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NOTIFICATION

No.Z.1 1013/6/08 - HFW, the 13th August 2008. The Governor of Mizoram is pleased to make the following Rules for granting financial assistance in the form of Grant-in-aid to Semi-Government & Non-Government. Organization/Society primarily engaged in health care related activities in Mizoram namely:

1. SHORT TITLE AND COMMENCEMENT :

- 1) These rules may be called the Mizoram Health & Family Welfare Department (Grant-in-aid to Semi-Government & Non-Government Organizations / Societies primarily engaged in health care related activities) Rules, 2008.
- 2) They shall come into force with effect from the date of its publication in the Mizoram Gazette.

2. DEFINITION: In these rules, unless the context otherwise requires-

- 1) "Department" means the Health & Family Welfare Department, Government of Mizoram.
- 2) "Director" means the Director, Hospital and Medical Education; Government of Mizoram.
- 3) "Grant-in-aid" means grant given to the category of Organization/Society primarily engaged in health care related activities in Mizoram; and
- 4) "Governor" means the Governor of the State of Mizoram.
- 5) "Government" means the State Government of Mizoram

3. SANCTION OF GRANT IN AID :

The Government may, from time to time, sanction grant in-aid to the Organization/Society for specific health care related activity as specified by the Government, through the Director, provided the Organization/Society abides by the eligibility criteria prescribed by the Department.

4. ELIGIBILITY :

An Organization/Society primarily engaged in health care related activities which is duly registered with the Registrar of Firms & Societies, Mizoram, and thereafter recognized by the Department will be eligible for the grant, provided that schemes is available.

5. MODE OF APPLYING :

- 1) The application shall be submitted to the Director in prescribed form as in Annexure I, accompanied with a copy of registration with Firms & Societies, Mizoram and also stating the reason and utility plan of the grant and mode of utility thereof.
- 2) The Organization/Society should have already been engaged in health care related activities for at least 2 (two) years, having adequate financial and infrastructural back-up. This will not include Semi-Government Organization/Society established by the Government.
- 3) The Organization/Society applying for Grant-in-aid should be willing to undertake all the activities envisaged under the scheme for the duration as specified under the said scheme.
- 4) The Organization/Society should submit the latest statement of accounts duly audited by an Audit Officer of the Examiner of Local Fund Accounts/Accountant General/Chartered Accountant showing the details of assets and liabilities. Action Plan outlining its activities along with geographical areas to be covered and should furnish its Service-Tax and other taxes registration documents, or required under the law.

6. MINIMUM RESPONSIBILITIES OF THE SOCIETY :

- 1) The Organization/Society should submit necessary report as required under the Scheme to the Department as per time-schedule fixed under the scheme.
- 2) The Organization/Society will liaise with the Department as and when necessary. The Organisation/Society shall adhere to the guidelines and instructions of the Department in matters of administration, financial and technical functions and disciplines from time to time.

7. MODE OF DISBURSEMENT OF THE GRANT-IN-AID :

- 1) The Grant-in-aid shall be given by account payee cheque or Bank draft.
- 2) The Grant-in-aid shall be sanctioned in one lump sum or in suitable installments subject to availability of fund under the appropriate head; and on satisfactory performance of the applicant Organisation/Society is ensured by the sanctioning authority and cannot be claimed as a matter of right.

Provided that to be eligible for drawal of any such Grant, an Organization/Society must furnish a Bank-Guarantee of a prescribed amount as per normal practice and an affidavit declaring its correct assets.

8. SANCTIONING AUTHORITY :

The Department, subject to observance of all codal formalities laid down in these rules, shall be the sanctioning authority of the Grant-in-aid. The Director or any other Officer duly authorized by the Department and having the powers of drawing and disbursing shall draw the grant-in-aid and disburse it to the applicant organization/society.

9. MAINTENANCE OF ACCOUNT :

Regular and formal accounts of receipts and payments will be maintained by the Director and shall maintain the following documents in this regard, namely:

- a) A separate cash book/register of sanction where relevant information shall be entered;
- b) A receipt as in annexure II from the Organization/Society receiving the said grant with full name and address
- c) All other registers, records and statements as required under the General Financial Rules.
- d) The accounts of receipts and payments/investments if any, out of the Grant-in-aid should be duly verified and authenticated by the authorised officer of the Organisation/Society at the end of every working day/week.
- e) The Organisation/Society shall open and maintain its Fund in a Bank Account held in any Nationalised/Scheduled/PSU Bank jointly operated by two responsible officials, one from the Organisation/Society and another from the Government Department.

10. POWER TO WITHHOLD GRANT-IN-AID :

The Director shall have the power to withhold, keep in abeyance, or suspend at any time, any amount sanctioned as grant-in-aid, even after the amount has been credited to the Organization/Society.

11. RESPONSIBILITY OF THE EXECUTIVE COMMITTEE & THE CHIEF EXECUTIVE OFFICER:

The Executive Committee & the Chief Executive Officer shall be jointly responsible for expenditure incurred in respect of grant-in-aid.

12. ACTION FOR NON-COMPLIANCE WITH RULES :

The Government shall have the right to take suitable action including legal action against the Chief Executive Officer and or Organization or all of the members of the Executive Committee in case of any material departure in regard to the compliance with these rules.

13. RELAXATION OF THE PROVISION OF THESE RULES:

The Government shall have the power to relax any of the provision of these rules in justifiable circumstances or cases to his satisfaction.

**Sd/- J.C. RAMTHANGA,
Commissioner & Secretary to the Government of Mizoram,
Health & Family Welfare Department.**

Annexure I

**Proforma for application of Grant-in-aid
(See clause 4)**

1. Name of the Organisation/Society with registration number:

2.1. Registered address:

2.2. Address for correspondence:

Phone: _____

Fax : _____

E-mail: _____

3. Authorities of the Organisation/Society:

Governing Body:

Executive Committee:

4. Name of the Chief Executive Officer/authorised signatory of the Organisation/Society:

5. Year of establishment of the Organisation/Society: _____

6.1. Registration under Firms Society Registration, Mizoram:
(Enclose Xerox copy of the Registration)

6.2. Registration under Service Tax Act:

6.3. Registration under Income Tax Act/ Foreign Exchange (Regulation) Act / FEMA:

7. Short Activities under taken:

8. Accounts when last audited and by whom:
(Enclose photocopy of the latest audit report)

9. Geographical area of the proposed activities:

10. Estimated beneficiaries: _____

11. Financial outlay for the current year: _____

12. Required financial assistance: _____

The Organisation/Society hereby confirms to undertake the stated activities and to abide by the requirements as per the Mizoram Health & Family Welfare Department Grant-in-aid Rules 2008.

Signature, Name & Designation
(To be signed by the Chief Executive Officer/authorised signatory of the Organisation/Society)