



ANIMAL WELFARE BOARD OF INDIA

Ministry of Fisheries, Animal Husbandry and Dairying
Govt. of India

(Department of Animal Husbandry and Dairying)
NIAW Campus, 42 KM Mile Stone, Delhi-Agra Highway
NH-2, Ballabhgarh, Haryana-121004

Email: animalwelfareboard@gmail.com : Website: www.awbi.in

No.10-01/2019-20-RG

Dated: 27.6.2019

CIRCULAR

To
All Recognized Animal Welfare Organizations.

Sir/Madam,

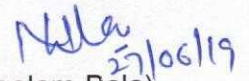
Sub: Forwarding the application of financial assistance for Regular Grant for the year 2019-2020 – Reg.

You are requested to fill up the application and forward the same along with required documents within 30th September 2019 to the Board for consideration of the grant for the year 2019-2020. The number of sheltered / treated animals by your organization be got authenticated from the Incharge of the nearest Govt. Veterinary Hospital, who shall sign and write their name, designation with office seal. **The regular grant application is available in our Website www.awbi.in and can be downloaded for use.**

You are requested to refer to page no. 4 in the application form (instructions) and accordingly fill up the application and annexures I to III as per the instructions and return the same to the Board for taking further necessary action. Please forward the previous years annual audited reports, pending Utilisation Certificates and activity reports of your organization including FIRs filed under PCA Act along with the application for consideration of sanction of grants. The incomplete applications or non furnishing of the required documents will result in delay in the processing of application. Hence it may kindly be ensured that the required documents are furnished along with your duly filled up application form.

Regular Grant application should also be accompanied with all pending Utilization Certificate and audited statements of accounts for the previous years, if any due from your organization, other wise your grant application will not be processed in AWBI.

Yours sincerely,


(Dr. Neelam Bala)
Secretary



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APPLICATION FOR FINANCIAL ASSISTANCE (REGULAR GRANT) TO ANIMAL WELFARE ORGANISATIONS FOR THE FINANCIAL YEAR 2019-20

1. Name of the Organisation :
2. Address of the Organisation :
(with pin-code)
3. Contact Details
 - a) Phone number with STD Code :
 - b) Mobile Number :
 - c) Whatsapp Number :
 - d) E-mail ID :
4. AWBI recognition Code No. :
5. Registration No. Under Societies
Registration Act / Indian Trust Act /
Cooperative Societies Act / Gaushala Act
/ GausevaAayog etc.
6. Unique ID No. issued by NitiAyog :
7. Details of the Bank Account with
Branch details and IFS Code No. :
8. Details of cost estimates (separately item-
Wise) from the Board for undertaking the
following components
 - (a) Purchase and development of feed,
fodder and water facility; :
 - (b) Purchase of medicines and medical
equipments for treatment of Sick /
old animals and for Vey. Equipments; :
 - (c) Cost of engaging Veterinary Doctors,
Inspectors, Veterinary Assistants,
Compounders, Ambulance Driver and
permanent staff of the organisation; :
9. Details of Number of Animals sheltered :
10. Details of the existing Shelter House /
Gochar land maintained by the
organisation, if any :
11. Details of Ambulance or Tractor Trolley
maintained by the organisation, if any :

12. Details of Source of Expenditure :

13. Brief information about the animal welfare activities of the organisation :

DECLARATION

I solemnly affirm and declare that the above said information and documents provide by me are true and correct to the best of my knowledge and belief and nothing material is concealed therefrom. Further, I have read the Scheme and fulfil the terms and conditions of the Scheme. The application for grant-in-aid is submitted with the consent of the Governing Body of the organisation.

Signature

(Authorised Signatory)

Name :

Designation :

P.S.: After sending the above form online, the following self-attested documents / information are required to be sent to the Board within 15 days from the date of making the above application.

1. An Application fees of Rs.100/- in the form of Cheque / Pay Order / Demand Draft in favour of "Animal Welfare Board of India" Payable at Ballabgarh.
2. The details of the current office bearers of the Management of the Organisation.
3. The copy of the registration certificate of the organisation along with bye laws, Rules and Regulations.
4. The details of 80 G exemption under Income Tax Act, if any.
5. The copy of the registration certificate under the FCRA, if any.
6. The details of employees of the organisation viz. name, salary, designation etc.
7. The documents related to the property owned or leased by the organisation, if any.
8. A copy of the Annual Report / Activity Report of the Organisation for the financial year 2017-18.
9. The copies of the annual audited accounts and income tax returns of the organisation for the last three years, if any including the Utilization Certificate of the Grants received from the Board for the financial year 2017-18.
10. Details of the grants received by the organisation from the Board, State Government, Central Government, Foreign Agencies and from other sources, if any certified by Chartered Accountant / Approved Valuer.
11. Any other documents, if considered necessary.

If any of the above documents are in Regional language, translation of the same in Hindi / English language needs to be sent.

