

HARYANA GOVERNMENT

PLANNING DEPARTMENT

Notification

The 2nd December, 2010

No. 30/18/10-1 Plg.—In pursuance of the decision of the Cabinet Meeting held on 9th November, 2010, Governor of Haryana is pleased to notify Policy and Guidelines for support to Voluntary/Non-Government Organization in Haryana.

The general goal of the Policy is to ensure that Government and Donor policies and programmes become increasingly responsive to the needs and expectations of the vulnerable sections of the population through enhanced capacity of NGOs to support equitable and active participation of the poor and marginalized segments of the community in the development process. The specific policy objectives are :—

- **Recognize the role of civil society organizations in policy development, implementation and to mainstream their participation**
- **Broadly indicate the illustrative instruments of partnership with civil society organizations**
- **Ensure orderly development of the NGO sector and guide the contribution of NGOs to the achievement of State Development Objectives.**

The policy provides a framework for assisting such organizations through three instruments of partnership, namely:—

- **Consultation-through a formal process at the District and State level;**
- **Strategic Collaboration—to tackle complex interventions; and**
- **Project Funding.**

The project administration would be on the decentralized pattern recommended by the Planning Commission in the National Policy on the Voluntary Sector, and Mother NGOs will be involved to select, train, fund and concurrently monitor field projects being implemented by field NGOs on behalf of the Administrative Departments. This would bring in greater responsibility, transparency and accountability to our social sector projects.

Under this Policy a Voluntary/Non-Government Organization will mean a non-profit making, independent of Government control and value-based organization, society community-based organization etc. duly registered under the Societies Registration Act, 1860, a public trust registered under any law for the time being in force and a charitable company licensed under Section 25 of Companies Act, 1858 will also be eligible. The applicant VOs/NGOs may be registered anywhere in India but must be working in Haryana.

The Voluntary Organisation/NGO, after its registration, should have been active in their chosen field for at least 3 years. However, this requirement may be relaxed in the case of VO/NGOs promoted by or associated with persons, who have distinguished themselves in public affairs in the Government at State or Central level. The organization should have experience of working in the relevant or related area(s). It should be having an office premises, owned or rented, assets of at least Rs. one lac and personnel having experience of grass root level work. It should not be run for profit of any individual or body of individuals. Its services should be open to all without discrimination on the basis of caste, creed or religion.

Under the Policy, VOs/NGOs run by SCs and Minorities will be encouraged for participation in implementation of development projects.

A timeline of 45 days has been fixed for processing applications by the Line Department and 60 days by the Administrative Department before submission to Planning/Finance Department of State or Government of India.

The projects would be appraised and approved by Standing Committee for Voluntary Organizations (SCOVO) headed by the concerned Administrative Secretary or Mother NGOs/VOs approved by High Powered Committee headed by the Chief Secretary. The Sanctioning Committee of Mother NGOs/VOs would have a representation of Administrative Department and Planning Department as members.

Maximum support to NGO/VO in the shape of grant-in-aid ordinarily would not exceed Rs. 25.00 lacs per annum. In no case the grant to any NGO with more than one project shall exceed Rs. 50.00 lacs in a single financial year. The delivery cost of the project will not exceed 10% of the project cost, half of which would be borne by the NGO. Not more than 10% of the grant of the project shall be allowed to be spent on administrative personnel.

The policy lays down procedure for monitoring and evaluation of projects, audit of accounts of NGOs implementing projects with support from Government and actions for misinformation and non-performance.

The policy document has been prepared on the basis of Policy/Guidelines of Planning Commission and Guidelines issued by the Ministry of Health and Family Welfare, Government of India. It has been finalized after detailed discussions with Administrative Secretaries concerned with major social sectors like Health, Education, Social Justice & Empowerment, Welfare of SC & BC, Women & Child Development, Rural Development etc.

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47947—C.S.—H.G.P., Chd.



Haryana State

Government of Haryana

Policy on NGO/Voluntary Sector

**PLANNING DEPARTMENT
GOVERNMENT OF HARYANA**
December, 2010



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ACRONYMS AND ABBREVIATIONS

CSO	Corporate Social Responsibility
CEO	Chief Executive Officer
CBOs	Community Based Organizations
CSOs	Civil Society Organizations
DPC	District Planning Committee
FCRA	Foreign Contributions Regulation Act
INGOs	International Non-Governmental Organizations
MNCs	Multi National Corporations
MNGOs	Mother NGOs
NGOs	Non-Governmental Organizations
NSAs	Non-State Actors
PMAs	Professional Membership Associations

Policy and Guidelines for Support to Voluntary/Non-Government Organizations in Haryana

