

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT – DELHI KALYAN SAMITI
'A' WING , 4TH LEVEL, DELHI SECRETARIAT, I.P ESTATES , NEW DELHI**

CITIZEN CHARTER

1. The Delhi Kalyan Samiti provides grants-in-aid from the Delhi Welfare Fund. The Memorandum of Association and Rules of the Society are enclosed as Annexure –I & II.
2. **Terms & Condition of grants:-**
 - (i) The Grant shall be utilized by the Institution/Society/Organization/Trust/Individual for the purpose for which it is sanctioned. In case they intend to utilize the amount of Grant for some other purpose, specific and prior approval of the Delhi Kalyan Samiti shall have to be obtained by them.
 - (ii) The Institution/Organization/Individual to whom grant is to be released shall be required to disclose the other Source/Institution from which any sort of financial assistance, either in the form of grant or in the form of soft loan has been obtained for the same purpose. They shall also be required to give an undertaking in this regard indicating how they have utilized/propose to utilize the financial assistance from other sources.
 - (ii) Fresh grants shall not be released to any institution/organization unless the Utilization Certificate in Form GFR-19A duly certified by Chartered Accountant and signed by authorized signatory is submitted by the Society/ Organization/ Trust/Individual in respect of earlier grants.
 - (iv) The grant-in-aid to the institution/organization/society shall not be released without submission of the project report.
 - (v) The Society/Organization/Trust/Individual shall not dispose of the assets created out of the grant without the prior written approval of the Delhi Kalyan Samiti.
 - (vi) Grant-in-aid shall be given only to the Institution/ Organization/ Society registered under Societies Registered Act, 1860 or Indian Trusts Act, 1882 at Delhi.
 - (vii) The accounts of grantee institution shall be open for inspection by Delhi Kalyan Samiti or by any other Officer as may be authorized in this behalf and audit of the grant will be conducted by Directorate of Audit of Govt. of NCT of Delhi.
 - (viii) The Institution/ Organization shall refund the grants to Delhi Kalyan Samiti in cases:-
 - (a) Grant is not utilized for the purpose within the specified period,
 - (b) Institution is closed and in case of breach or no fulfillment of any of the conditions. Amounts found recoverable from the Grantee under these rules shall be recoverable as arrears of land Revenue.
 - (ix) The release of grants shall normally be subject to:-
 - a. Grants to the institutions/organizations Rs.25.00 lakhs

b. Grants to the individuals Rs.50,000/-

- (x) No utilization certificate shall be required from an individual in case the amount of grant is upto Rs.25,000/-. But, he shall be asked to submit an affidavit within two months of the release of such grants to the effect that he has utilized the amount of grant to for the purpose for which it was sanctioned. If such, affidavit is not submitted, the case for further release shall not be considered.
- (xi) No grant to any of the departments of the Government of Delhi may be considered and that they may be asked to meet the expenditure from Plan – provisions/budgetary provision and in case the above provisions fall short, they may come out with the RE proposals, but grants to such departments shall not be released by the Delhi Kalyan Samiti.
- (xii) (a) Not to consider the cases of NGOs, for providing them recurring grants-in-aid on year to year basis, shall be applicable” but in case a new project is undertaken by the same organization, it shall be treated as a separate activity and will not come within the definition of recurring grants. Not grants for recurring expenses, like expenditure on administration, establishment etc. should, not ordinarily be provided for such cases.
- (xiii)
 - (i) It was considered desirable that a procedure may be involved while considering the cases for financial assistance to the individuals to ensure that income/resources of the applicant are ascertained and taken into consideration while recommending such cases.
 - (ii) In future, grants for the Gaushalas/ Gosadans shall be considered only for the purpose of construction work and not for the provision of fodder for the cattle.
 - (iii) Whenever any grant is given to a hospital, it must be ensured that the Hospital has been complying with the condition of providing free medical treatment to poor patients, as provided in their land allotment letter by the DDA or otherwise provided free treatment to 10% poor patients/cases referred by Delhi Government.
 - (iv) Grants-in-aid fro holding conference/seminar should be discouraged, and as a policy, the concerned Secretaries/Pr. Secretaries shall not recommend release of grant for such purposes in future.
- (xvi)
 - (a) As a separate “Illness Fund” (Delhi Arogya Nidhi) with Rs.2.00 crores has been created, no request for release of grants to the individuals for medical treatment shall normally be considered by the Delhi Kalyan Samiti henceforth.
 - (b) Grants-in-aid to the organizations shall be considered and released only once and there shall be no release on year to year basis or otherwise.
 - (c) No institution will be eligible for consideration if it has received any assistance from DKS during the preceding 2 years.
 - (d) No Government Department/Autonomous Body/Agency which receives budgetary support from Govt. of NCT of Delhi will be eligible for assistance from DKS.

