



**GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL OF SOCIAL WELFARE
& BAIT-UL-MAAL,
41-EMPRESS ROAD, LAHORE.**

DATED LAHORE THE 27th MARCH, 2017.

NOTIFICATION

NO. DSW-DD(NGOs)DT&DP/2017-5479-93 Consequent upon Administrative Department's Notification No.SO(SW)5-1/2014(PB)P-V dated 13th February, 2017 following Standard Operating Procedures are hereby notified regarding registration process, renewal of registration, constitutional amendments and inspection of the Voluntary Social Welfare Agencies(hereinafter referred as NGOs)registered with Social Welfare and Bait-ul-Maal Department, Punjab (hereinafter referred as department) under the Voluntary Social Welfare Agencies(R&C) Ordinance, 1961:

1. REGISTRATION PROCESS:

- I.** Persons intended to apply for registration of NGO with the department shall obtain copy of Model Constitution including prescribed format of application from Deputy Director, Social Welfare and Bait-ul-Maal of concerned district after paying Rs. 1000/- as fee and get a receipt.
- II.** Applicants shall be further directed towards concerned Area Office i.e.Rural Community Development Project, Community Development Project, Urban Community Development Project as the case may be to prepare registration case with the help of Social Welfare Officer (hereinafter referred as Area Officer).
- III.** Area Officer concerned shall visit the office of NGO for preparation of feasibility report under the Instructions issued on 29th October, 1982 and additional instructions issued on 01-04-15.
- IV.** Area Officer concerned shall submit the registration case to Deputy Director, Social Welfare and Bait-ul-Maal by completing all codal formalities with his/her recommendations contained in feasibility report regarding registration or non-registration of NGO.
- V.** Deputy Director concerned shall also visit the office of NGO, prepare its own report and if satisfied shall recommend and forward complete registration case to the concerned Divisional Director, Social Welfare and Bait-ul-Maal to offer Special Recommendation and get approval/NOC from Directorate General of Social Welfare and Bait-ul-Maal, Punjab.
- VI.** Divisional Director concerned shall examine the case of registration of NGO and if satisfied shall offer Special Recommendation to the members of NGO and forward case for seeking approval/NOC from Directorate General of Social Welfare and Bait-ul-Maal, Punjab. In case of dissatisfaction, he may communicate observations to the concerned Deputy Director.

- VII. In case, concerned Divisional Director intends to verify the particulars of members of NGO from Special Branch of Police, he/she will direct concerned Deputy Director to submit particulars of members of NGO on prescribed format and forward the same to Directorate General, Social Welfare and Bait-ul-Maal, Punjab. The registration case should be completed otherwise and particulars of members of NGO shall not be forwarded separately.
- VIII. Deputy Director (NGOs) shall scrutinize all documents and submit the case to Director General, Social Welfare and Bait-ul-Maal, Punjab to get approval/NOC except the cases whereupon verification of particulars of members of NGO is required. If the case is incomplete otherwise, the Directorate General, Social Welfare and Bait-ul-Maal, Punjab may communicate to the Divisional Directors for removal of observations prior to issuance of approval/NOC.
- IX. Director General, Social Welfare and Bait-ul-Maal, Punjab shall approve or disapprove the case for NOC on the basis of reasons recorded in black and white.
- X. On approval of Director General, Deputy Director (NGOs) shall issue NOC along with complete registration case to the Divisional Director concerned. An intimation copy of the same shall also be issued in favour of President of the NGO.
- XI. Deputy Director concerned shall issue the registration certificate to NGO on prescribed format after receiving approval/NOC through Divisional Director after recording all particulars in Form D as provided under Rule 8 of Rules, 1962.
- XII. After issuing a Registration Certificate, the same along with verified documents of registration case, Deputy Director concerned shall forward a copy of these to Divisional Director and Deputy Director (NGOs) for the record.