Part I-Policy

1.1 Preamble

1.1.1. The Central Government through its National Policy on NGOs, 2007 has fully acknowledged and recognized the key role Non-Governmental Organizations (NGOs) play in improving accountability of public institutions including Ministries, Departments and Agencies, and promoting demand for public services by society generally and marginalized groups in particular. The Union Government in its National Policy on the “Voluntary Sector” (formulated by the Planning Commission and approved by the Union Cabinet in May, 2007) stipulates that “Voluntary Organisations (VOs) mean to include organisations engaged in public service, based on ethical, cultural, social, economic, political, religious, spiritual, philanthropic or scientific and technological considerations. VOs include formal as well as informal groups, such as: Community-Based Organisations (CBOs); Non-Governmental Development Organisations (NGDOs); charitable organisations; support organisations; networks or federations of such organisations; as well as Professional Membership Associations”. But behind this wide canvas under the definition of non-profit sector, lie five critical features that all these entities share. To be considered part of the non-profit sector, therefore, an entity must be:

- Organisational, i.e., an institution with some meaningful structure and permanence;
- Non-governmental, i.e. not part of the apparatus of government;
- Non-profit-distributing, i.e., not permitted to distribute profits to its owners or directors. They are required to be ploughed back in the organisation;
- Self-governing, i.e., not controlled by some entity outside the organisation; and
- Supportive of some public purpose.

1.1.2 Under the Foreign Contributions Regulation Act, 1976, all NGOs receiving funds from foreign countries must obtain official registration from the Ministry of Home Affairs (MHA), before they can operate in India. As on 31.3.2006, a total number of 32,144 Associations were registered under the Foreign Contribution (Regulation) Act, 1976, out of which, 18,570 organisations reported receipt of foreign contribution amounting to Rs. 7,877.57 crores during the year 2005-06 (source: Annual Report 2005-06, Ministry of Home Affairs, Government of India). A survey by PRIA in 2001-02 on philanthropy indicated that the total annual outlay of this vast and diverse civil society sector in India could add up to more than Rs.20, 000 crores per year. The MHA is also responsible for monitoring the activities of NGOs across the country. Whilst the Ministry of Home Affairs have done a commendable job, especially in respect to registration, their capacity to adequately document, coordinate, monitor and facilitate the diverse activities of a rapidly growing multi-sectoral NGO sector has been severely limited.

1.1.3 The NGO/Voluntary Sector, called Third Sector (other than Public and Private) have carved a niche for themselves by providing innovative and alternative cost effective models of development. They act as an interface between government and people in the fields of awareness generation, social mobilization, advocacy, trust building, social networking, capacity building, research, designing and implementation of projects. Their wider outreach among marginalized and vulnerable sections of society and contribution towards their socio-economic development is well known.

1.1.4 Also in order to achieve Millennium Development Goals which are of time bound nature and inclusive growth, it is necessary that community-based and participatory approaches of development are given policy preference.

1.1.5 In order to promote and foster a more healthy relationship, Government of Haryana has now formulated a Policy that elaborates a clear vision, objectives and key guiding principles upon which the partnership relations are to be developed and managed. The entry points, in terms of roles, responsibilities, rights and obligations of the various actors are outlined and the mechanisms for periodic review and change management are similarly articulated.

1.1.6 The NGO Policy addresses the key issues and challenges that lie at the centre of developing a responsible partnership between State and Non-State actors in state development. These issues include but are not limited to: definition of NGOs; clarification of mutual roles, responsibilities and expectations of the various actors; capacity for effective coordination and oversight; lack of an adequate and reliable database and up to date information on the NGO sector.

1.2 Definition and Situational Analysis of NGO/CSO Sector in Haryana

1.2.1 A non-governmental organization (NGO) is generally defined internationally as a legally constituted organization created by private persons or organizations with no participation or representation of any government. In the cases in which NGOs are funded totally or partially by governments, the NGO maintains its non-governmental status insofar as it excludes government representatives from membership in the organization. The term 'NGO' is often used variously to refer to or otherwise mean the 'independent sector', volunteer sector, civil society organizations, grassroots organizations, transnational social movement organizations, private voluntary organizations, self-help organizations and Non-State actors (NSAs).

1.2.2 NGOs are a heterogeneous group but can be classified, inter alia, into operational and advocacy types. The primary purpose of an operational NGO is the design and implementation of development-related projects. One frequently used categorization is the division into 'relief-oriented' or 'development-oriented' organizations; they can also be classified according to whether they stress service delivery or participation or whether they are religious or secular; and whether they are more public or private-oriented.

1.2.3 Operational NGOs can be community-based, national or international. The primary purpose of an Advocacy NGO is to focus on changing policies and securing collective goods and is based on concern for wider public interest. As opposed to operational project management, these organizations typically try to raise awareness, acceptance and knowledge by lobbying, press work and activist events and promote development education which is the process of making people aware of development issues.

1.2.4 The definitions of NGOs within the context of this Policy are given in **Annex I** and Roles and Responsibilities of Stakeholders are given at **Annexure II**

1.2.5 A critical defining characteristic of a legitimately established NGO is that the organization is self-governing but not self-serving.

