YEAR \_\_\_\_\_**

01	Name and full address of the institution	
02	Date of registration under Societies Registration Act, 1860	
03	Darpan Portal ID	
04	Management of the Institution, elected or non-elected, give details of the members.	
05	Aims and objectives of the institution	
06	Is the institution- a) Branch/Section of any parent Organization b) Open to all sections and communities under constitution or otherwise	
07	Description of the building occupied by the institution whether owned or rented including area, amenities available etc	
08	In case Grant-in-Aid is sanctioned, is the institution prepared to abide by the rules & regulations governing the Grant-in-aid	
09	Details of funding received from GOI/UT Government/any Government agency under any other scheme	
10	Copy of Memorandum of Association and Article of Association of the institution	
11	Details of foreign funding if any	
12	Details of FCRA clearance	



(FORM-B)

Affidavit attested by Judicial Magistrate (1<sup>st</sup> Class)

I \_\_\_\_\_ R/O \_\_\_\_\_  
Tehsil \_\_\_\_\_ District \_\_\_\_\_, as President/Secretary/Chairperson of \_\_\_\_\_  
do solemnly on oath declare that:-

- a. The Institution/NGO shall utilize the aforesaid grant within a period of one year after the release of the grant.
- b. The institution/NGO shall deposit the unspent balance of the aforesaid grant on 31<sup>st</sup> of March every year, into the Government Treasury under the relevant Account Head.
- c. The Grant-in-Aid shall be utilized by the institution/NGO only for the purpose it was sanctioned and not for any other purpose.
- d. The facilities offered or the service rendered by the Institution/NGO shall be open to all the members of the public irrespective of the caste, creed or religion.
- e. The grant will be supplemented by the matching contribution by the Institution/NGO the extent of Rs. \_\_\_\_\_.
- f. Utmost economy will be exercised by the Institution/NGO incurring expenditure out of the grant.
- g. The Institution/NGO shall submit to the Government a detailed report of the work done, with a statement of accounts duly audited by a chartered Accountant within one month of the date of expiry of one year from the date of sanction of the Grant-in-Aid once in a year.
- h. The Institution/NGO shall furnish within one month of the date of expiry of one year from the date of sanction of the Grant-in-Aid, a certificate duly signed by a Chartered/registered Accountant regarding Utilization of the grant by the Institution to the Government.
- i. The Quarterly Progress Reports in respect of the activities undertaken by the Institution/NGO will be furnished to the Government in the Social Welfare Department.
- j. In the event of non-compliance with or breach of any of the conditions of this deed or Grant-in-Aid Rules by the Institution/NGO, the entire amount paid by the Government shall be recovered from the Institution/ NGO/ Society in one go.
- k. I hereby declare that all particulars stated above are true to the best of my knowledge and belief and no material has been concealed.

**Deponent**

President/Secretary/Chairperson  
For and on behalf of  
Association/ Institution/ Organization/ Society

**Witness:-**

1. Signature \_\_\_\_\_  
Name & Address \_\_\_\_\_

2. Signature \_\_\_\_\_  
Name & Address \_\_\_\_\_



FORM C

UTILIZATION CERTIFICATE

“ Having due regards to the conditions laid down in the rules for Grant-in-Aid to Voluntary Organizations and the conditions specified in the letter of sanction it is certified:-

- (a) That the conditions attached to the grant-in-Aid have been duly fulfilled by the grantee:
- (b) That the full amount of the grant has been utilized for the purpose/ item for which it was sanctioned within the prescribed time; and
- (c) That the amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) representing the portion of the grant which is not utilized/ required for expenditure and / or which has not been spent within the specified time has been surrendered to Government and deposited in to \_\_\_\_\_ Treasury vide Challan No. \_\_\_\_\_ dated \_\_\_\_\_

Chairman/President  
For and on behalf of  
Association/ Institution/ Organization/ Society

1. Signature \_\_\_\_\_  
S/G/O \_\_\_\_\_

Address \_\_\_\_\_