



The Mizoram Gazette

EXTRA ORDINARY

Published by Authority

VOI XXII Aizawl, Monday, 27. 9. 1993, Asvina 5, SE. 1915 Issue No 197

NOTIFICATION

No.B.12012/3/91—SWD, the 23rd September, 1993. Whereas the State Government deem it expedient to extend pecuniary assistance to those voluntary organisations by way of grant in-aid in order to prohibit drug abuse in the State of Mizoram, the Governor hereby makes the following rules namely :-

1. SHORT TITLE, EXTENT AND COMMENCEMENT :

- (1) These Rules may be called Mizoram Grant-in-aid to Voluntary Organisations Rules, 1993.
- (2) They shall extend to the whole of the State of Mizoram.
- (3) They shall come into force on the date of its publication in the Official Gazette.

2. DEFINITIONS : In these Rules, unless the context otherwise requires, -

- (a) "Addicts" means a person addicted to any narcotic drug or psychotropic substance ;
- (b) "Centre" means a centre established under these Rules ;
- (c) "Department" means the Department of Social Welfare ;
- (d) "Form" means forms annexed to these Rules ;
- (e) "State Government" means the State Government of Mizoram.;
- (f) "Voluntary Organisation" means an organisation registered under the Societies Registration Act 1860 (Act XXI of 1860).

3. **ELIGIBILITY CONDITIONS :** In order to be eligible for assistance under these Rules, a Voluntary Organisation or Institution should fulfil the following conditions namely :—

- (a) It should be registered under the Societies Registration Act, 1860 (XXI of 1860).
- (b) It should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in a written constitution.
- (c) It should have facilities, resources, experience and personnel to undertake a needed welfare programme for which assistance is sought.
- (d) Its financial position should be sound ;
- (e) it should have a building of its own and a land sufficient to run the centre and if necessary for further expansion and improvement of the centre ;
- (f) It should be recognised by the State Government that is, Social Welfare Department ;
- (g) It should not be run for profit to any individual or a body of individuals ;
- (h) Preference will be given to Voluntary Organisation/Institutions that already have sufficient infrastructure to run the centre.

4. **ADMISSIBLE PROGRAMMES :** Assistance can be applied for the following programmes/projects namely :—

- (1) Awareness-building programmes to educate ill-effects of drug abuse and alcoholism including production, publication and dissemination of educative and publicity material ;
- (2) Community based counselling, guidance, de-addiction, rehabilitation, after-care/Day-care centres for addicts ;
- (3) De-addiction camps, mobile de-addiction units ;
- (4) Seminars, conferences, meetings, exhibitions, competitions for the prevention of drug abuse and alcoholism ;
- (5) Orientation training camps for voluntary workers ;
- (6) Construction/Renovation of building for activities and programmes covered under the scheme ;
- (7) Equipment furniture, vehicle for promotional activities in this field ;

(8) Surveys, which will not include proposals for fundamental research.

5. **EXTENT OF ASSISTANCE :** The quantum of assistance shall be determined in each case on merit. The State Government may meet upto 90% of the expenditures on any or all of the items or programmes mentioned in rule 4. In case of construction/renovation of buildings, the assistance will also not exceed 90% of the total project cost. However, in both the cases, the quantum of assistance may depend on the availability of fund.

(6) **BUILDING:**

- (1) A copy of the Site Plan or Lay out of the proposed building (rough sketch giving a broad indication of the building to be constructed and area to be covered, etc) and the estimated cost of construction should be submitted to the Department. After the proposal has been approved in principle, the organisation will have to submit blue prints of the plan with detail structural estimates duly approved and countersigned by Executive Engineer, Building Project Division, Public Works Department, Government of Mizoram.
- (2) No portion of the grant will be paid until the Controlling Authority of the Organisation has executed a bond to be supplied.
- (3) A certificate shall also be furnished at the time of the application that a site for the construction of a building has been acquired by the voluntary Organisation concerned. This shall be supported by the documentary proof about the ownership of the plot of land on which the building is proposed to be constructed or ownership of the building in case of renovation, as the case may be. No grant shall be sanctioned unless a site has already been acquired. No portion of the grant shall be utilised for purchase of land.
- (4) After the completion of the building, the Organisation shall furnish to the State Government copies of the under-mentioned documents, namely:-
 - (a) A certificate for State Public Works Department to the effect that the building has been completed in accordance with the approved plans and estimates, and.
 - (b) A statement of expenditure incurred on the construction or renovation, as the case may be, duly audited by the Government Auditors.
- (5) The head of the Organisation shall ensure that the building is thrown open to inspection by the Officer of the State Public Works Department or any other Officer designated for the purpose by the State Government as well as after the construction or renovation is completed. It shall be the duty of the Organisation to carry out any instructions which are issued in this behalf by the State Government.