1.2.6 NGOs have operated in India and Haryana State for many decades though, outside of the health and education sectors and prior to independence, their activities were focused largely on relief and charity activities rather than on development work. From fairly modest numbers prior to 1947, the sector has grown dramatically since then and it is estimated that currently over two millions NGOs may be active in the country. However, lack of a reliable, up-to-date database on the number and nature of sector actors is one of the major gaps affecting orderly development of the sector.

1.2.7 Some NGOs are all India or state-based i.e. operate across the country while others only operate in one or more states/districts. The latter category includes Community Based Organizations (CBOs).

1.2.8 Some NGOs are involved in multi-sectoral activities while others are mono-sectoral/thematic in their program focus. Currently, most NGOs are active in the health service activities (HIV/AIDS, Drug De-addiction Awareness, Immunization, T.B. Control, Reproductive and Child Health Programme); education (especially non-formal activities, Elementary and Adult Education, Skill Development of adolescent girls and women from poor and needy families); micro-finance and array of income-generating activities; agriculture (especially agricultural extension and fisheries); nutrition programmes for children and expectant women; the environment; water and sanitation; training and capacity building; peace building and conflict transformation; social development and community empowerment of weaker sections; age care; animal welfare; art and craft; caste; cities; community development; culture and heritage; disability; disaster management; housing and slums; population; poverty; rural transformation and waste management.

1.2.9 The range of NGO activities in India and Haryana State has expanded in recent years to include work in the areas of policy and policy advice; advocacy, lobbying and research; monitoring, including human rights monitoring; and several activities focusing on building up, deepening and strengthening civil society; public grievances; consumer awareness; power conservation; watershed management; road safety, good governance and democracy.

1.2.10 Traditionally a sharp distinction has been made between International NGOs (INGOs) and National NGOs with the two treated differently in the law. INGOs are mostly involved in either development activities or relief and emergency work.

1.2.11 An important consideration of this Policy is the need to strengthen the role, capacity and strength of the local NGO sector to enhance its ability to interface with the international NGOs operating in Haryana so as to benefit in a more sustainable manner from these partnerships.

1.2.12 The NGO sector in Haryana or elsewhere is highly donor dependent. All such NGOs access funds from external donors, with INGOs increasingly gaining access to funds from official donor agencies (both bilateral and multi-lateral) that are subsequently used, inter alia, to build the capacity of national NGOs. However, the different funding objectives and modalities have resulted in absence of a harmonized development agenda as well as transparent means of monitoring and evaluating the value addition from the resources (including from public coffers) spent by some NGOs. Additionally, excessive donor dependence highlights the fragility of the NGO sector and weak sustainability of its program activities.

1.2.13 One significant dimension in NGO sector development in Haryana and other states is the increased organizational initiatives that have resulted in the formation of clusters, networks or umbrella organizations most of which extend their activities down to the district and block level. Current initiatives include: Mother NGOs. Such organs should provide, inter alia, opportunity for addressing sector partnership and quality assurance issues in a harmonized and constructive manner.

1.2.14 As NGOs have proliferated and their roles expanded beyond the traditional service delivery in relief and other humanitarian interventions, government responded with measures to regulate their activities. Most significantly, Government of India enacted the FCRA, 1976. However, there is a strong need for a well articulated NGO policy to enable NGOs carry out their legitimate activities more effectively and sustainably.

1.3 Vision and Objectives of the Policy

1.3.1 The NGO Policy is anchored in a vision of fostering a dynamic and productive Public-Private Partnership involving all stakeholders in Haryana's development process. The overall goal of the Policy is to ensure that Government and Donor policies and programs become increasingly responsive to the needs and expectations of the vulnerable sections of the population

through enhanced capacity of NGOs to support equitable and active participation of the poor and marginalized segments of the community in the development process.

1.3.2 Specifically the Policy objectives are to:

- Recognize the role of civil society organizations in policy development and implementation and to mainstream their participation
- Broadly indicate the illustrative instruments of partnership with civil society organizations
- Ensure orderly development of the NGO sector and guide the contribution of NGOs to the achievement of state development objectives.

1.3.3 Instruments of Partnership:

This policy recognizes three instruments of partnership between the Government and the Voluntary Organisations/NGOs. These are:

1. Consultation - through a formal process of interaction at Panchayat/Ward, Block/Municipality, the District and State level.
2. Strategic collaboration - to tackle complex interventions
3. Project funding - for approved field projects

It is the intention of this Policy that details of partnerships with VOs in each of these three instruments of Partnerships should be included in the Annual Plans prepared by the Administrative Departments of the State.

Part II-Guidelines

2.1 Definition

2.1 Under this Policy a voluntary/non-government organization will mean a non-profit making, independent of government control and value-based organization, society, community-based organization etc. duly registered under the Societies Registration Act, 1860, a public trust registered under any law for the time being in force and a charitable company licensed under Section 25 of Companies Act, 1858 will also be eligible. The applicant VOs/NGOs may be registered anywhere in India but must be working in Haryana.