2. **DOCUMENTS TO BE ACCOMPANIED WITH THE REGISTRATION CASE:**

Following documents are required for the registration case:

- I. List of names and designations of executive body members. The number of executive body members should be odd and proportionate to the general body members.
- II. List of names, complete addresses, telephone nos., occupation, nature of membership and computerized national I.D card numbers of member of general body along with attested photocopies of their ID cards
- III. Proposed constitution duly filled containing the name and area of operation of NGO. Name of the NGO must have direct relevance to the aims and objectives of that agency and preferably include the term “Welfare” or “Development”.

- IV.** Plan of action (attached on separate sheet giving a brief statement of the steps to be taken for establishment of the agency with reference to accommodation, qualified personnel and equipment etc.). Plan of action is also required to be comprehensive, practicable and clearly indicating the financial resources required for the implementation of proposed activities.
- V.** Bank certificate indicating the name of the bank in which funds of the agency are proposed to be kept. Information about President, General Secretary and Finance Secretary (having joint account) as operating persons, account no. and updated balance as detailed below:

SR.NO.	CATEGORY OF NGO	MINIMUM MEMBERS	MINIMUM BALANCE IN RUPEES PKR
1	Local Level (Community, neighbourhood etc.)	20	2000
2	District Level	20	5000
3	Divisional Level (including all branches and offices)	500	15000
4	Provincial Level(including all branches and offices)	500	50000

(Presently Banks have changed their policy and open account after issuance of Registration Certificate only. Therefore, an affidavit shall be taken from NGO that it will open its bank account within one month of issuance of registration certificate. In case, NGO is intended to receive foreign contributions, it shall clearly indicate its intention of opening foreign currency account in such affidavit)

- VI.** Receipt of Rs.1000/- as Model Constitution charges
- VII.** Minutes of founder members' meeting in which resolution related to registration was adopted with signatures of the ¾ members
- VIII.** Affidavit regarding neither being affiliated with any political party or sectarian group nor being registered with any other forum/law and indicating that members of NGO shall participate its activities without expectation of financial reward/monetary gain etc.
- IX.** Feasibility reports of the Area Officer and Deputy Director concerned covering all the aspects required under ibid rules/instructions. Deputy Director is required to visit the NGO personally before submitting the case to this Directorate and he/she should furnish his/her independent feasibility report with the case, signifying the present running services of the NGO, assessing their potential and viability to take up the proposed plans.

- X. Special recommendation by Divisional Director concerned to the affect that reports of I.B and Special Branch are not required. In case of non- provision of Special Recommendation, prescribed format filled in favour of all members of NGO shall be required.

3. EXTENSION OF AREA OF OPERATION OF NGO/REGISTRATION AT DIVISIONAL AND PROVINCIAL LEVEL:

- I. In case already registered NGO requires extension in its area of operation i.e District to Divisional or Provincial Level, the matter of extension of area of operation of NGO shall be dealt as amendment to its constitution.
- II. After completing all codal formalities of constitutional amendment and requirements related to Divisional or Provincial Level NGOs, Registration Authority i.e. Divisional Director or Director General as the case may be shall issue a certificate of amendment to the constitution of NGO dully vetted by representatives of field offices (Divisional Director, Deputy Director, Area Officer etc.) and President and General Secretary of the NGO. Thereafter, certifying authority shall be deemed as Registration Authority for the NGO.
- III. In case, NGO applies for registration at Divisional or Provincial level directly, process of registration shall remain same by incorporating requirements of registration at divisional or provincial level. However, Director General, Social Welfare and Bait-ul-Maal, Punjab being provincial level Registration Authority may direct any Divisional Director to prepare feasibility report regarding registration of NGO at provincial level or make such orders as he/she deems fit. Divisional Directors may also execute such powers in their concerned Divisions without overriding any direction of Directorate General of Social Welfare and Baitul-Maal, Punjab.
- IV. In case of direct registration of NGO at Divisional and Provincial level, Registration Authority shall only issue the approval of registration after completing all codal formalities with the direction to concerned Deputy Director to issue Registration Certificate in favour of NGO.
- V. Deputy Director concerned shall issue such certificate by indicating stamp and seal as under:
*“Deputy Director
for Divisional Director or Director General /Registration Authority(as the case may be),
Social Welfare and Bait-ul-Maal (please indicate name of division/province)”*
- VI. Consequently, maintenance of Form D under Rule 8 of Rules, 1962 shall be sole responsibility of concerned Deputy Director for all Registration Authorities.