- (6) The Organisation / Institution must submit a statement showing the details of the equipments purchased out of the grant-in-aid received (only in respect of those equipment which cost Rs. 200 or more).

7. PROCURE FOR SUBMISSION OF APPLICATIONS :

- (1) Applications will be received by the Director, Social Welfare Department.
- (2) An Organisation desirous of applying assistance under this rule should send its application in a prescribed form (ANNEXURE - I).
- (3) The application for grant-in-aids for a particular year should ordinarily reach the Department latest by 30th June of the year. For example, for 1992-1993, the application should be submitted by June 30, 1992. Applications received after this date will be considered only subject to the availability of fund.
- (4) Each application for grant-in-aid should be accompanied by the following documents :-
 - (a) A brief note describing the objective and activities of the Organisation ;
 - (b) A copy of the constitution of the Organisation ;
 - (c) Names and full particulars of the Board of Management/ Governing Body etc. of the Organisation ;
 - (d) A detailed budget showing the estimated income and expenditure of the year to which the application pertains ;
 - (e) The latest available annual report ;
 - (f) A statement showing the grants received, promised or requested from other bodies like the Department of the Central or State Government Local Bodies, Central or State Social Welfare Boards etc. Decisions taken on those request should be communicated by the Organisation to the Department ;
 - (g) An audited statement of the accounts of the Organisation / Institution for the previous year certified by a chartered Accountant or Governing Auditor ;
 - (h) Brief note indicating the source of income, including foreign contribution, if any and also details of assets during the previous three years. This note should also give details of activities undertaken by the Organisation in various fields, including prohibition and drug abuse prevention, with details about areas/Places covered and the expenditure incurred.

8. EXPENDITURE AND ACCOUNTS :

- (1) An aided organisation must exercise reasonable economy in expenditure on approved items.
- (2) An aided Organisation / Centre shall maintain separate accounts of the grants received under these rules.
- (3) An aided organisation shall also maintain a record of all assets acquired wholly or substantially out of Government Grant. Such assets shall not be disposed other than those for which the grants were given without prior permission of the State Government. When the Organisation ceased to exist at any time, such properties will revert to the State Government.
- (4) The Organisation will submit to the State Government statement showing the requirement purchased out of the assistance with its price.
- (5) After the close of the financial year, the aided organisation will also submit an audited statement of accounts with utilisation Certificate duly countersigned by Government Auditor or Chartered Accounts for all expenditures incurred.
- (6) The Accounts shall be opened to check by an officer deputed by the State Government or the Central Government.

9. OTHER CONDITIONS FOR GRANTS :

- (1) If an Organisation has already received or is expected to receive grant from other official sources for the purpose for which the application is being made under this rule, assessment of the State Grant will be made after taking
- (2) If it is found at a latter date, that the organisation had withheld or suppressed information regarding the grants from other official sources, the grant of the State Government may be cancelled, reduced, or the organisation may be asked to refund the grant already paid to it.
- (3) The grantee Institution will confirm in writing that condition contained in the grant-in-aid rules are acceptable to it and will execute a bond to the effect that it abide by the terms and conditions attached to the grant and that, in case it fails to abide by the same, it will refund to the State Government the total Grant-in-Aid sanctioned to it for this purpose with interest thereon.

10. ORGANISATIONAL BUDGET:-

- (1) The organisation shall have its own organisational budget for the year for which it proposes to apply for Grant-in-Aid. The annual budget of the organisation shall not be less than Rs 10,000/- (Rupees Ten Thousand) only.

- (2) The service of the organisation shall be opened to all citizens of India without distinction of religion, race, caste, language or any of them.