2.2 Eligibility

2.2.1 The Voluntary Organisation/NGO, after its registration, should have been active in their chosen field for at least 3 years. However, this requirement may be relaxed in the case of VO/NGOs promoted by or associated with persons, who have distinguished themselves in public affairs in the Govt. at State or Central level.

2.2.2 The organization should have experience of working in the relevant or related area(s).

2.2.3 It should be having an office premises, owned or rented, assets of at least Rs. one lac. and personnel having experience of grass root level work.

2.2.4 It should not be run for profit of any individual or body of individuals.

2.2.5 Its services should be open to all without discrimination on the basis of caste, creed or religion.

2.3 Allotment of Projects

2.3.1 Specific pre-identified projects may be allotted to interested VOs/NGOs after inviting expressions of interest through an open advertisement. Alternatively, projects formulated by VOs/NGOs themselves could also be considered for funding after examining the merits of the proposal. Under this policy, VOs/NGOs run by SCs and Minorities will be encouraged for participation in implementation of development projects.

2.4 Application for Sanction of Grant

2.4.1 Ordinarily, applications should be submitted in duplicate to the concerned Line Department in a prescribed Performa through the Deputy Commissioner with his comments to be sent within 45 days and should contain the following information:

2.4.1.1 The programme for which grant-in-aid is to be availed of.

2.4.1.2 Information concerning VO/NGOs as per Performa at **Annexure-III**.

2.4.1.3 Detailed project/programme outline as per Performa at **Annexure-IV**.

2.4.1.4 The application should be accompanied by the Memorandum of Association/Articles of Association, rules and regulations governing the VO/NGO giving details of self-generated funds, grant-in-aid received from the government during the previous two/three years along with the audited expenditure report of the last two years.

2.4.1.5 Information regarding sister organisations.

2.4.1.6 Certain schemes of Govt. of India/CAPART have separate application forms (different from those attached herewith). In such cases the prescribed set of forms approved by Govt. of India/CAPART need to be filled.

2.4.1.7 A time limit of 45 days is specified for the Line Department to process an application, and 60 days for the A.D. to process and submit to the Planning/Finance Department or Govt. of India, as required.

2.5 Procedure for Sanction of Grant

2.5.1 After the applications for grants are received by the Deputy Commissioner, he should examine the same in consultation with the department officer concerned, the ADC/SDM and get local enquiries conducted regarding the reputation and credibility of the applicant VO/NGO. Eligibility of the applicant in terms of Para 2.2 should also be examined. The Deputy Commissioner would then forward the application with his recommendations to the concerned Administrative Department.

2.5.2 The Administrative Department will appraise the project. Thereafter, it will be placed before a Standing Committee for Voluntary Organisations (SCOVO) headed by the concerned Administrative Secretary.

2.5.3 The constitution of SCOVO would be as follows:-

- | | | |
|------|--|------------------|
| i) | Secretary | Chairman |
| ii) | Head of the Department | Member Secretary |
| iii) | Representatives of one or more mother units or in their absence, experienced Non-Governmental Organisations. | Member |
| iv) | Representatives of the Planning Department | Member |

2.6 Mother NGO/VO

2.6.1 The High Powered Committee will approve Mother NGO/VO. The Mother NGO/VO will perform the following functions:-

- i) Information and guidance about schemes and projects and the agencies that fund them.
- ii) Guidelines about project formulation.
- iii) Assistance in project formulation and drafting.
- iv) Submission of proposal to the funding agencies.
- v) Training of the management of the NGOs as well as their field workers.
- vi) Implementation assistance.
- vii) Monitoring and evaluation.

2.6.2 The constitution of High Powered Committee will be as under:

- i) Chief Secretary
- ii) Principal Secretary, Planning -Convenor
- iii) Principal Secretary, Finance
- iv) Principal Secretary, Health
- v) Principal Secretary, Rural Development
- vi) Principal Secretary, Women & Child Development
- vii) Principal Secretary, Social Justice & Empowerment
- viii) Principal Secretary, Science & Technology
- ix) Principal Secretary, Education
- x) Principal Secretary, Welfare of SCs and BCs
- xi) Concerned Administrative Secretary

2.6.3 Mother NGOs performing the above functions may be sanctioned a grant for its expenses as a mother unit which may either be a one time grant of Rs. 5.00 lacs or a project supervisory

grant limited to 10% of the project sanction. Once the mother NGOs are functional, the Administrative Department may consider to place available funds at the disposal of the mother NGOs for sanctioning grants. The sanctioning committee of the Mother NGO will include a representative of the Administrative Department and Planning Department. Wherever mother units have been set up, SCOVA will cease to sanction funds except where SCOVA itself decides to function as a mother unit. The mother unit will not seek funds for any of its own project for which it is the sanctioning authority for other field NGOs.

