

No.F.79(31)/2001-02/DKS/25-44  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE DEPARTMENT – DELHI KALYAN SAMITI  
3<sup>RD</sup> FLOOR, 4<sup>TH</sup> LEVEL, WING-'A', DELHI SECRETARIAT  
I.P.ESTATES, NEW DELHI- 110 002

Dated:04.04.2002

**C I R C U L A R**

After closure of the Delhi Lotteries, a Society named Delhi Kalyan Samiti was established on 31.03.1995. At the time of closure of Delhi Lotteries, the funds available with the Delhi Lotteries were transferred to Delhi Kalyan Samit and the same are held in Fixed Deposits in various banks. Out of the interest amount, financial assistance is being provided to various NGOs/Voluntary Organizations & needy persons as per the schemes of the Delhi kalyan Samiti. The aims and objectives of the Delhi Kalyan Samiti are as under:-

1. (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".
  - (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.
2. 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.
  3. No member of the Samiti shall have any personal claim on any movable or immovable property of the Samiti or make any profit whatsoever by virtue of his membership.
  4. 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.

In order meet out the objective of Delhi Kalyan Samiti, financial assistance is provided to the needy NGOs/Voluntary Organizations and needy persons. **The applications are received on prescribed format in triplicate in Delhi Kalyan Samiti.** These applications are forwarded to the Departments of GNCT of Delhi for their comments/ recommendations/report to whom the subject matter relates. On receipt of the recommendations of the concerned administrative department, the mater is placed before the Executive Committee of Delhi Kalyan Samiti for deliberations and taking suitable decision. The guidelines, rules and regulations, check-lists were earlier circulated to all the Departments in their respective cases.

At the time of 26<sup>th</sup> Meeting of the Executive Committee of Delhi Kalyan Samiti held on 25.02.2002, a necessity was felt to prepare a revised check-list and again issue the guidelines/rules and regulations for the guidance of the Administrative Departments.

Accordingly, revised check-list has been prepared and the same is enclosed herewith alongwith the rules/norms for guidance and necessary action in the concerned Administrative Department as under :-

1. Check list – Annexure – ‘A’
2. Schemes/Head of Delhi Kalyan Samiti – Annexure – ‘B’
3. Rules/Norms for release of G-I-A to the NGOs/Individuals – Annexure –‘C’ & ‘D’

All concerned departments are, therefore, requested to keep in mind the rules and regulations while recommending the cases. All departments are, therefore, requested that the report/recommendations in each case may be made on the proforma/check-list enclosed herewith as Annexure-‘A’.

Sd/-

(RAMESH CHANDER)  
JOINT DIRECTOR, DKS

To,

All Pr. Secretaries/Secretaries/HODs, Govt. of NCT of Delhi.

CHECK LIST/REPORT OF THE ADMINISTRATIVE DEPARTMENT FOR  
CONSIDERING THE RELEASE OF GRANT-IN-AID TO THE NGOs/INDIVIDUALS  
FROM DELHI KALYAN SAMITI

1.	Name of the NGO/Individual	:	
2.	Complete Address with telephone and mobile Numbers.	:	
3.	Date of establishment of the NGO	:	
4.	Whether the NGO/Applicant registered under Societies Registration Act, 1860 or Indian Trusts Act, 1882, if yes, the Registration No., date and place of the registration with the Registrar of Co-operative Societies. (Enclose copies)	:	
5.	Aims and objectives and other details of the NGO/Applicant	:	
6.	Whether the NGO owns the premises or taken on rent	:	
7.	Objectives of the project for which assistance is sought	:	
8.	Total Project cost	:	Rs.
9.	Amount of financial assistance sought/ requested for	:	Rs.
10.	Other resources of the NGO/Applicant	:	
11.	Whether any financial assistance received from External Agency/Foreign Government	:	
12.	Details of any financial assistance	:	