- (xv) If GIA is required for the purpose of construction of building in Delhi. The copy of title of land, building plan prepared by approved Architect and the building plan/site plan their after approved by MCD/Local Bodies are required.
3. (i) On Application, it takes minimum three months for the case process.
- (ii) The Governing Body shall meet at least once in a year.
- (iii) The Executive Committee shall meet at least once in two months or at all call by the Chairman.
- (iv) Some cases of urgent/time bound nature the same can be approved by circulation. The same are later placed as Action Taken in the next Executive Committee Meeting.

Contact Persons:

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| 1. | Assistant Accounts Officer, DKS
Finance Department – DKS
Govt. of NCT of Delhi
4 th Floor, Wing-A
Delhi Secretariat
I.P.Estates, New Delhi | Tel No: 23392256 |
| 2. | Joint Director, DKS/ Dy. Secretary (Finance)
Finance Department – DKS
Govt. of NCT of Delhi
4 th Floor, Wing-A
Delhi Secretariat
I.P.Estates, New Delhi | Tel No: 23392135 |
| 3. | Member Secretary (DKS)/Pr. Secretary (Fin)
Finance Department – DKS
Govt. of NCT of Delhi
4 th Floor, Wing-A
Delhi Secretariat
I.P.Estates, New Delhi | Tel No: 23392131
Fax: 23392070 |
| 4. | Website: http://Delhigovt.nic.in
Department – Delhi Kalyan Samiti
Forms can be downloaded from the site. | |

MEMORANDUM OF ASSOCIATION OF "DELHI KALYAN SAMITI"
REGISTERED UNDER THE SOCIETIES
REGISTRATION ACT, 1860 (ACT NO.21 OF 1860)

1. **NAME:**

- (a) The name of the Society shall be "Delhi Kalyan Samiti" (hereinafter referred to as the "Samiti")
- (b) The Registered Office of the Samiti is situated in the National Capital Territory of Delhi and at present it is at the Finance Department, 4th Floor, Wing-'A', Delhi Secretariat, I. P. Estates, New Delhi-110002.

2. **AIMS & OBJECTS:**

- (a) To create corpus and invest the same into public sector banks and public sector financial institutions to the best advantage of the corpus, with a view to generate funds for providing grants-in-aid under the various "social welfare and sports promotion schemes". To begin with, the Samiti shall be provided with the seed-capital of Rs.38.74 crores by the Government of National Capital Territory of Delhi out of the Lottery funds.
- (b) To work as an umbrella institution in respect of the two registered societies namely (i) 'The Delhi Foundation for the Welfare of the Disabled and the Disadvantaged'; and (ii) The Sports Council of National Capital Territory of Delhi'.
- (c) To acquire, hold and dispose of immovable property.
- (d) To receive contribution, donation, fees and grants-in-aid.
- (e) To do all that is related or conducive or incidental for the fulfillment of the above or other such objects.
- (ii) The Samiti is a non-profit making body. No part of its income shall be paid or transferred directly or indirectly by way of dividends, profits or losses in any manner whatsoever to the present or past members of the Samiti or to any one or more of the present or the past members.
- (iii) No member of the Samiti shall have any personal claim on any moveable or immovable property of the Samiti or make any profit whatsoever by virtue of his membership.
- (iv) The income and property of the Samiti whatsoever derived shall be applied solely towards the promotion of the objects of the Samiti as set-forth in the Memorandum of Association.