2.6.4 NGOs desirous of being declared as Mother Unit should fulfil the conditions laid down in the guidelines and should have substantial resources/proven competence in the field. Besides

- (i) The VOs should have sufficient experience in the field, for which they have applied to be declared as Mother Unit.
- (ii) The VOs should have sound financial background and a good track record in their field of activity.
- (iii) The VOs should have sufficient vocational competency to provide training etc. to the NGOs in the field of its work.

2.6.5 The concerned VO shall apply giving full details in the format prescribed in **Annexure - VIII.**

2.7 Pattern of Expenditure

2.7.1 The following will be the pattern of Expenditure of project grants for VOs/NGOs:-

- i) The delivery cost (seminars, transportation) should not be more than 10% of the project cost, half of which should be borne by the NGO, itself.
- ii) The maximum government support in the shape of grant-in-aid ordinarily would not exceed Rs. 25.00 lakhs per annum. The remaining amount, if required, would be met from their own resources. In no case the grant to an NGO with more than one project shall exceed Rs. 50 lacs in a single financial year.
- iii) Not more than 10% of the grant of the project shall be spent on the administrative personnel. The utilization certificate should specifically indicate the amount spent on these items.
- iv) No part of the grant shall be spent for the construction of building.
- v) While making application for grant-in-aid, the organization shall supply the information regarding the grants received from other sources i.e. private, government and foreign countries.
- vi) The grant-in-aid released would be utilized/spent in accordance with the bye laws of the society.
- vii) The total grant-in-aid approved by the Government for any project/programme shall be released in two equal instalments.

- viii) The second instalment would be released on the production of utilization certificate in respect of the funds earlier released and after analyzing the progress achieved.
- ix) A VO/NGO can be given more than one project only, if after accommodating all eligible VOs, surplus funds are available. The track record of VOs for giving 2nd project concurrently shall be taken into account.
- x) The VO/NGO will sign a surety bond for the amount of the grant, which could be invoked after giving an appropriate show cause notice.

2.8 Monitoring of Projects

2.8.1 A Monitoring Cell must be created in the department concerning a particular project. The balance amount for the project must be released after monitoring the work that has already been completed. The payment must be released in instalments. The proposals should include a system for project monitoring and reviews. The Planned Evaluation Methodology should be consistent with the objectives and scale of the projects.

2.9 Audit Mechanism

2.9.1 Proper accounts of VOs/NGOs must be maintained. The accounts of the NGOs should be audited annually by a firm of Chartered Accountant to be appointed by the General Body. The Audited Statement of accounts together with the audit report must be placed before the General Body with the recommendations of the Working Committee.

2.10 Action for Misinformation and Non-Performance

2.10.1 The Department of Planning would create a database of all VOs/NGOs operating in the State for projects funded by the Central Government or Central Agencies or the State Governments or State Agencies operating in the State. This data base would also include data relating to Promoters/Directors which will make it possible to detect any Promoter/Director who operate under more than one VO/NGO to avoid consequences of black listing or suspension of project grants.

2.10.2 Performance Bond will be submitted by the implementing VOs issued by Nationalized Bank for specified percentage of project grant in the prescribed format to the Administrative Department.

2.10.3 Procedure for informing all Administrative Departments in the State of non Performance/Non compliance by any VO in any particular field project to the Planning Department, so that defaulters in one project do not continue to receive funds from other Administrative Departments.

2.10.4 Procedure for “Black Listing” and circulating such list to all Administrative Departments.

2.10.5 When warranted, filing of proceedings under the IPC by the Administrative Departments against the Chief Functionary of the defaulting VO/NGO.

2.10.6 Action would be taken for non-performance in order to ensure that only performing NGOs receive assistance. The legal conditions to be imposed on the NGOs can be included in a draft agreement to be signed by the NGO and A.D. before release of grant. A standard format for the same would be prepared by the Planning Department in consultation with the Law Department. In the event of unsatisfactory performance, one or more of the following steps could be taken:

- i) Discontinuance of funding in subsequent years.
- ii) All the assets created by an NGO with the grant would become the property of State Government in case of non-performance, and
- iii) Forfeiture of the surety bond at the discretion of the competent authority i.e. for reasons to be recorded.
- iv) Black listing.
- v) Where required criminal proceedings would be initiated.

