

Urgent  
By Fax / e mail

Government of Orissa  
Women & Child Development Department

No. II-SD-25/2010

8701

WCD/dt 3-5-11

From

Sri N. K. Nayak, IAS  
Joint Secretary to Govt.

To

All Collectors

Sub: - Submission of Project Proposal for the recommendation to GOI for release of GIA.

Madam/Sir.

Inviting a reference to the subject noted above, I am directed to say that the following have been decided in the meeting of State Multi- Disciplinary Grant-in-Aid Committee held on 07.04.2011 for recommendation of Project Proposals to Govt. of India for release of Grant-in-Aid.

1. Henceforth, the meeting of the above State GIA Committee will be held twice a year i.e. in July and December. All Project Proposals should be received from the Districts in the Department by 15<sup>th</sup> July so that those will be placed before the GIA Committee to be held in July. Proposals received after 15<sup>th</sup> June but within 15<sup>th</sup> November will be considered by the Committee in December of the said year.

2. The Project Proposals under Integrated Programme for Older Persons (IPOP) and Integrated Rehabilitation Centre for Addicts (IRCA) will be submitted to the Department along with recommendation of the Collector after scrutinising all the documents mentioned in the Guidelines attached as "Annexure-I".

The above instruction may be properly adhered to.

Yours faithfully,

Joint Secretary to Govt.

Memo No. 8702 Dt. 3-5-11

Copy forwarded to all DSWOs for information and necessary action.

Memo No. 8703 Dt. 3-5-11

Copy forwarded to all Sections of W & CD department for information and necessary action.

Memo No. 8704 Dt. 3-5-11

Copy forwarded Deputy Director, computer cell for information and necessary action.

He is requested to display the same in the website of W & CD Department.

Under Secretary to Govt.

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Guidelines of the documents required for the scrutiny of Project Proposals  
under IPOP and IRCA

1. Recommendation of the Collector.
2. Inspection Report duly filled in the prescribed proforma bearing seal of the inspecting officer.
3. Application form for the current year in the prescribed proforma
4. Budget Estimate for the for which Grant has been sought.
5. Registration Certificate
6. MOA-Bye-Laws
7. Management Committee
8. Audited UC. in the prescribed format for grant sanction last year showing correct. Sanction Number. Amount and date of sanction, duly signed by the Chartered Accountant and counter-singed by the authorized signatory of the organisation.
9. Audit Report comprising Balance sheet. Income & expenditure Statement and Receipt & Payment Account for previous year
10. Rent agreement in respect of De- addiction Centre if any with address and signature of witness
11. Annual report of the previous year
12. List of staff engaged in the project showing their name, designation and category of staff (SC/ ST/ OBC) engaged by the organisation
13. Monitoring Sheet for reservation policy
14. List of Beneficiaries of the previous year and that of current year
15. Half yearly progress report i.e. October to March of the previous year
16. Bond/ PSR/ Bank details with clear RTGS/IFSC Code (format enclosed), Pan/ Tan/ TIN No.
17. Recommendation of the district Level Project Approval Committee (DLPAC)