	received by the NGO/Applicant from other sources. If so, the purpose for which given		
13.	Any financial assistance received earlier from Delhi Kalyan Samiti/ Delhi Lotteries	:	
14.	In case earlier grant was received , whether appropriate Utilization Certificate has been submitted by the NGO/Applicant with complete details. If so, the details of utilization of past funds in qualitative terms.	:	
15.	Status and past experience of the NGO/ Applicant	:	
16.	Whether the NGO/ Applicant is operating on commercial lines.	:	
17.	Whether physical inspection has been done by the officer of the Administrative Department to see the past utilization. If so, whether the purpose for which the funds are being sought are made with the over all welfare needs of the people.	:	
18.	Recommendations of the concerned Administrative Department. (i) Whether recommended or not; (a) If Yes, under which scheme/head of the Delhi Kalyan Samiti  (b) Amount recommended (c) Reasons for recommendations  (ii) If not recommended, the reasons there of	:	

Accepted and  
Countersigned:

Signature of the concerned  
Officer of the Administrative

Pr. Secretary/ Secretary  
Administrative Department  
(No substitution is permissible)

**SEHEME/HEADS UNDER WHICH GRANTS-IN-AID ARE GIVEN BY THE  
FINACE DEPARTMENT - DELHI KALYAN SAMITI**

1. Improvement of facilities in J.J. Colonies.
2. Setting up Community and Social Welfare Centres in Delhi.P
3. Promotion of Education, Art and Culture.
4. Financial assistance for the needy in case of hardship.
5. LG/ CM' s Relief Fund.
6. Promotion of Sports and Cultural Activities.
7. Acts of Bravery.
8. Pollution Control.
9. Drug de-addiction.
10. Rehabilitation of street children.
11. Working women's hostel.
12. Research in policy areas in NCR in general and Delhi in particular.
13. Improvement of medical facilities for the general public.
14. Construction of Gaushalas/ Gosadan and their up-keep.
15. Any other scheme approved by the Government of Delhi.

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**RULES/NORMS FOR RELEASING GRANTS-IN-AID BY THE DELHI KALYAN SAMITI**

The following rules/norms for releasing grants-in-aid out of Delhi Kalyan Samiti to the NGO's/ Individual have been approved by the Executive Committee of the Delhi Kalyan Samiti in its various meeting since its establishment.

1. Grants-in-aid shall be given only to the institution(s) organizations registered under the Societies Act, 1860 [ **and to the NGO /institution(s) organizations registered under Indian Trusts Act, 1882**]\*
2. Grants-in-aid to the individual shall only be released in respect of the following three schemes:-
  - (a) Promotion of sports and cultural activities;
  - (b) Financial assistance for the needy in case of hardship;
  - (c) Acts of bravery;
3. The list of office bearers of the institutions/organizations shall be duly verified before release of grants.
4. The Society shall not dispose off the assets created out of the grants without the prior written approval of the Delhi Kalyan Samiti.
5. The ceiling for release of grants shall be imposed as under:-
  - (a) Grants to the institutions/organizations Rs.25.00 lacs (Rupees Twenty Five lacs only) P.A.
  - (b) Grants to the individuals Rs.50,000/- (Rupees Fifty Thousand only) P.A.
6. The Grants-in-aid to the Institutions/organizations/Societies shall not be released without submission/scrutiny of the project report, if the amount of each release exceeds Rs.10.00 lacs.
7. Fresh grants shall not be released to any institutions/organizations unless the utilization certificate in the Form GFR-19A duly certified by the Chartered Accountant and countersigned by authorized signatory of the society/institution(s) is submitted by the organization in respect of the earlier grants.
8. 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 for the purpose for which it was sanctioned. If such, affidavit is not submitted, the case for further release shall not be considered.