3. **MANAGEMENT:**

- (i) The management of the Samiti shall vest in and shall be carried out by its Executive Committee by whatsoever name called.
- (ii) The Executive Committee shall have power to restrict or regulate from time to time the aims and objects of the Samiti so as to comply with any conditions or requirement of Taxation Laws of India relating to taxation of income or capital as it may think fit so as to obtain the Samiti or donor to the Samiti any relief or concession in respect of taxation.
- (iii) The Executive Committee shall consist of the following persons in their ex-officio capacity:-

1.	Chief Minister, Delhi	Govt. of NCT of Delhi	Chairman
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		Delhi Secretariat, I.P. Estate, New Delhi-110002	
2.	Finance Minister, Delhi	Govt. of NCT of Delhi Wing-A, Level-6, Delhi Secretariat, I.P. Estate, New Delhi-110002	Vice Chairman
3.	Chief Secretary, Delhi	Govt. of NCT of Delhi 5 th Floor, Wing-A, Delhi Secretariat, I.P. Estate, New Delhi-110002	Member
4.	Pr. Secretary (Finance), Delhi	Govt. of NCT of Delhi 4 th Floor, Wing-A, Delhi Secretariat, I.P. Estate, New Delhi-110002	Member Secretary

(iv) There shall also be a Governing Body to whom the accounts of the Samiti shall be submitted. New Schemes under which grants can be released, shall also be approved by the Governing Body.

(v) The Governing Body shall consists of the following persons in their ex-officio capacity:-

1.	Chief Minister, Delhi	Govt. of NCT of Delhi Delhi Secretariat, I.P. Estate, New Delhi-110002	Chairman
2.	Finance Minister, Delhi	Govt. of NCT of Delhi Wing-A, Level-6, Delhi Secretariat, I.P. Estate, New Delhi-110002	Vice Chairman
3.	Health Minister, Delhi	Govt. of NCT of Delhi 8 th Level, Wing-A, Delhi Secretariat, I.P. Estate, New Delhi-110002	Member
4.	Sports Minister, Delhi	Govt. of NCT of Delhi 6 th Level, Wing-A, Delhi Secretariat, I.P. Estate, New Delhi-110002	Member
5.	Social Welfare Minister, Delhi	Govt. of NCT of Delhi 8 th Level, Wing-A, Delhi Secretariat, I.P. Estate, New Delhi-110002	Member
6.	Chief Secretary, Delhi	Govt. of NCT of Delhi Delhi Secretariat, I.P. Estate, New Delhi-110002	Member
7.	Secretary (Medical)	Govt. of NCT of Delhi 9 th Floor Wing-A, Delhi Secretariat, I.P. Estate, New Delhi-110002	Member
8.	Secretary (Education)	Govt. of NCT of Delhi Old Secretariat, Delhi-34	Member
9.	Secretary (Social Welfare)	Govt. of NCT of Delhi 4 th Floor, Wing-C Delhi Secretariat, I.P. Estate, New Delhi-110002	Member
10.	Pr. Secretary (Finance)	Govt. of NCT of Delhi 4 th Floor, Wing-A, Delhi Secretariat, I.P. Estate, New Delhi-110002	Member Secretary

4. **ASSOCIATION:**

We, the undersigned, are desirous of forming a Samiti by the name of the "Delhi Kalyan Samiti" under the Societies Registration Act of 1860 (Act No.21 of 1860) as applicable to the National Capital Territory of Delhi in pursuance of this Memorandum of Association of the Samiti.