4. RENEWAL TO REGISTRATION:

- I. Renewal to registration of NGO shall be made after every three years.
- II. President/General Secretary of the NGO shall apply such renewal clearly indicating the time period for which renewal shall be required.
- III. Such application shall accompany the progress and audit reports of the NGO for last three years, list of assets of NGO and declaration of all bank accounts opened in the name of NGO since registration with their operational status.
- IV. Registration Authority may also demand such documents from the NGO as he/she may deem appropriate to offer such renewal. He/She may also direct concerned field formation to furnish fresh feasibility report etc.
- V. No new Registration Certificate shall be issued to the NGO and such renewal shall be offered in the name of NGO by the Registration Authority through letter clearly indicating the time in effect under his/her stamp and seal with intimation to Directorate General, Social Welfare & Bait-ul-Maal, Punjab.
- VI. Renewal to registration of NGO shall be dully entered in Form D with red ink. Registration Authority through concerned area officer shall ensure that all NGOs are getting renewal after due time.

5. CHANGE OF ADDRESS OF NGO AND ISSUANCE OF NEW REGISTRATION CERTIFICATE THEREOF:

- I. Change of address of NGO falls under the constitutional amendment. Therefore all procedure of constitutional amendment shall be followed to affect such change.
- II. On issuance of constitutional amendment certificate, Deputy Director concerned shall issue a new certificate to the NGO indicating changed address with same Registration Number and Date of Registration. However, date of issuance of new certificate with the purpose of such change shall be noted above the stamp and seal by detailing as under:

This New Registration Certificate with same Registration Number and Date is hereby issued in favour of ----- for effecting the change of address of NGO from----- to ----- on -----.

- III. In case of loss of Registration Certificate and receiving request of NGO for issuance of duplicate copy of the same, new certificate shall be issued by detailing as under:

This Duplicate Registration Certificate with same Registration Number and Date is hereby issued in favour of ----- on the account of loss of original Registration Certificate on-----.

6. SCHEDULE OF CHARGES /FEES:

I. Schedule of charges/fees for different purposes shall be as under:

PURPOSE	CHARGES/FEES IN RUPEES PKR
Model Constitution	Rs. 1000
Constitutional Amendment	Rs. 100 Per amendment
Renewal of Registration	Rs.500
Duplicate Copy of Registration Certificate	Rs. 500

II. Record of all revenue generated for above shall be maintained and deposited as per previous practice.

7. SCHEDULE OF INSPECTION OF REGISTERED NGOS:

Regular Schedule of inspection of NGOs for different officers shall be as under
(Exceptions are applied in case of special circumstances/assignments):

Social Welfare Officer	Once in 3 months
Deputy Director	Once in 6 months
Divisional Director	One in a year

(WAHEED AKHTAR ANSARI)

**DIRECTOR GENERAL
SOCIAL WELFARE AND BAIT-UL-MAAL,
PUNJAB.**

NO. AND DATE EVEN:

A copy is forwarded for information to:

- I.** All Divisional Directors, Social Welfare and Bait-ul-Maal, Punjab with the direction to immediately follow the SOPs and ensure copies of the same in all field offices.
- II.** PS to Secretary, Social Welfare and Bait-ul-Maal, Punjab.
- III.** PSO to Director General, Social Welfare and Bait-ul-Maal, Punjab.

**(LUBNA JABEEN)
DEPUTY DIRECTOR (NGOS)**