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1 to 8 decided by Executive Committee of DKS in its Ist meeting held on 15.05.1995

\*decided by Executive Committee of DKS in its 35th meeting held on 16.08.2005

9. The institutions/organizations/individuals to whom grant is to be released shall be required to disclose the other source/institutions 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/proposed to utilize the financial assistance was received from other sources/institutions.
10. "The grant shall be utilized by the institutions/organizations/individuals 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."
11. The Chief Minister may announce any grant at appropriate occasion, of course, falling within the ambit of the existing scheme/head upto the limit of Rs.10,000/- (Rupees Ten Thousand only) in the case of individual and Rs.1,00,000/- (Rupees One Lacs only) in the case of Institution/Organizations/NGOs subject to the following conditions:-
  - (a) The grant, after a formal application is received form the concerned party, shall be duly approved by the Executive Committee by circulation, if necessary to avoid delay.
  - (b) In case of Institutions. Organizations, it should be registered under the Society Registration Act 1860 in Delhi.
  - (c) The amount shall, however, be released through the concerned administrative department on due verification of the above requisites.
12. The application should be on the prescribed format.
13. Recurring grants-in-aid either to the individuals or to the institutions/NGO may be generally discouraged. However, the Executive Committee may consider deserving cases on merit keeping in view their past performance, services rendered to the society and other relevant factors.
14. No grant shall be given out of the funds of Delhi Kalyan Samiti to any of the department of the Government of Delhi.
15. The amount of grants will be kept by the Grantee Institution in separate bank account in its name in Delhi.
16. The amount of grant will not be transferred out of Delhi and will be utilized for the specific purpose in Delhi only.

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9 to 10 decided by Executive Committee of DKS in its **1st** meeting held on 15.5.1995

11 to 13 decided by Governing Body of DKS in its **1st** meeting held on 12.3.1996

14 decided by Executive Committee of DKS in its **5th** meeting held on 07.2.1996

15 & 16 decided by Executive Committee of DKS in its **6th** meeting held on 10.06.1996

17. The Grantee Institution will maintain a register of assets in Form GFR-19A. Wherein all assets of permanent value and machinery and equipment having a life of not less than 5 years and costing Rs.10,000/- and above, should find place. Relevant extract of this register should be appended to the Annual Statement of Account of the organization showing progressive figures (both stores and value). This register shall be checked by audit authorities.
18. The organization shall not dispose off, without obtaining prior approval of the authority which sanctioned the grant-in-aid any asset(s) acquired wholly or substantially out of the grant given by DKS.
19. NGOs, receiving grant shall be required to maintain subsidiary account of the grant given by DKS and furnish to the ELFA a set of audited statement of accounts together with a copy of their constitution. These audited statement will also be required to be furnished after utilization of grant-in-aid or whenever called for.
20. NGOs, shall get the accounts audited from a Chartered Accountant.
21. The account of all Grantee Institutions shall be open to inspection by DKS and Examiner Local Fund Accounts, Govt. of NCT of Delhi.
22. While considering the case for financial assistance to the individuals to ensure that income/resources of the applicant are ascertained and taken into consideration, while recommending such cases.
23. Grants for the Gashalas/Gosadans shall be considered only for the purpose of construction work and not for the provision for fodder for the cattle.
24. 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 provides free treatment to 10% poor patients/cases referred by Delhi Government.
25. Grants-in-aid for holding conference/seminar should be discouraged, as a policy. The concerned Secretary/ Pr. Secretary shall not recommended release of grant for such purposes in future.
26. The grant-in-aid to the Organization/NGOs shall be considered and released only once and there shall be no release on year to year basis or otherwise.
27. A separate "Illness Fund" with Rs.2.00 crores was created in 1997. Therefore, no request shall be entertained for grant to individuals for medical treatment normally.

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17 to 21 decided by Executive Committee of DKS in its 6th meeting held on 10.06.1996

22 to 25 decided by Executive Committee of DKS in its 7th meeting held on 18.09.1996

26 to 27 decided by Executive Committee of DKS in its 9th meeting held on 29.03.1997

28. The sanction for grant/financial assistance to the individuals is considered on the report of the concerned D.C. before placing the same in the Executive Committee of Delhi Kalyan Samiti.
29. No Institution will be eligible for consideration, if it has received any assistance from DKS during the preceding 2 years.
30. No Government/Autonomous Body/Agency which receives budgetary support from Govt. of NCT of Delhi will be eligible for assistance from DKS.

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28 to 30 decided by Executive Committee of DKS in its 16<sup>th</sup> meeting held on 27.2.1999