

**No. 22-33(20/2014-DD-II**  
**Government of India**  
**Ministry of Social Justice and Empowerment**  
**(Department of Disability Affairs)**  
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**Room No. 633, A-wing,**  
**Shastri Bhawan, New Delhi.**  
**Dated the 16th July, 2014**

**OFFICE MEMORANDUM**

**Subject:** Guidelines to streamline the procedure for release of grant-in-aid to NGOs under Deendayal Disabled Rehabilitation Scheme (DDRS) of the Ministry.


The undersigned is directed to refer to this Ministry's O.M. dated 18<sup>th</sup> July, 2013 on the subject mentioned above and to say that a serious need has been felt for some time to issue guidelines for streamlining the procedure for grant-in-aid to Non Government Organisations (NGOs)/ Voluntary Organisations (VOs) under DDRS.

2. The approach of the Scheme has been to create an enabling environment to ensure equal opportunities, equity, social justice and empowerment of persons with disabilities by providing financial assistance to voluntary organizations to make available the whole range of services necessary for their rehabilitation. With a view to inclusion of persons with disabilities in the mainstream actualizing their potential, the thrust is on education and training programmes. NGOs are being given assistance under DDRS for providing a wide range of services to children/persons with disability, e.g., programmes for pre-school and early intervention, special education, vocational training and placement, psycho-social rehabilitation of persons with mental illness, rehabilitation of leprosy-cured persons, etc.

3. In this direction, this Department has recently decided that from the current financial year 2014-15, all applications by NGOs seeking grant-in-aid under DDRS shall be accepted ON-LINE on the interactive website: [www.ngograntsje.gov.in](http://www.ngograntsje.gov.in). As such, all NGOs have already been asked to register their particulars on the above mentioned URL. In case of any difficulty in registration/filing of application for GIA, an enquiry can be made by visiting the District Information Centre or seeking for assistance through e-mail at [jsda\\_msje@nic.in](mailto:jsda_msje@nic.in) or [vickybotha@hotmail.com](mailto:vickybotha@hotmail.com) or [sanjay.chauhan@nic.in](mailto:sanjay.chauhan@nic.in) or [sharma.sd@nic.in](mailto:sharma.sd@nic.in). The user manual for NGOs for on-line filing of application has also been made available, which is at <http://www.socialjustice.nic.in/pdf/UserManualver1.1NGOUser.pdf>. All the proposals under DDRS complete in all respects as explained above are to be sent ON-LINE.

4. Accordingly, in supersession of O.M. mentioned at para 1 above in so far as DDRS only, it has been decided that while the general provisions of Rules 206 to 212 of General financial Rules, 2005 amended from time to time would be applicable for release of grant-in-aid to NGOs/Voluntary Organisations for disability sector under this Department, the following guidelines will be followed:-

- (i) The States/UTs are advised to constitute a separate "Grant-in-aid Committee" for disability related schemes for scrutinizing and recommending the proposals of NGOs



- (ii) with a view to ensure speedy disposal of cases. The composition of the Committee will be at the discretion of the States/UTs which may, inter-alia, comprise representatives of the concerned Departments.
- (iii) The Grant-in-aid Committee will ascertain through inspections carried out, the functioning and suitability of NGOs/VOs applying for grants. The reports should be prepared on the standardized formats prescribed by the Department. Each page of the Inspection Report should be signed by the Inspecting Officer with his full name and seal.

In the case of complaint cases, inspection should be done carefully with an opportunity being given to the Complainant to put forth his facts. Inspecting officer while putting his signatures and seal with date at the end should clearly mention whether the grant-in-aid is recommended or not. Photographic evidence should also be enclosed with the report.