Definitions

1. **Advocacy:** *Advocacy focuses on changing policies and securing collective goods and is based on concern for the wider public interest. Its strategies are campaigning, development education, lobbying and networking.*
2. **City Based Organizations:** *They restrict their focus to cities.*
3. **Community Based Organization (CBO):** *An organization controlled by people of Haryana, operating at block level and below, whose objective is to promote and advance the wellbeing of members of the community.*
4. **Consultancy/Research Organizations:** *They work on social and development research and consultancy.*
5. **Corporate Social Responsibility (CSR):** *CSR refers to a corporate entity's commitment to welfare of society and community and its adherence to ethical values. It is innovative collaboration of profits and values.*
6. **Empowerment:** *Empowerment is a consequence of liberatory learning expressed as collective action that has arisen from self-discovery of power within the praxis in which co-learners are engaged.*
7. **Grassroots Organizations:** *They work directly with the community.*
8. **International Non-Governmental Organization (INGO):** *An NGO having its original incorporation in one or more countries other than India, but operating in India under a certificate of registration.*
9. **Mother NGOs:** *These are recipients of funds as well as givers. They have a work focus but instead of implementing projects they identify projects and monitor, evaluate and build capacities of other participating NGOs.*
10. **National Non-Governmental Organization:** *An NGO that is registered exclusively within India with authority to operate within or across two or more states in India.*
11. **Networking Organizations:** *They provide the network for other NGOs in specific fields. AVARD works on networking NGOs in rural development.*
12. **Non-Governmental Organization (NGO):** *Any legally constituted private, voluntary grouping of individuals or associations involved in community empowerment, advocacy, development, research or relief work which is clearly neither part of Government nor clearly part of the 'for profit' commercial sector.*
13. **Self Help Groups:** *They are formed by beneficiary communities. Typically, women form these groups of ten plus members. They are funded even by commercial banks for productive activities. In a sense, they are not typical NGOs.*
14. **Training/Capacity Building Organizations:** *Training is called capacity building by NGOs, and some NGOs work on the capacity building of other NGOs.*

Roles of various Departments and Agencies in Policy Implementation

The expected broad roles and responsibilities of line Departments, NGOs and other agencies are outlined below:

1. Planning Department

The Planning Department shall be the Nodal Agency for the NGO sector development and oversight. Its role shall include the following:

- i) Guide and promote the implementation of the state NGO Policy which shall be integrated within the framework of the overall state development policy of the state;
- ii) Coordinate the involvement of all line Departments and Agencies as well as the Private sector in NGO sector activities to ensure harmonious and cost-effective operations;
- iii) Provide guidelines for operationalisation of the NGO Policy at line department and lower levels of district administration consistent with principles of this and other policies;
- iv) Ensure availability of a comprehensive, reliable and up-to-date database and information system on the NGO sector and its contribution to the state's development supported by a dynamic research program ;
- v) Provide leadership for conflict resolution addressing emerging issues in NGO sector development and operations;
- vi) Prepare, and disseminate widely, annual reports on the status, contribution and impact of the NGO sector to the state's development; and
- vii) Undertake any other activities necessary to ensure effective development and strategic oversight of the NGO sector to promote the contribution of the sector to the improvement of the quality of life of the people of Haryana.

2. Other Line Departments

The key line Departments involved in NGO sector development includes those responsible for the following portfolios:

- i) Agriculture
- ii) Education
- iii) Finance and Planning

- iv) Women and Child Development, Labour & Social Justice and Empowerment
- v) Health
- vi) Information and Public Relation
- vii) Justice, and
- viii) Local Government
- ix) Rural Development

In general, the roles of these line Departments shall include the following:

- i) Strengthen integration of the contribution of the NGO sector in the programs coordinated by the line Department;
- ii) Ensure adequate co-operation and coordination is extended to NGO actors at state and local level to further the spirit of constructive partnership in service delivery for the benefit of communities;
- iii) Promote and extend technical assistance to NGO actors active in the relevant development sector;
- iv) Monitor, evaluate and give an account of the contribution of the NGO sector to the achievement of the objectives of the sector for which the line Department is responsible.

3. District Administration

The District Administration comprises of the technocrats and support staff headed by the Deputy Commissioner. The functions of the District Administration include the following:

- i) Coordinate with the DC and Zila Parishad, Chairperson with input from the relevant NGO Apex body in the district, to ensure that only bona fide NGOs are recommended for registration or renewal of registration;
- ii) Registration of all CBOs operating at local level based on guidelines provided by the MHA;
- iii) Ensuring that, through the District NGO Committee, all NGO actors integrate their program plans and budgets into the District and Lower Level Development Plans and Budgets based on clear guidelines;
- iv) Ensure that NGO program activities do not duplicate or otherwise undermine the activities undertaken by Government and other actors in district and community level development;
- v) Ensure joint planning, program monitoring, evaluation and accountability for resources allocated to joint (Government-NGO) development activities;
- vi) Promote healthy relations between the District Administration and the local NGO community based on regular and transparent communication flows, mutual trust and respect; and
- vii) Include assessment of the contribution and impact of NGO sector in the regular performance reports prepared by the District Administration.

In order to give effect to the above functions by the District Administration, each district shall establish a District NGO Committee (DNGOC) whose objective shall be to promote effective coordination of the input of the NGOs in district planning, program implementation, monitoring, evaluation and accountability.

The DNGOC shall work very closely with the District Planning Committee.

