

Guidelines/Instructions

to facilitate NGOs for timely submission of Correct and Complete Documents

1. Application for first installment should be submitted in the month of April to the Central Government along with all requisite documents correct and complete in all respect as per the provisions contained in the Scheme document and various instructions issued from time to time.
2. The State Government should also be requested, simultaneously along with a copy of the proposal, to inspect the project and forward the recommendation to the Ministry for release of admissible grants-in-aid on actual basis.
3. Application for second installment is required to be submitted in the month of October in the prescribed format as given in the Scheme along with requisite documents.
4. Application form as per Appendix-I (Para 6.1 of the scheme) is required to be invariably submitted alongwith application form for first & second installment both.
5. None of the entries in the application form should be left blank/unattended. Each entry should be filled with complete and correct information with supportive documents where required.
6. Documents should be serially arranged and annexed with the application form as mentioned in the application form as per Appendix-I (Para 6.1 of the Scheme). ***A list of documents which are essentially required to be attached with the application is enclosed as Annexure-I.***
7. Memorandum of Association should explicitly mention in its aims objectives that the NGO will work for prevention of alcoholism and substance (drugs) abuse. If the proposed activity is not included in the aims and objectives as per the MOA, the NGO is required to take immediate necessary action and pass a resolution to the effect in its General Body meeting or whosoever is the empowered body and obtain approval of the Registrar, Societies to the proposed amendment at the earliest. An attested copy of such an amended MOA as duly approved by the Registrar, Societies needs to be submitted to the Ministry along with the proposals for release of grants-in-aid.
8. The copy of the Memorandum of Association and Byelaws submitted to the Ministry should clearly reflect the approval of the Registrar, Societies or any other competent authority.

9. Complete address and designation should be mentioned in respect of the Managing Committee members. Board of Management should have the approval of the Registrar, Societies to prove that it has been legally constituted. A copy, duly approved/authenticated by the Registrar, Societies, should be enclosed with the proposal.
10. Annual report should be crisp with concrete information not in more than two pages in respect of the performance of the project.
11. Separate accounts should be maintained in respect of the project and the same should be rendered alongwith the proposal.
12. Utilisation Certificate should be submitted in the prescribed format under GFR 19A.
13. List of assets should be given in the prescribed format under GFR 19.
14. List of staff should be furnished in Form III. Complete address and designation should be mentioned in respect of all the employees. An extra column should be inserted to indicate the actual date of appointment.
15. Rent agreement should be in legal format with details of the property such as area, rooms, and schedule.
16. Monitoring sheet for implementation of Reservation Policy in the prescribed format with grant details of previous year.
17. List of beneficiaries in the prescribed format with date of birth (not age), complete address and contact details in respect of the beneficiaries.
18. All documents must be attested by the authorized signatory and his signatures should be attested by the authority authorizing him to sign the papers. A certificate should be issued and enclosed with the proposal.
19. A certificate each to the effect that the staff is not a near/distance relative of the Board of Management and the hired building is not possessed by any member of the Managing Committee or his near/distant relative.

Annexure-I

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