



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

NOTIFICATION, No. DSW-DD(NGOs)Online-Reg/2022-

PROCEDURE FOR ONLINE REGISTRATION OF NEW NGOs.

As per Home Department's Minutes of the 13th Meeting of Punjab Charity Commission vide No. E&A (HD) 14-2/2019 Dated 28.08.2021 and Home Department Letter No. SO(IS-III)6-27/2015 Dated 15th October, 2021 and Home Department's Instruction to upload the cases of verification of the credentials of NGOs at E-Portal vide Letter No. SO(IS-III)6-27/2021/PI-I/FSD-33 Dated 29th December, 2021, Social Welfare & Bait-ul-Maal Department, Punjab has initiated online registration of new NGOs. The below mentioned online registration procedure is strictly aligned with the SOPs issued by Directorate General (SW&BM) Punjab vide Notification NO. DSW-DD(NGOs)DT&DP/2017-5479-93 dated 27.03.2017.

ONLINE REGISTRATION PROCEDURE

- I. Persons intended to apply for registration of NGO with Social Welfare & Bait-ul-Maal 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. The Social Welfare Officer (hereinafter referred as Area Officer) shall guide Applicants about required documentation and online submission of registration case of NGO.
- III. The Applicants shall submit the registration case of their NGO online at <https://ngo-reg.punjab.gov.pk/>.
- IV. The login and password of each Area Officer, Deputy Director (SW&BM), Divisional Director (SW&BM), Directorate General (SW&BM), and Administrative Department have already been created and shared.
- V. After receiving case of registration of NGO on Web-Portal, concerned Area Officer shall visit the office of NGO for preparation of Feasibility Report under the SOPs ibid and he/she shall also fill-in the Inspection Performa.
- VI. Area Officer shall attach Feasibility Report and Inspection Performa on Web-Portal and if the case is complete, he/she shall forward it to Deputy Director (SW&BM) concerned or otherwise mark observation(s) on the registration case and send it back to Applicants/NGO.

- VII. Deputy Director concerned shall also visit the office of NGO. He/she shall prepare his/her own report, attach it on the Web-Portal, and if satisfied shall forward case to the concerned Divisional Director, Social Welfare and Bait-ul-Maal or otherwise mark observation(s) and send the case back to Area Officer.
- VIII. In the same manner, concerned Divisional Director (SW&BM) shall either forward the case to Directorate General (SW&BM), Punjab or otherwise mark observation(s) and send the registration case back to Deputy Director (SW&BM) concerned.
- IX. The Deputy Director (NGOs) of Directorate General (SW&BM), Punjab shall examine the case. If the case will be found complete, he/she shall forward it to Administrative Department for onward forwarding to Home Department, Punjab for necessary verification from Special Branch and CTD. In case of any observation(s), the Deputy Director (NGOs) shall refer the case back to concerned Divisional Director (SW&BM). In case Administrative Department will mark some observation(s), it shall refer the case back to Deputy Director (NGOs) of Directorate General (SW&BM), Punjab.
- X. Home Department shall conduct necessary verification and issue online NOC or otherwise. The case shall be routed back through Administrative Department.

The flowchart of online registration procedure is attached with this document.

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DIRECTOR (ADMINISTRATION)
SOCIAL WELFARE AND BAIT-UL-MAAL,
PUNJAB.

29/3/22
NO. DSW-DD(NGOs)Online-Reg/2022-7842-53 Dated Lahore, the March, 2022

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 Procedure for online Registration of new NGOs and ensure copies of the same in all field offices.
- II. PS to Secretary, Social Welfare and Bait-ul-Maal, Punjab.
- III. PA to Director General, Social Welfare and Bait-ul-Maal, Punjab.

99.03.22
(SAFDAR ABBAS)
DEPUTY DIRECTOR (NGOs)