Membership of the DNGOC shall comprise of the DC and the Zila Parishad, Chairperson and Chief Executive Officer. The DC shall be the Chairperson of the Committee.

4. NGO Apex Bodies/Mother NGOs

The role and responsibilities of registered NGO clusters/networks/umbrella organizations in the successful implementation of the NGO Policy include the following;

- i) Popularize the NGO Policy amongst member organizations and promote compliance therewith;
- ii) Provide leadership to their respective memberships in operationalization of self-regulatory mechanisms designed to institutionalize professionalism, ethics, integrity, transparency and accountability in the NGO sector in the country;
- iii) Make recommendations for renewal of registration applications by members;
- iv) Collaborate with Government and other actors in identifying and addressing emerging policy, regulatory and other partnership issues with a view to enhancing the contribution of the NGO sector to holistic human development;
- v) Partner with Government, Donors and the Private sector to mobilize resources and build capacity for a sustainable NGO sector;
- vi) Undertake operational research and disseminate best practice principles, strategies and methods of work to raise the profile of the NGO sector in state development.

5. Individual NGOs

At individual organizational level, an NGO/CSO/CBO is expected to bear the following responsibilities:

- i) Internalize and comply with the principles and provisions of the Policy as well as the relevant provisions for registration;
- ii) Sign a Memorandum of Understanding (MOU) with the responsible line Department, for those NGOs operating at state level, or the Local District Government for NGOs operating at district and lower government level;
- iii) Share their Program Activity Plans and Budgets with the relevant line Department or District Authorities for purposes of integrating such program activities into the broader sectoral or area development plans and resource allocation and utilization, and
- iv) Subscribe to a Quality Assurance Mechanism duly adopted by a recognized NGO Apex body;

- v) Provide regular accountability for public resources accessed by the organization based on guidelines issued under the policy;
- vi) Participate in identification of capacity gaps affecting successful development of the NGO sector in the country and collaborate with sector players to address such gaps for the good of the sector; and
- vii) Contribute to strengthening of the ‘voice of the NGO community’ as may be pursued through organized common endeavours including registered clusters, networks and umbrella initiatives.

6. The Private Sector

The Private sector, as an engine of Haryana’s growth and development, is an important stakeholder and partner in the development of the NGO sector. The Private sector is expected to support NGO sector development through the following:

- i) Appreciating the complementary role of the NGO sector to the vision and mission of business enterprise;
- ii) Supporting the objectives and principles of the NGO Policy;
- iii) Engaging with local community capacity building and developing partnership skills through CSR
- iv) Developing productive linkages with international, national, state and local NGOs aimed at improving the quality of life of communities.
- v) MNCs to follow the CSR as they follow in their own country

7. Research and Academic Institutions

Research and academic institutions can contribute to successful implementation of the Policy through:

- i) Undertaking operational research in NGO sector policy management and development impact, and widely disseminating the findings thereof;
- ii) Participation in the implementation and evaluation of programs related to the NGO sector;
- iii) Participation in policy debates intended to improve the policy environment for NGO sector development.

8. Community Leaders

Community leaders enjoy the trust and confidence of the people they lead and are, therefore, key to the successful implementation of the NGO Policy.

They are expected to undertake the following functions:

- i) Mobilize communities to actively engage with CBOs/NGOs in initiatives that improve service delivery and improvement in the quality of their lives;
- ii) Participate in grass root level audit of the contribution of CBOs/NGOs to community development;
- iii) Contribute to the identification and resolution of operational problems affecting smooth relations between CBOs/NGOs and their communities.

ANNEXURE-III

INFORMATION CONCERNING VOLUNTARY AGENCY/NON-GOVERNMENT ORGANISATION

(To be supplied to the concerned Administrative Department of Haryana Government alongwith the projects details)

1. Name of the Voluntary Organisation
2. Registered Address
 - a) Permanent Postal Address
3. Registration Number of Society/Trust/Charitable Company, Date and Act under which registered (enclose copy)
4. Voluntary Organisation experience in Development/Welfare Project undertaken in the past including projects in hand at present.

Name of Project	Objectives	Target (Ben.)	Project cost	Sources of funds	Period of execution	Benefits accrued
1	2	3	4	5	6	7

5. (a) Whether any project taken up with the help of Haryana Govt. in the past. If yes, attach a copy of the U.C. for the same.
- (b) Whether organization has been receiving grants from any other source, viz. Central Govt., Private Agency and Foreign Agency. If yes, details may be submitted.

6. Name of the Office bearers
7. Principal Executive Officer
8. Contact person

9. Strength of personnel (including qualification & experience etc.)

10. Assets (Land, building, equipment, machinery, vehicles, livestock etc.)

11. Audited Expenditure Statement for the last two years

12. Bank particulars

(a) Name and address of Bank

(b) Society/NGO Account No.

(if the Society has more than one Bank Account, particulars regarding all accounts needs to be given).