S.No	Name & Address	Occupation	Signature
1	Shri Madan Lal Khurana, Old Secretariat, Delhi	Chief Minister, Delhi	SD/-
2	Shri Jagdish Mukhi, Old Secretariat, Delhi	Finance Minister, Delhi	SD/-
3	Dr. Harsh Vardhan, Old Secretariat, Delhi	Health Minister, Delhi	SD/-
4	Shri Sahib Singh, Old Secretariat, Delhi	Sports Minister, Delhi	SD/-
5	Shri Surender Pal Ratawal, Old Secretariat, Delhi	Social Welfare Minister, Delhi	SD/-
6	Shri P.P. Chauhan, 5 Sham Nath Marg, Delhi	Chief Secretary, Delhi	SD/-
7	Shri S. Malaichamy, 5 Sham Nath Marg, Delhi	Secretary (Medical), Delhi	SD/-
8	Shri S. Ragunathan, Old Secretariat, Delhi	Secretary (Education), Delhi	SD/-
9	Shri Balbir Singh, 5, Sham Nath Marg, Delhi	Social Welfare Secretary, Delhi	SD/-
10	Shri P.S. Bhatnagar, 5, Sham Nath Marg, Delhi	Pr. Secretary (Finance), Delhi	SD/-

Signature from S.No. to 10 above are attested

SD/-

(MEMBER SECRETARY)

Signature of the Member Secretary
are attested

SD/-

RULES & REGULATIONS OF
“THE DELHI KALTYAN SAMITI”

1. NAME:

The name of the Society shall be the “DELHI KALYAN SAMITI” (hereinafter referred to as “the Samiti”)

2. REGISTERED OFFICE:

The Registered Office of the Samiti is situated in the National Capital Territory of Delhi and at present it is at the Finance Department, 4th Floor, Wing-‘A’, Delhi Secretariat, I. P. Estates, New Delhi-110002.

3. DEFINITIONS:

In these Rules, unless there is anything repugnant in the subject or context.

- (i) ‘Executive Committee’ means the Executive Committee constituted as per the Memorandum of Association and these rules.
- (ii) ‘Governing Body means the Governing Body constituted as per the Memorandum of Association and these rules.
- (iii) ‘Member’ means a member of the Samiti to be nominated by the Government of the National Capital Territory of Delhi.
- (iv) ‘Rules’ shall mean the Rules and Regulations of the Samiti for the time being in force.
- (v) ‘Delhi Welfare Fund’ means the Fund established by the Government of the National Capital Territory of Delhi.
- (vi) Service of notice or any communication shall be presumed to have been effected on the members, if the same is sent under certificate of posting on his last know address as recorded with the Samiti.

4. MEMBERSHIP:

There shall be two types of members:

- (i) Founder – Member i.e. persons who have subscribed their signatures to the Memorandum of Association.
- (ii) Nominated members i.e. persons who after registration of the Samiti have been nominated to its Membership by the Lt. Governor, Delhi.

5. CONDITIONS FOR MEMBERSHIP:

- (i) The Founder Members shall hold the office in the Governing Body and the Executive Committee, as the case may be, by virtue of their posts.
- (ii) The Government of the National Capital Territory of Delhi may invite any distinguished person to become a member without payment of any fees/subscription for a period of one year.

- (a) Subject to overall supervision and superintendence of the Chairman, he shall be Chief Executive of the Executive Committee as well as the Governing Body of the Samiti.
- (b) With the approval of the Chairman, he shall have powers regarding the appointment, promotion, suspension and dismissal of the staff, taking premises on rent and performing all other functions on behalf of the Committee.
- (c) He shall also have the powers to sanction expenditure upto Rs.50,000/- at one time in respect of one item in connection with the day-to-day work of the Samiti.
- (d) He shall be responsible to :
 - (i) maintain an upto date register of the members;
 - (ii) summon and attend meetings of the Executive Committee and the Governing Body under the instructions of the Chairman;
 - (iii) circulate agenda of the meetings;
 - (iv) record the proceedings of such meetings;
 - (v) prepare yearly reports on the working of the Samiti;
 - (vi) carry on such other duties as may be assigned to him by the Executive Committee and the Governing Body or the Chairman;
 - (vii) operate and manage the accounts of the samiti through the Secretariat.

