

## Chapter-IV

### PROCEDURE FOR MAKING APPLICATION AND RELEASE OF GRANT

#### **a). Application:**

1. All the voluntary organizations participating in leprosy SET Scheme are required to apply in the prescribed proforma at Annexure-I to the respective State Leprosy Society. All the columns should be duly filled and all the relevant enclosures attached to the application to avoid delay in the processing of the application.
2. The new applications for Grant-in-aid by the NGOs for a particular financial year are to be submitted in the 4<sup>th</sup> quarter (Jan-March) of the preceding financial year alongwith with recommendation of SLS to this Ministry. The application received will be examined and if found in order the 1<sup>st</sup> installment of the 50% of the GIA will be released in the 1<sup>st</sup> quarter (April-June) of the financial year. (The application for the financial year 2004-05 can however, be submitted upto 30-6-2004).
3. The Institutions must regularly submitted Quarterly / Annual performance report to the State as well as to Central Leprosy Division.

#### **b) For new centres inducted for revised SET grant :**

The NGOs applying for the first time for GIA, shall submit following information/ documents alongwith applications:-

1. A certification of registration of the organization with registrar of societies indicating the Act under which the organization is registered.
2. Details of the constitution of the Governing body of the organization indicating names of representative of the District Medical officer and the District magistrate along with other members of the Governing body.
3. A copy of the resolution of the Governing Body of the Organization, authorizing the person acting as organizer to handle funds and make transactions and other correspondence on behalf of he organization.
4. Details of allotment of a suitable working unit, indicating population in urban unit and deformity cases in rural units indicating blocks, districts allotted/

earmarked by the State Leprosy Officer to the particular voluntary organization

5. Copy of documents pertaining to joining of duty by a trained doctor and at least one trained para-medical worker.
6. Documentary evidence indicating that the unit has functioned for at least 3 months after allotment of field area for new case detection and treatment and record showing it has a minimum of 20 active patients in urban area or/and minimum of 20 deformity cases in rural area for each unit.
7. Inspection Report / Visit Report of the visiting officer/ official from State / Central Govt. visited during the period.
8. A specific recommendation along with forwarding of completed application with all enclosures from State Leprosy Society (SLS) indicating that the NGOs institution is functioning satisfactorily and GIA is recommended in its favour.
9. Details of the staff engaged under NGO to carry out leprosy work.
10. Photocopies of the legitimate certificates of training undertaken by the staff in leprosy as prescribed in the scheme.
11. Annual performance reports of the current and previous one years.

(ii) Balance grant i.e. the second installment of grant equivalent to 50% of the Grant-in-aid will be released during the 3<sup>rd</sup> quarter (Sept-Dec). of each financial year on:-

- a. Furnishing the audited statements of accounts and Utilization Certificate of previous financial year.
- b. Quarterly progress report of current financial year.

Grants under the scheme will be admissible to only those new unit/ NGOs/ institutions who have experience of work independently as VO for atleast three years, and also on fulfilling other conditions of work, staff, etc. and their case has been recommended by the SLS.

**c). For ongoing centers**

- i) Funds to the selected NGO / VO shall be released in two installments. First installment of grant equivalent to 50% of the Grant-in-Aid may be released in

first quarter(April - June ) of each financial year on furnishing the unaudited statements of accounts and provisional Utilization Certificate for the preceding financial year. For release of first installment of the grant-in-aid below mentioned documents must be furnished along with application.

1. A letter from SLS forwarding completed application recommending GIA in its favour indicating, amongst others that the NGO is functioning satisfactorily
  2. Details of staff engaged under NGO to carry out leprosy work.
  3. Photocopies of the legitimate certificates of training undertaken by the staff in leprosy as prescribed in the scheme.
  4. Annual performance reports of the current and previous one years.
- ii) Balance grant i.e second installment of grant equivalent to 50% of the Grant-in-aid to be released during the 3<sup>rd</sup> quarter (Sept-Dec.) of each financial year on: -
- a) Furnishing the audited statements of accounts and Utilization certificates in respect of previous financial year.
  - b) Quarterly report of the current year.
- iii) In the event of release of GIA a communication should be sent by the funding agency to concerned DLO / SLO for the activity being funded and amount released in order to keep them aware about the functioning & monitoring / supervision of a particular NGO.