

Guidelines for registration of Non-Governmental Organization in
Central Wool Development Board, Jodhpur to implement the Board's
Programmes during 11th Plan Period in the Country

Involvement of Non-governmental Organizations:

The Non-governmental Organizations (NGOs) play an important role as cluster development agents (CDA). A bonafide NGO could constantly coordinate with all the development agencies, organize breeders into self help groups (SHGs), develop network among different SHGs and organize Cluster Level Association (CLAs) for effective coordination. NGOs can also organize the breeders for activities like technology absorption, narrowing the gap between lab and land, acting as troubleshooters at the field level at proper time. The critical areas of NGOs participation towards sheep/angora rabbit/Pashmina goat and wool & woollen development would be:

- a. Demonstration and popularization of improved technology packages,
- b. Access to information by facilitating free flow of information to the target group,
- c. Cluster Management,
- d. Promotion of women's participation in indigenous wool & woollen,
- e. Managerial inputs towards group dynamics, self reliance, management of assets, enlargement of decision making role etc. &
- f. Credit facilitation.

Terms and conditions for eligibility of NGOs for application the
Scheme/Programme:

- a. Only those NGOs who have been duly registered with the competent authority at least for last three years and/or who have requisite experience (at least 3 years) in the field of Animal/indigenous wool & woollen development or similar nature will be considered for financial assistance

- and it will be obligatory to furnish audited statement of accounts for the last three successive years, before the Project is approved.
- b. The NGO should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in a written Memorandum of Constitution/Bye-laws,
 - c. The financial position of the NGO should be sound for the type of Project to be taken up. It should be a non-profit Organization and, should have the facilities, resources, experience and personnel for successful implementation of the proposed Projects,
 - d. The organization should not have been blacklisted by any Central Govt./State Govt./ or any other Body for availing assistance,
 - e. If the organization is registered under “Foreign Contribution Regulation Act” (FCRA), it should not have been a defaulter under the Act or has been banned for availing further assistance,
 - f. The grantee organization should execute a bond under the General Financial Rules (GFR) in the prescribed format and submit it to the Central Wool Development Board with a copy to the respective State Government Department, once the proposal is approved by Central Wool Development Board for grant of financial assistance under the Scheme.

All other usual terms and conditions as applicable under GFR to grantees including Government Departments, will apply. All terms and conditions prescribed by Central Wool Development Board are subject to change without notice.

Criteria for identification of NGOs:

- a. Bonafides and strengths of the NGOs in terms of manpower, network and infrastructure available to take-up the indigenous wool & woollen projects,
- b. Technical competency of the NGOs to take up indigenous wool & woollen projects,

- c. Financial transactions and Audited Statements of Accounts for at least three years,
- d. Accessibility of the NGOs to the rural poor/tribal/hilly areas for undertaking different welfare activities,
- e. Experience of the NGO in implementing indigenous wool & woollen development and similar activities.

The NGOs willing to work with Central Wool Development Board under Board's Scheme are required to submit the application for registration in the standard format which will be obtain from Central Wool Development Board Office along with details attested documents to the Executive Director Central Wool Development Board, Jodhpur.

केन्द्रीय ऊन विकास बोर्ड की योजनाओं/गतिविधियों के क्रियान्वयन के लिए गैर-सरकारी संगठनों के पंजीकरण के लिए आवेदन का प्रारूप
Performa for submission of application for registration of N.G.O. to implement Board's Scheme/Activities

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| 1. | आवेदक का नाम व पूर्ण पता (टेलिफोन, मोबाइल व ई-मेल सहित यदि हो) Name & full address of the applicant (telephone no. E-Mail address, if any) | |
| 2. | आवेदक की प्रकृति (पंजीकृत निकाय/निगम/बुनकर/उद्यमी/गैर सरकारी संगठन/संस्था) Nature of Applicant (Registered body/Corporation/Weavers/Entrepreneurs/NGO/Society) | |
| 3. | उप-नियमों/विधान-पत्र,पंजीकरण प्रमाण-पत्र की सत्यापित सत्य प्रतिलिपि Attested true copy of by laws/memorandum of association, registration certificate | |
| 4. | रजिस्ट्रेशन प्रमाण-पत्र की प्रतिलिपि Copy of registration certificate | |
| 5. | संगठन के मुख्य उद्देश्य Main objectives of organization | |
| 6. | संगठन की वित्तीय स्थिति एवं पिछले तीन वर्षों की ऑडिट की हुई रिपोर्ट Financial Status of the Organization & last three years audited report | |
| 7. | गैर-सरकारी संगठन की पिछले तीन वर्षों की गतिविधियों का विवरण साथ में संगठन की वार्षिक रिपोर्ट की प्रतिलिपि Details of activities undertaken by NGO during last three years along with copies of Annual Report | |