(iv) GOVERNING BODY:

- (i) The Governing Body shall be the Supreme Body to whom the accounts of the Samiti shall be submitted. All its decisions shall be taken in the meeting by majority of members sitting and voting.
- (ii) The main work of the Governing Body will be to take policy decisions and to formulate the guidelines for functioning of the Samiti.
- (iii) Any new Scheme to be covered under the scope of financial assistance by the Delhi Kalyan Samiti shall be approved by the Governing Body.

(v) EXECUTIVE COMMITTEE:

- (i) The Executive Committee shall function as Nodal Body. All its decisions shall be taken in the meeting by majority of members sitting and voting.
- (ii) With previous approval of the Government of National Capital Territory of Delhi, the Executive Committee shall make regulations relating to;
 - (a) method of recruitment, pay-scale and other terms and conditions of service of the paid officers and staff of the Samiti;
 - (b) terms and condition of giving financial assistance and grant-in-aid to disabled and disadvantaged individuals and institutions;
 - (c) ceiling on the amount of grant-in-aid to be released to the institutions/organizations in respect of activities covered under the following schemes:-
 - (i) Construction of cheap tenements for low income service personnel;
 - (ii) Improvement of facilities in J.J. Colonies;
 - (iii) Resettlement schemes for the villagers whose land falls within urban limits and has been acquired under the Master Plan;
 - (iv) Setting up of community and social welfare centres in the new colonies developed by DDA;
 - (v) Promotion of Sports activities;

- (vi) Improvement of medical facilities for the general public;
- (vii) Financial assistance for the needy in case of hardship for medical treatment;
- (viii) Contribution to the LG, CM & PM Relief Fund;
- (ix) Promotion of arts and culture;
- (x) Acts of bravery;
- (xi) Pollution control;
- (xii) Drug de-addiction;
- (xiii) Rehabilitation of street children;
- (xiv) Working women's hostels;
- (xv) Research in policy areas in NCR in general and Delhi in particular; and
- (xvi) Any other schemes approved by the Government of Delhi;

9. TERMS OF OFFICE OF THE EXECUTIVE COMMITTEE & THE GOVERNING BODY:

- (i) The Executive Committee and the Governing Body both shall be perpetual bodies and their members shall hold office by virtue of their incumbency as such.
- (ii) The existing members shall continue to hold their respective offices till their successors are nominated and assume office.

10. INDEMNITY:

Subject to the provisions of the Societies Registration Act (21 of 1860) extended to the National Capital Territory of Delhi, the Chairman, Vice Chairman, Members and the Member Secretary and their respective heirs, executors and administrators shall be indemnified out of the assets of the Samiti from and against all suits, proceedings, cost, charges, losses, damages and expenses which they or any of them shall or may incur or sustain by reasons of any act done or caused to be done in or about the execution of the duty in their respective offices, except such (if any) as they shall or may incur or sustain by or through their own willful neglect or default and no such officer shall be answerable for the acts, receipts, neglects or defaults of other officer or for insolvency or dishonesty of any member or other person with whom any moneys or effects belonging to the Samiti may be lodged or deposited for safe custody or for insufficiency of any security upon which any money of the samiti shall be invested or any other loss or damage due to any such cause as aforesaid or which may result from the execution of his office, unless the same shall happen through the willful neglect or default of such officer.

11. MEETINGS:

- (i) GOVERNING BODY: The Governing Body shall meet at least once in a year. The Chairman can, however, call its meeting whenever considered necessary.
- (ii) EXECUTIVE MEETING: The Executive Committee shall meet at least once in two months or at call by the Chairman.

12. EXTRA ORDINARY MEETINGS:

An Extra-ordinary Meeting of the members of the Governing Body as well as the Executive Committee shall be called by the Chairman, if required.