- (iv) The Grant-in-aid Committee will ensure that the proposals being recommended are in consonance with the provisions of the Schemes.
- (v) The proposals recommended by the Grant-in-aid Committee will be sent, indicating the inter-se priority, preferably every month.
- (vi) In continuing cases,
  - (a) it will be mandatory to enclose the Inspection Report of the year for which the grants are being sought.
  - (b) In respect of States/UTs whose recommendations have been received, no Grant-in-aid will be released in such cases where Utilisation Certificate of more than one year is pending.
  - (c) the NGOs, who have won the relevant National Awards in the Institutional Category of the Schemes being run by this Ministry and or the NGOs which have been getting the grant regularly for the last three years, will be free to submit one copy of the application alongwith all prescribed documents for release of first instalment (advance amount) directly to the Ministry. The second copy of the application must be furnished to the State Govt./UT for necessary action. The Ministry will consider release of first instalment to the extent of 75% of last year's release to the NGO subject to the conditions laid down in General Financial Rules, 2005, as amended from time to time. The second instalment will, however be considered for release only after receipt of satisfactory recommendation from the State Govt./UT and after complete processing of the proposal in the Ministry in accordance with the guidelines of the Scheme concerned. In case a State Govt./UT decides not to recommend the case of any such NGO to the Ministry, it will be requested to give specific reasons for not recommending such a case after giving due opportunity for the party to be heard. The grant of such NGOs released as 1<sup>st</sup> installment will be recovered with penal interest.
  - (d) The proposal of those Organizations, which are receiving more than Rs 25.00 lakhs as GIA from the Government of India, shall be considered only when 35 copies (Hindi and English each) of Annual Report (incorporating audited accounts) are



received in the department for placing the same before the Parliament. Those organizations which are receiving less than Rs 25 lakhs GIA from Government shall give a certificate to the effect that they are not receiving GIA to the tune of Rs 25 lakhs from the Government of India.

- (vii) With regard to new cases-
- (a) the States/UTs should endeavour to give preference to proposals from services deficient areas.
  - (b) These cases will be placed before the Screening Committee concerned in the Department. The recommendation of the Screening Committee within the Department would remain valid till the end of financial year subsequent to the year of approval. For example, a recommendation of the Screening Committee made in 2013-14, shall be valid upto 31.03.2015.
  - (c) The recommendations of the State Governments./UTs Grant-in-aid Committee and the concerned Screening Committees of this Ministry pertaining to these Cases would remain valid for the financial year following the year in which they were received, in case the funds are not released in its favour in the same year. The recommendations of the State Government for release of grants for new projects would also remain valid till the end of the subsequent financial year and be approved at the level of Union Secretary (Disability Affairs). For example the new cases, recommended by the State Government in the year 2013-14 can also be processed in the year 2014-15, subject to other conditions being fulfilled. Last installment will be released after receipt of State Government's recommendation for the year 2014-15.
- (viii) 'Time barred' and 'discontinued' cases will be dealt with in accordance with the provisions of Rule 209(6) (viii) of General Financial Rules, 2005, as amended from time to time by the Ministry of Finance are as follows:-
- (a) In those cases where performance was found satisfactory and the NGOs had completed the required formalities in time but due to systemic deficiencies of Central or State Govt., the grant could not be released, the arrears upto 24 months from the dated of sanction may be released as per the provisions in GFRs subject to revival of the case by Union Secretary (Disability Affairs), mentioning the date of revival.
  - (b) In case of those projects where due to unsatisfactory performance as reflected in the inspection reports the grant-in-aid was discontinued, its revival after improvement in working to the satisfaction of the Department can be treated as fresh case. The revival of grant-in-aid to such NGOs can be decided at the level of Union Secretary (Disability Affairs). The grant-in-aid will be calculated from the date of revival. Such type of cases need not be placed before the Screening Committee.
- (ix) The NGO should certify that for the same project, no grant is being received from any other Ministries/Departments of the Central Govt./State Govt. of their institutions.



- (x) Change of the location of the project will be permitted only if specific approval of competent authority in State Government/UT is obtained within a period of 4 (four) months of the change of location and same may be intimated to Department of Disability Affairs within 10 days.
- (xi) NGOs/VOs are advised to place the details of the beneficiaries on their respective website alongwith details of their mobile numbers for better monitoring and feedback of the services rendered.
5. This has the concurrence of Integrated Finance Division vide Dy. No. 1979/JS&FA/2014 dated 20-06-2014.
6. This issues with the approval of Hon'ble Minister, Social Justice & Empowerment.



**(K.V.S. Rao)**  
**Director**

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To

1. Chief Secretaries of all State Government/Union Territory Administrations.
2. Secretaries-in-charge of Department of Welfare of Persons with Disabilities in State Government and Union Territory Administration.
3. All State Commissioners of Persons with Disabilities.
4. PS to Minister. SJ&E/PS to MOS(SJ&E)/ Sr. PPS to Secretary (DA)/Sr.PPS to AS, SJ&E.
5. PPS to JS(DD)/ PS to JS&FA
6. Director(OPD)/Director(JK)/Director(IFD)/DS(M)/DS(SS)/DS(DNS)
7. Under Secretaries/Sections in the Department of Disability Affairs.
8. NIC Cell: for posting this O.M. on the website of this Ministry.
9. Guard File.