

**GO 4C/DNT ORISSA
PLANNING & CO-ORDINATION DEPARTMENT

No.2426(27)-T.P.P-VI-23/93-p

Bhubaneswar, the 17th February, 1994

From
Shri L. KHADANGA
Deputy Secretary to Government

To
ALL COLLECTORS

SUBJECT-Guidelines to assess the performance of the Voluntary Agencies.

Sir,

I am directed to say that for better coordination of activities in implementation of Plan Programmes including developmental programmes, the Voluntary Agencies/NGOs have been involved in execution of development programmes in this Department Resolution No-15595/p, dated the 6th August 1992. In order to assess the performance of the Voluntary Agencies/NGOs, it was felt necessary to frame a set of guidelines for follow up action. Accordingly, necessary guidelines have been framed and sent therewith for appropriate action.

Yours faithfully

L. KHADANGA

Deputy Secretary to Government

Guidelines to assess the performance of the Voluntary Agencies/NGOs implementing plan programmes/projects sanctioned out of Government funds and their viability

1. Only Voluntary Agencies/NGOs with good track record shall be selected by the Collectors/DRDAs/Panchayat Samities and other Agencies for execution of different works/ programmes/schemes sanctioned out of Government funds.
2. For availing Government funds, the selected VOs/NGOs shall execute an "Agreement" in Form No-1 as per Resolution No-15595/p, dated 6th August, 1992 of the Planning & Coordination Department
3. The Voluntary Agencies/NGOs shall undertake to execute the works/programmes as per the project sanctioned order and the grant shall be released in instalments as specified in the project sanction order. The first instalment shall be released immediately after execution of the Agreement.
4. Funds sanctioned shall be utilised only for the approved works/programmes/scheme and no diversion of funds to otherwise shall be permissible. The works should be completed within the timeframe as specified in the "Agreement"
5. The Voluntary Agencies/NGOs shall maintain separate Books of Accounts, submit to the funding Agencies a statement of expenditure and utilisation certificate as prescribed in the Orissa General Financial Rules.
6. The books of Account, Registers of Assets created and other relevant informations relating to utilisation of funds shall be subject to scrutiny and inspection by any officers authorised by the funding Agencies or by the State or Central Government during the period of implementation of the programmes and thereafter for a period up to one year from the date of receipt of utilisation certificate in respect of the grants.
7. The Agency shall not entrust the implementation of the work for which the grant has been sanctioned to any other person or institution, nor shall transfer the grant or any part thereof except when it is required to do so under the project sanction order. The funding Agencies reserves the right to terminate the grant or withdraw the fund or any portion thereof at any stage. If it is satisfied that the grant has not been properly utilised as per the terms and conditions of the project sanction order or adequate progress is not being made. Due opportunity of hearing shall be given before any such action by the funding Agencies.

8. The Funding Agencies reserves the right to dispose of any assets created through or resulted from the utilisation of funds if the Voluntary Agencies/NGO does not complete the project or diverts the funds for any projects or otherwise becomes responsible for gross in action or non-utilisation of funds.
9. The Voluntary Agencies shall not transfer or dispose of any assets created/acquired out of the funds. It shall present to the funding agencies a consolidated report for entire work done in the project within three months of completion of the projects.
10. The funding agencies shall carry out final measurement and check measurement of the work done to ensure that the projects has been executed/constructed in accordance with the specifications.
11. Funds shall be released to the Voluntary Agencies/NGOs in instalments after due verification/satisfaction of the progress made by the officials authorised for the projects.
12. The Voluntary Agencies/NGOs shall take upon themselves the responsibility of ensuring that the community assets created under the project are properly utilised.
13. All works/programmes executed by the Voluntary Agencies/NGOs shall be discussed regularly in the D.L.C.C.
14. Voluntary Agencies/NGOs shall disclose their sources of funding, either from the State Government, Central Government or from aboard to the Collector once in a year.
15. Voluntary Agencies/NGOs shall be encouraged for the generation of mass awareness against illiteracy, deforestation, pollution of environment, dowry and other social ills against Women and promote prohibition.
16. Half yearly progress report shall be furnished by the Member-Convenor, D.L.C.C, regularly in the prescribed format for assessment of viability for Voluntary Agencies/NGOs
17. Collectors are expected to keep themselves improved of the activities of the Voluntary Agencies/NGOs and furnished special reports to Government regarding misutilisation of funds and involvement in litigation/politics, religious preaching, etc, if any, for information of Government.
