

DIRECTORATE OF SOCIAL WELFARE PUNJAB,

NOTIFICATION

The 20th July 1961

No 959-3SW-61/4563-In pursuance of Punjab Government, Finance Department, letter No. 5426-FR-1-58/10569, dated the 3rd July, 1958, the Governor of Punjab is pleased to make the following rules, namely, " Rules Governing grant-in-aid by the Social Welfare Department, Punjab, to Voluntary Welfare Organization" and these shall come into effect from the date of issue of this notification. These rules are subsidiary to the rules contained in rules 8.14 of Punjab Financial Rules, Volume I (as amended from time to time)

1. (A) *Eligibility*:- The following type of voluntary welfare organizations in the Punjab State which render welfare services to men, woman, children, the youth, physically and mentally handicapped persons, delinquents, the aged and the infirm, are eligible for grant-in-aid. Grant-in-aid will not be given to organizations which are not entirely or primarily devoted to social welfare activities:-

(a) *Children's Welfare*:- Orphanages, Creches for Children of working others pre-Primary Centres, Infant Health Centres, Recreational Centres of Children, Children's libraries, Hobby Clubs and Homes for delinquent children.

(b) *Women's Welfare*:- Institution for the care and protection of institutes and deserted women widow Homes, Homes for rescued women, Craft Centres, Social Education Centres, Recreational Centres and condensed courses of training for women.

(c) *Youth Welfare*:- Youth Clubs, Youth Hostles etc.

(d) *Welfare of the Handicapped*:- Institution for the care, education and rehabilitation of physically and mentally handicapped persons such as the blind, the deaf, the dumb and the crippled, homes for the aged and the infirm, beggar homes, etc.

(e) *Community Welfare*:- Urban Community Centres.

(B) Condition of eligibility :- The Institution eligible for grant-in-aid should:-

(i) be non-sectarian offering services to its beneficiaries irrespective of caste, colour or creed subject to the provision in the Constitution of India with regard to schedule casts, schedule tribes, backward and other classes:

(ii) be registered under the Registration of Societies Act, XXI of 1860, or other appropriate Act.

(iii) have a regularly constituted Managing and Active Body to Trust;

(iv) be generally an institution of established standing of not less than three years. That condition may be waived off by Government at their discretion particularly in respect of rural areas where the need for social welfare services is urgent.

(v) have tangible assets, trained personnel and equipment.

(vi) have capacity to carry out the proposed scheme for development and/or have capacity for raising matching contribution, maintaining present level of activities and meeting expenditure thereon; and

(vii) have need for a particular services in their area ensuring the avoidance of duplication within a reasonable distance.

II *Conditions attaching to the grant*- (a) Unless it is otherwise ordered by Government every grant made for specific objects is subject to the following implied conditions:-

(i) That the grant will be spent upon the object within one year from the date of sanction.

(ii) that any portion of the amount sanctioned which is not ultimately required from expenditure upon that object should be duly surrendered to Government.

(b) the institution receiving grant-in-aid should make its services available to all the communities irrespective of caste, colour or creed.

(c) exercise utmost economy in all its expenditure, purchase of material equipment and of salaries of its employees;

(d) submit a statement of accounts by a Chartered/Registered Accountant covering the expenditure against the normal activities of the institution during the year; or get the account audited by a Government Auditor or a Senior Auditor of the Finance Department, Treasury and Accounts Branch or payment of the usual fee. In case of grant-in-aid not exceeding Rs. 1,000/- the accountant may be audited by a qualified Auditor instead of a Registered Accountant. In the case of small institutions which cannot afford to obtain the services of a Registered Accountant and other recognized body of Auditors the sanctioning authority may exercise its discretion of exemption any such institution from the submission of accounts audited in this fashion;

(e) maintain separate accounts for the grant received from Government in order to facilitate inspection of such accounts by the representative of State Government;

(f) Furnish to the State Government a certificate from a Registered Accountant/Qualified Auditor to the effect that the grant has been utilized for the purpose for which it was released and that the condition attached to grant-in-aid have been fulfilled;

(g) submit a quarterly report to the Government in regard to progress of the work undertaken by organization;

(h) in case of grant of a capital nature sanctioned for special purposes the grantee shall produce accounts together with all relevant papers for inspection by the Indian Audit Department as and when required to do so.