13. QUORUM:

50% of the members of the Governing Body and 75% of the Executive Committee shall form the quorum of the respective meetings. But if, after half an hour of the

scheduled time of beginning of the meeting, the quorum is not present, the meeting shall stand adjourned for the same day and be held after another half hour, and no quorum for such adjourned meeting shall be necessary.

14. NOTICE OF THE MEETING:

- (i) 'Two days' notice shall be given for convening any meeting of the Governing Body as well as the Executive Committee. The notice shall be presumed to have been served after twenty four hours of its posting.
- (ii) The Chairman may convene an emergent meeting at call and it shall not be called in question on the ground of non receipt of prior notice by any member.
- (iii) The proceedings of the Meeting of the Governing Body as well as the Executive Committee shall not be invalid for insufficiency/ non receipt of notice by any member.

15. DECISION:

All matters shall be decided by majority of votes of the members present and voting at the meeting. In the event of a tie, the person presiding over the meeting shall have the right to exercise a casting vote.

16. POWERS OF THE GOVERNING BODY:

The Governing Body shall have the following powers:-

- (a) Adoption of the Annual Accounts and consideration of Annual Reports;
- (b) Approval of new schemes to be covered under the scope of financial assistance by the Samiti.

17. POWERS OF THE EXECUTIVE COMMITTEE:

The Executive Committee shall have the right to exercise all such powers as are necessary for the proper control and management of the affairs of the Samiti. It shall also have the following powers;

- (a) to open, operate or close an account with any scheduled bank or banks and to authorize any member, members or officials of the Secretariat to operate thereon;
- (b) to empower the Member – Secretary to perform all or any of the powers of the Executive Committee;
- (c) to appoint any sub-committee for performing any task of the Committee subject to its control and supervision;
- (d) to purchase, take or give on lease or hire, otherwise acquire, sell, manage or deal with any moveable or immoveable property for any of the objects of the Samiti;
- (e) to borrow or raise money by organizing any activities in a lawful manner which the Samiti may think fit;
- (f) to invest money of the Samiti not immediately required for any of its objects as may be determined by the Member – Secretary. The money so invested shall not exceed Rs.15.00 crore with a particular Bank/ Financial Institution.

- (g) To appoint the Auditors;
- (h) to approve programmes of action for the ensuing financial year;
- (i) to consider such matters as may be raised by members in relation to the work of the Samiti;
- (j) to scrutinize the request of institutions/ organizations seeking grants-in-aid from the Samiti;
- (k) to accord sanction to the grants-in-aid to the institutions/organizations and release the amount.

18. FINANCIAL YEAR:

The Financial year of the Samiti shall be reckoned from the 1st day of April each year upto 31st March of the following year.

19. AUDIT:

Accounts of the Samiti shall be audited by a Chartered Accountant or by the Auditors of the Government of the National Capital Territory of Delhi and their report shall be appended to the Annual Report to be submitted to the Governing Body.

20. MISCELLANEOUS PROVISIONS:

- (1) The Samiti shall file with the Registrar of Societies, in the end of every term, a list of members of Governing Body and the Executive Committee as required under section-4 of the Societies Registration Act, 1860 (21 of 1860).
- (2) The Samiti may sue or be sued in the name of the Member- Secretary.
- (3) If the circumstances necessitate the dissolution of the Samiti, the dissolution shall take place only in accordance with the provisions laid down in Section 13 and 14 of the Societies Registration Act, 1860 (21 of 1860).
- (4) In case any amendments are to be made in the Memorandum and Rules and Regulations of the Samiti, the same shall be in accordance with provisions of section 12 of the Societies Registration Act, 1860 (21 of 1860) in regard to the Memorandum of the Association and 2/3rd of the majority of the Governing Body in the case of Rules and Regulations.
- (5) All the provisions of the Societies Registration Act, 1860 (21 of 1860), as extended to the National Capital Territory of Delhi, shall apply to the Samiti.

SD/-
Chairman

SD/-
Vice-Chairman

SD/-
Member Secretary

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