TERMS AND CONDITIONS OF THE SCHEME

1. An application in the prescribed format with a fee of Rs.100/- shall be made for the financial assistance (regular grant).
2. The organisations eligible for financial assistance (Regular Grant) shall be Animal Welfare Organisations registered under a statute or as a society registered under the Societies Registration act, Indian Trust Act, Cooperative Societies Act, Gaushala Act, GausevaAayog or registered with any local bodies or under any State law or Central law engaged in animal welfare activities.
3. Non-Government organisations meeting the following requirements :
 - (a) it is a registered body under an appropriate act.
 - (b) it has an appropriate administrative structure and a duly constituted managing / executive committee.
 - (c) The aim and objective of the organization programme are precisely laid down.
 - (d) The organisation is initiated and governed by its own members on democratic principles, without any external control.
 - (e) The organisation shall not run for profit to any individuals or a body of individuals and shall give an undertaking to submit periodically and punctually reports and returns as prescribed from time to time by Animal Welfare Board of India.
 - (f) The concerned organisation should have been registered for a period of three years.
 - (g) The animal welfare activities should be mentioned in the aims and objectives of the organisation.
 - (h) The organisation should have got recognition from the Animal Welfare Board of India and is active in working in the field of animal welfare without any complaints / adverse remarks.
4. Financial assistance will be given as 100 per cent of the approved cost on recurring and non-recurring expenditure.
5. The organisation will accept stray / rescued/ treated / diseased / old animals from the local bodies etc. subject to the availability of the space and capacity of the organisation.
6. The Organisations shall use the grant for the purpose for which it is sanctioned.
7. The Institution shall utilize the grant for the expenditure incurred not more than two years from the date of release/within one year of release for the eligible component as approved by the Board. A declaration shall be furnished at the time of the application that the fund required shall be utilized for the purpose sanctioned. After the expenditure of the fund, the organization shall furnish certificate to the Board with the copies of Bills. A statement of expenditure incurred by the organisation shall be furnished which shall be duly approved by auditors.
8. In so far as grants-in-aid other than for the purpose of building are concerned, the pattern of expenditure under this scheme for both existing as well as new projects shall broadly conform with the pattern of expenditure on similar items approved for similar schemes of the Board. However, in exceptional cases deviation may be allowed in consultation with the Board.
9. Grants will be given in one instalments/multiple instalments subject to the availability of budget. The AWOs to execute a bond valid in the prescribed proforma to the effect that in the event of its failure to comply by any or all conditions of the grant it shall be liable to refund the whole or such part of the grant as the Government may decide with interest thereon.
10. The institution may re-appropriate expenditure from one sanctioned sub-head to another sub-head to a maximum of 50 percent in either cases. Such re-appropriation will be within the overall sanctioned amount. No expenditure shall, however, be incurred by re-appropriation of savings on items not sanctioned by the Board. Savings shall not be re-appropriated for incurring expenditure on staff that has not been sanctioned by the Board. All permissible appropriation should be reported to the Board. Prior approval for such re-appropriation is not necessary.
11. No major changes will be made in the approved project even if no additional costs are involved unless the prior approval of the Board has been obtained.
12. If the Board is not satisfied with the progress of the project or if it finds that these rules are being seriously violated, it reserves the right to terminate the grant-in-aid.
13. The grant shall be sanctioned on the recommendations of the Grants Committee of the Board on case to case basis.
14. The Board / Govt. authorised representative may visit the organisation office for monitoring etc. with or without notice.

INSPECTION AND ANIMAL VERIFICATION REPORT

(To be obtained from a Government Veterinary Officer of Animal Husbandry Department of the concerned District)

To
The Secretary
AWBI, Ballabgarh, Haryana

1. Name & address of the Organization :
2. Address of Shelter House :
3. Number and details of Shelters/Ambulance and other facilities available :
4. Number of animals sheltered in the shelter house by the organization as on -----

1	2	3	4	5	6	7	8	9	10	11	12	13
Cows	Buff aloes	Milchi ng anima ls	Ox/Bull ocks	Male Calves	Fe mal e Cal ves	Hor ses	Don keys	Sheep/ Goat	Cats/Kitte ns	Dogs/Pup pies	Other anima ls (Speci fy catego ry)	Total

Details of other animals (Column No.12) :

5. Number of animals rescued during the year :
6. Number of animals treated by the organization during the year
(As verified from animal treatment register maintained by the organization)
 - a) In their in-house dispensary/hospital :
 - b) Sick and injured animals on the spot :
 - c) In medical camps :
 - d) By Mobile clinics :

Total :
7. Number of cruelty cases booked by the organization :
8. Number of Legal cases filed by the Organization :
9. No of Veterinary Doctor/Para Vets/Animal Handlers with the AWO:
10. Whether the Animal Ambulance purchased out of grants-in-aid of AWBI/Ministry are properly utilized :

I hereby certify that the above information is true on the basis of records maintained/physical inspection of the AWO. The last physical inspection of the AWO was done on -----.

Signature & office Seal

Name of the officer(AH Dept)

Designation

Postal Address/Tel.No.