III *Application for grant:-* Applications for payment of grant-in-aid under these rules should be submitted to the Director of Social Welfare, Punjab, Chandigarh, on the prescribed form at appendix- I through the Deputy Commissioner of the District concerned. The Director of Social Welfare will examine such applications and submit the same with his recommendations to Government for orders. Nothing in these rules will limit the power of Government to accept or reject an application for grant-in-aid.

iv *Authority competent to sanction grant:-* The Administrative Department in consultation with Finance Department shall be competent to sanction the grant. Payment of grant-in-aid will be governed by Rule 8.14 of Punjab Financial Rules, Volume 1.

v. (A) While according sanction to grant-in-aid the suggestions contained in Punjab Government, Finance Department, letter No 5426-FRI-58/10569 date the 3rd July 1958, shall be kept in view. The quantum of grant-in-aid will depend upon the special needs of the different districts with particular reference to their backwardness and the number of Voluntary Welfare Institutions already functioning there.

(B) Before sanctioning the grant-in-aid Government will satisfy themselves that:-

(a) in the case of grants of a capital nature sanctioned for the special purpose the sanctioning order contains a clause to the effect that the accounts together with all relevant paper, shall be produced for inspection by the Indian Audit Department, as and when required.

(b) while according sanctions to the grant-in-aid the suggestions contained in the Finance Department letter No 5426-FRI-58/10569 date 3rd July 1958, are kept in view.

(c) The designation of the Government servant by whom the bill is to be countersigned for the sum exceeding Rs. 5,000 is specifically mentioned in the sanction order as required,- vide Rule 8.14 Punjab Financial Rules, Volume I; and

(d) Adequate arrangements have been made for the internal and local audit of the institution to which grant-in-aid exceeding Rs. 10,000 are released.

VI *Communication of sanctions:-* The sanction shall be communicated to Audit Office through the Finance Department.

VII *Mode of Payments:-* The Accountant Governor shall issue payment authority in accordance with the provisions contained in rule 4.4 of Subsidiary Treasury Rules to the Treasury Office concerned under intimation to the grantee. The grantee shall obtain payment by presenting the bill or duly countersigned bill where necessary at the Treasury.

VIII *Excursion of bound:-* The grantee(s) shall be required to furnish an intensity bound in the prescribed form at appendix I building themselves to fulfill all the condition attaching to the grant and the refund the amount of grant already paid in the event of non-fulfillment of the conditions and to abide by the decision of the authority releasing grant-in-aid.

IX *Periodical examination of accounts:-* The sanctioning authority shall conduct periodical examination of accounts and progress reports submitted by the grantee to satisfy that the condition attaching to the grant are being fulfilled and the amount sanctioned is utilized for the purpose/s for which it was sanctioned.

X *Certificate of proper utilization of the grants:-* AT the end of the financial year the Sanctioning Authority/Head of Department shall furnish the utilization certificate in the following form:-

“Having due regard to the conditions laid down in the Rules governing grant-in-aid to Voluntary Welfare Organization’ and the conditions specified in the letter of sanction, it is certified—

- (i) that the conditions attaching to the grant-in-aid have been duly fulfilled by the grantee;
- (ii) that the full amount of the grant has been utilized upon the object for which it was sanctioned within the prescribed time within a reasonable time where no limit has been fixed;
- (iii) that the full amount (to be specified) representing the portion of the’ grant which is not ultimate required for expenditure and/or which has not been spent within specified time/reasonable time has been surrendered to Government and deposited into _____Treasury,_____vide Challan No_____dated_____.

XI *Authority competent to declare the grant recoverable:-* The Secretary to Government, Punjab, Social Welfare Department, shall be competent to declare the grant recoverable.

XII *Mode of recovery:-* The grantee shall be required to deposit the amount into Government Treasury under the Receipts Head “XLVI—Miscellaneous—Receipts_C_Miscellaneous_Other Items”.

XIII *Bar for future grants:-* An Organization found guilty of non fulfillment of the above conditions shall be debarred from being considered for payment of Government grant-in-aid for such period as may be---by Government for not less than a year in any case and may also be required to refund the amount of grant already paid.