ANNEXURE-IV

**PROFORMA FOR SUBMISSION OF PROJECT/PROGRAMME DETAILS BY
VOLUNTARY/NON-GOVERNMENT ORGANISATION (NGO's)**

- | | | |
|----|---|--|
| 1. | (a) Broad subject area | <input style="width: 95%;" type="text"/> |
| | (b) Name of project | <input style="width: 95%;" type="text"/> |
| 2. | Objectives | <input style="width: 95%;" type="text"/> |
| 3. | Implementing Agency | <input style="width: 95%;" type="text"/> |
| 4. | Project summary | <input style="width: 95%;" type="text"/> |
| 5. | Total project cost with breakup | <input style="width: 95%;" type="text"/> |
| | | |
| 6. | Source of funds for the proposed project/programme | |
| | i) Contribution, if any, by Applicant Society/NGO | : Rs. <input style="width: 150px;" type="text"/> |
| | ii) Contribution from any other State Agency (Specify name & address of Agency also) | : Rs. <input style="width: 150px;" type="text"/> |
| | iii) Contribution demanded from the State Government | : Rs. <input style="width: 150px;" type="text"/> |
| | iv) Contribution from any National Agency/Govt. of India (Specify name and address of agency also) | : Rs. <input style="width: 150px;" type="text"/> |
| | v) Contribution from any other private entrepreneur(Specify name and address of entrepreneur/business house) | : Rs. <input style="width: 150px;" type="text"/> |
| | Total | : Rs. <input style="width: 150px;" type="text"/> |
| | | |
| 7. | Period of Execution from <input style="width: 80px;" type="text"/> to <input style="width: 80px;" type="text"/> (likely date) | |

8. Expected Benefits
9. Quarterly progress in terms of specified indicators of
output and outcomes.
10. Name(s) and address of two contact persons for the projects.

I/We abide by the terms and conditions of Haryana Government in the event of sanctioning of the grant to our Agency/Organisation.

(Signature)

President/Secretary

Date :

Place :

Name of the Organisation _____

Official Seal

ANNEXURE-V

PROFORMA FOR UTILISATION CERTIFICATE

Certified that out of Rs. _____ (Rupees _____
_____) of grant-in-aid in favour of _____
_____ sanctioned by the Department of _____
_____ Haryana vide sanction letter No.
_____ dated _____ or the year _____ has
been incurred on on approved group of activities and Rs. _____ on
account of unspent balance of Rs. _____ which remained unutilized at the end of the year
_____ has been deposited in the Government Treasury (vide No.
_____ dated _____) and will be adjusted
towards the grant-in-aid payable during the next year.

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was
sanctioned have been duly fulfilled/are being fulfilled and that I/We have exercised the
following checks to see that the money was actually utilized for the purpose for which it was
sanctioned:-

Kinds of checks exercised:-

- 1.
- 2.
- 3.
- 4.
- 5.

Signature

Designation

Date

Place

Note: The utilization certificate to be furnished by the concerned should be accompanied by
an audited statement of account.

ANNEXURE-VI

**QUARTERLY PROGRESS REPORT PROFORMA : PHYSICAL PROGRESS UPTO
QUARTER ENDING (Specify Date)**

1.	Name of NGO	
2.	Name of Project	
3.	Funds sanctioned	
4.	Date of release of funds	: 1 st Installment
		2 nd Installment
5.	Duration of proposed activities	
6.	Target beneficiaries	
7.	Activities actually carried out with dates	
8.	Approximate No. of beneficiaries	
9.	Brief report of the work done.	

ANNEXURE-VII

**EVALUATION REPORT PROFORMA ON THE BASIS OF WHICH STATE
GOVERNMENT WILL EVALUATE THE PROJECT.**

1.	Name of the NGO	
2.	Name of the Project	
3.	Funds sanctioned	
4.	Date of release of funds	1 st Installment
		2 nd Installment
5.	Duration of the project	From
		To
6.	Proposed activities	
7.	Target beneficiaries	
8.	Activities actually carried out	
9.	Approximate number of beneficiaries (upto date)	
10.	Physical verification/monitoring carried out, if any : Field visit self	

Self evaluation by concerned NGO followed by evaluation by an independent professional organization. The evaluation format will be specific to a class of projects.

ANNEXURE-VIII

Format for Application for Voluntary Organization to be declared as Mother NGO

1.	Name of the voluntary Agency	
2.	Field of specialization in work and area of operation.	
3.	Brief History of the NGO	
4.	Achievements of NGO	
5.	Financial position of organization	
	i) Fixes/Assets	
	ii) Movable property	
6.	Details of strength of staff	
7.	Training facilities to the staff, if any	
8.	Awards/honours, if any	
9.	Litigation, if any	

Every NGO applying to be enrolled as MNGO must submit recommendation certificate from the concerned District Magistrate about the functioning of the NGO.