

**MOST URGENT**  
**TIME BOUND**

**DEPTT. OF WCD, GOVT. OF NCT OF DELHI**  
**OLD ITI BLDG., 1- CANNING LANE, K.G.MARG, NEW DELHI-110 001**

**ORDER**

**Sub: Scrutiny and Inspection of GIA applications under the schemes of Ministry of Women & Child Development and Ministry of Social Justice & Empowerment, GOI for the year 11-12.**

On the matter detailed in the subject above, the Distt. Officer ( ) is directed to carry out scrutiny and inspection of the GIA proposals received in the Deptt. during the extended period i.e. (30.6.11 to 30.9.11) under the GIA scheme of Ministry of Women & Child Development and Ministry of Social Justice & Empowerment, Govt. of India, for the year 2011-12. The project proposals pertaining to your Distt. are enclosed herewith alongwith the list thereof. The project proposals pertaining to your Distt. are as per the location of the project of the NGO mentioned in its application or as per the location of the registered office of the NGO in case there are two or more project locations mentioned in the project.

The following approved guidelines need to be adhered to, while carrying out the scrutiny and inspection of the GIA applications by the Distt. Officer:-

1. The concerned Distt. Officer, on receiving the GIA applications from VAC, will carry out a preliminary scrutiny of the application in order to ensure the eligibility of the NGO as per the GIA scheme and to ascertain the completeness of the prescribed and required documents.
2. In case, the project of the applicant NGO does not fall under your jurisdiction, the project proposal of the concerned NGO ( as per the guideline indicated above for deciding the same) should be sent to the concerned Distt. directly by your Distt. under intimation only to VAC.
3. The cases not found eligible under the applicable scheme will not be taken up for physical inspection.
4. The applicant NGOs, which are not found to have submitted all the required prescribed documents will be given an opportunity by the concerned Distt. Officer in the form of deficiency memo, for submitting the same to him. In case the concerned NGO does not submit the required documents or the needful to the Distt. Officer within a week's time from the receipt of the said deficiency memo by it, the proposal of the NGO may be filed by the Distt. Officer and the same need not be taken up for physical inspection.
5. Inspection report must be submitted in the proforma prescribed under the relevant applicable GIA scheme of the Ministry of WCD, GOI.
6. Inspection has to be carried out under the guidelines/details of the applicable GIA scheme. Details/guidelines of the GIA schemes may be obtained from VAC in a

blank CD or alternatively the same may be downloaded from the web-site of the Ministries namely Ministry of Women & Child Development ( www.wcd.nic.in ) & Ministry of Social Justice & Empowerment (www.socialjustice.nic.in.).

7. Inspection report has to be submitted in duplicate with signatures, in original, on both the copies.
8. Annexures enclosed with the inspection report must also be submitted in duplicate.
9. Inspection teams must submit their recommendation or rejection observations in a clear speaking manner.
10. After scrutiny and inspection of the deserving/ eligible GIA applications, the Distt. Officer will be required to present all the cases, deputed to him or her alongwith brief summary of the cases justifying the rejection or recommendation of the cases before the GIA Committee.

This issues with the prior approval of the Secretary, SW/WCD for broad guidelines on the matter.

Encl: a.a.

Sd/  
(SATNAM DHAMIJA)  
JT..DIRECTOR (VAC)

**ALL DISTT. OFFICERS**

---

UO. No. 10/VAC/GOI/Processing/11-12/19719-733

Dated: 10.10.11

Copy for information to:

1. PA to Secretary, SW/WCD for the information of Secretary SW/WCD, GLNS Complex, Delhi Gate, New Delhi.
2. The Branch Incharge /Supdt./AD of Disability/ Older Persons, Prohibition/ WEC, Deptt. of Social Welfare & WCD, Govt. of Delhi.
3. The Asstt.Programmer, Computer Cell, Deptt. of WCD, Canning Lane, K.G.Marg, New Delhi for up-loading the Order on the website of the Deptt. at the place designated to VAC.

Sd/  
(SATNAM DHAMIJA)  
JT..DIRECTOR (VAC)