

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

S.No.	ITEM	DETAILS
1	Name of the NGO/Individual	
2	Complete Address	
3	Date of Establishment of the NGO	
4	Whether the NGO/Applicant is registered under Societies Registration Act 1860, if yes, the Registration No., date and place of the registration with the Registrar of Co-operative Societies be provided.	
5	Aims and Objectives and other details of the NGO/Applicant and purpose for which NGO/applicant has sought assistance.	
6	Total Project cost	
7	Amount of GIA applied for	
8	Whether the NGO owns the premises or taken on rent (details may be provided).	
9	Details of other resources of the NGO/Applicant	
10	Details of any financial assistance received from external Agency/Foreign Government.	
11	Details of Financial Assistance received from any other Government Department including MCD. If so, the purpose for which given.	
12	Whether NGO is operating on Commerce lines and charging any Fee, etc. from the beneficiaries.	
13	Details of earlier financial assistance received from DKS/Delhi Lotteries.	
14	Number of beneficiaries of the NGO for last three years (year wise). Whether the training imparted by the NGO has helped in gaining employment, if so details thereof for last three years (year wise) may be provided.	
15	Whether the NGO has adequate trained staff for the purpose for which GIA has been recommended. Details thereof may be provided.	
16	Awards received at National and International level (in case of assistance for promotion of Art, Culture, Acts of Bravery, Sports & Cultural activities, Research, etc.)	

17	Details of ownership of land, building plans, total expenditure, time schedule of construction, etc. (only in case of construction activities).	
18	Whether appropriate Utilization Certificate has been submitted by the NGO/Applicant with complete details, for the grant received earlier and whether earlier grant has been utilized for the purpose for which it was released (if earlier grant is not utilized for the purpose for which it was released, Administrative Deptt. should not recommend fresh grant) .	
19	Status and past experience of the NGO/Applicant	
20	Whether physical inspection has been done by the officers of the Admn. Deptt. to see the past utilization. If so, whether the purpose for which the funds are being sought are made with the overall welfare needs of the people.	
21	Recommendations of the concerned Admin. Deptt.	
	(i) Whether recommended	
	(a) If so, under which scheme/head of the Delhi Kalyan Samiti.	
	(b) Amount recommended	
	(c) Reasons and Purpose for which assistance recommended (if there is huge difference between the grant applied for and amount recommended, brief details as to how the NGO will arrange the balance amount).	
	(ii) If not recommended, the reasons there of	

NOTE: No column should be left blank. Annexure if any should also be enclosed.

Signature of the Nodal Officer (DKS)
/Authorized Officer of the Admn. Deptt.

Accepted and
Countersigned

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

CHECKLIST/REPORT OF THE SDM CONCERNED FOR CONSIDERING THE RELEASE OF GRANT-IN-AID TO THE NGOs/INDIVIDUALS FROM DELHI KALYAN SAMITI

S.No.	ITEM	REPORT
I	Name of the NGO/Individual and Address	
II	Date of Establishment/registration of the NGO (only for NGO).	
III	Aims and Objectives and other details of the NGO/Applicant and purpose for which NGO/applicant has sought assistance.	
IV	Total Project cost (only for NGO)	
V	Amount of GIA/Financial Assistance applied for.	
VI	No. of beneficiaries of last three years (Year wise). Whether the training imparted by the NGO has helped in gaining employment, if so details thereof for last three years (year wise) may be provided (only for NGO).	
VII	Whether the NGO has adequate trained staff for the purpose for which GIA has been applied for (only for NGO).	
VIII	Verification about the Address and working of the NGO (As per norms of DKS financial assistance can be granted to the NGO whose activities are in Delhi & for individual; applicant should be a resident of Delhi).	
IX	Financial status of the Applicant (only for individual). Note: DKS does not grant financial assistance to individuals who are Govt. servants or retired Govt. servants. This aspect may be kept in view while furnishing report.	
X	General Report of the SDM regarding genuineness, capability and capacity (only for NGO).	

Note: This report should be signed by an Officer **not below** the rank of SDM.

Signature of the SDM concerned
with Seal
(No substitute is permissible)