11. INSPECTION:

An organisation in receipt of financial assistance shall be opened to inspection by an officer of the State Government and the Central Government or a nominee of these authorities.

12. FOREIGN DELEGATES

Any aided organisation organising a Seminar, Conference, refresher course or a workshop shall not invite foreign delegates without prior permission of the State Government.

13. GENERAL :

- (1) An aided organisation shall submit to the Government such information required from time to time.
- (2) An aided organisation will ensure that Government orders in regard to reservation posts for Scheduled Castes and Scheduled Tribes are properly followed.
- (3) The Social Welfare Department will scrutinize each application and if found necessary call for any clarification or suggest modification.
- (4) After scrutiny of the application and if found deserving assistance, the Social Welfare Department will forward the application to the Administrative Department with recommendation for necessary sanction.
- (5) The first installment of the grant will be released as soon as possible for the year to which the application pertains.
- (6) The second installment of the grant will however, be released only after reviewing the progress in the first six months. The size of the second installment will also be determined on the basis of the actual expenditure for the first six months of the year.
- (7) The release of the grants will be subjected to the condition laid down in General Financial Rules, 1963, as amended and instructions issued thereunder from time to time.

14. REPORT :

- (1) An aided organisation shall submit to the Social Welfare Department half yearly progress report on its activities.
- (2) At the end of the financial year, the aided organisation shall submit to the Social Welfare Department, a detailed report of the activities undertaken during the year.

(3)

partment - two copies of all its publications, research reports and survey reports.

15. TERMINATION OF THE GRANT :

If the Social Welfare Department is not satisfied with the progress of the organisation or if it is found that these rules are being violated, it reserves the right to terminate the Grant-in-Aid.

ANNEXURE - 1

APPLICATION FORM

(Incomplete application shall not be entertained)

1. Name and Complete address of the Organisation :
2. Nature of Organisation :
3. :
4. Whether the organisation is of All India character OR Major Social Welfare Organisation, as defined in Para 2.2 of the Scheme. :
5. Brief history and a brief account of the activities of the organisation since inception. :
6. Whether recognised by any State Government/Union Territory. If so, the name of the State/Union Territory. :
7. Whether registered under societies Registration Act 1860 (Act XXI of 1860) if so, Registration No. and date of Registration. :
8. Whether or not receiving foreign contribution, If so, :
 - (1) No. and date of Registration Certificate issued by the Government of India in the Ministry of Home Affairs under the Foreign Contribution (Regulation) Act 1976 (Please attach a photo copy thereof). :
 - (2) Details of foreign contributions received during the last 2 years.(This receipt may be given in separate annexure indicating : the name of agency, receipt and nature of the amount of foreign contribution received, date of programme for which received).
9. List of Papers / Statement to be attached.

- (i) Prospectus of the Organisation or a brief description of its objects and activities.
- (ii) Constitution of the Board of management / Governing Body etc. and the particulars of each member (i.e. name, complete residential address, percentage, occupation with designation).

The life of the Board of Management may also be indicated.

- (iii) Constitution of the organisation :
- (iv) A copy of the annual report for the previous year.
- (v) A copy of each of the receipt and payment, Income and expenditure, Statement and Balance Sheet for the previous one year certified by Chartered Accountant or a Government Auditor.
- (vi) Detailed Budget Estimates with break-up of expenditure for the year for which grant is required.

Please consult guidelines at Annexure - v.

- (vii) Brief note indicating the sources of income, including foreign contribution, if any and also details of assets acquired during the previous three years.

(This note should also give details of activities undertaken by the Organisation in various fields, including prohibition and drug abuse prevention, with details about areas/places covered and the expenditure incurred).

- (viii) Information relating to the grant received or request thereof made to any bodies e.g. University, Central/Union Territory State Government, Central Social Welfare Board or Local Bodies/Quasi Government Institutions for the purpose. The decision of those bodies on such request should be communicated to the Ministry.

- (ix) List of additional papers, If any :
- (x) Additional information, If any not covered by the above, but relevant to the project submitted.

Place _____

Signature (_____)

Name of the Secretary/President

Date _____

Name of the Organisation (with Office Stamp).

L. Tochhawng,
Secretary to the Government of Mizoram,
Social Welfare Department.