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| | <p>ग्रामीण स्तर पर गतिविधियों का अनुभव Experience of doing activities in the rural area.</p> | |
| 8. | <p>कार्यक्रम/गतिविधि आयोजित करने के संदर्भ में गैर-सरकारी संगठन के पास उपलब्ध मशीनरी/उपकरण/अवसंरचना का विवरण Details of machinery/equipments/infrastructures available with NGO to use for organization activity/programme</p> | |
| 9. | <p>संस्था के पास उपलब्ध तकनीकी दक्ष कार्मिकों/व्यक्तियों का विवरण Details regarding technical experts/persons available with the society.</p> | |
| 10. | <p>गैर सरकारी संगठन के बैंक खाते का विवरण (बैंक का नाम व पता, खाते धारक का नाम व खाता संख्या) Details of Bank account of NGO (Name of Bank & address, name of account holder & account number)</p> | |
| 11. | <p>गैर-सरकारी संगठन/संस्था के पदाधिकारियों के नाम तथा यह भी स्पष्ट करें कि किसी पदाधिकारी के विरुद्ध पुलिस में कोई शिकायत/रिकॉर्ड नहीं हैं एवं संगठन/संस्था की जमीन, मकान या अन्य प्रोपर्टी का विवरण (यदि कोई हो) Name of officials of NGO/Society, also clarify that members should not have any police record/complaint & details of land, house or other property of NGO/Society (if any)</p> | |

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| 12. | <p>गैर-सरकारी संगठन के वर्तमान में कार्य संचालन के संबंध में रजिस्ट्रार, को-ऑपरेटिव सोसाइटी का प्रमाण-पत्र A certificate from Registrar Cooperative Societies that presently NGO is working/functional.</p> | |
| 13. | <p>गैर-सरकारी संगठन द्वारा केन्द्रीय ऊन विकास बोर्ड की योजनाओं में अधिक आवर्ती व्यय होने की स्थिति में इसे वहन करने संबंधी प्रमाण-पत्र A certificate that NGO is willing to bear excess recurring expenditure under Central Wool Development Board Schemes, if required.</p> | |
| 14. | <p>नॉन-ज्यूडिशल स्टॉम्प पेपर पर नॉन-करप्ट प्रैक्टिस (गैर-भ्रष्ट आचरण) संबंधी प्रमाण-पत्र Non-corrupt practices certificate on Non judicial stamp paper</p> | |
| 15. | <p>अन्य संस्था/स्रोत से प्राप्त होने वाली वित्तीय सहायता का विवरण Details of financial assistance, received from any other agency/Sources.</p> | |
| 16. | <p>कार्यक्रम/गतिविधि को आयोजित करने के संबंध में संस्था के नोडल अधिकारी का नाम Name of nodal officer who will responsible for organizing programme/activities.</p> | |
| 17. | <p>बोर्ड की सहायता से कार्यक्रम/गतिविधि के क्रियान्वयन के संबंध में संस्था के निदेशक मंडल से हस्ताक्षरित "संकल्प" की मूल प्रतिलिपि Original copy of "Resolution" duly signed by all directors regarding undertaking programme with the assistance of CWDB.</p> | |

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| 18. | <p>गैर-सरकारी संगठन/संस्था इस बात का वचन देंगे कि इस प्रोजेक्ट के लिए हमारा संगठन/संस्था सूचना अधिकार अधिनियम के तहत बाध्यकारी होगा।</p> <p>NGO/Society will submit undertaking that for this project our NGO/Society bind ourselves to follows the RTI Act.</p> | |
| 19. | <p>गैर-सरकारी संगठन/संस्था यदि फोरेन ऐजेन्सी से धन प्राप्त करती है तो संगठन/संस्था एफसीआर रजिस्ट्रेशन सं. तथा नवीनीकरण दिनांक का उल्लेख करें।</p> <p>If fund received by the NGO/Society from foreign agency, NGO/Society has submitted FCR registration No. & renewal date.</p> | |
| 20. | <p>अन्य जानकारी..</p> <p>Other Information..</p> | |

दिनांक
Date

अधिकृत व्यक्ति/आवेदक के हस्ताक्षर
Signature of the authorized person/applicant

नाम/Name _____

पता/Address _____

फोन/Phone _____