



NO. DSW-DD(NGOs)SOPs/2022-29856-66
GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL SOCIAL WELFARE
& BAIT UL MAAL PUNJAB,
41-EMPRESS ROAD, LAHORE

Dated: 7th Nov , 2022

To,

The All-Divisional Directors,
Social Welfare & Bait-ul-Maal,
Punjab.

Subject: **REVISED SOPS - 2022 FOR NGOS.**

I am directed to refer to Administrative Department letter NO.SO(SW)5-144/2020(P-IV) dated 27.10.2022 on the subject cited above, where in the Competent Authority has been pleased to approve the revised SOPs-2022 for registration, renewal and inspection of records of NGOs registered with Social Welfare & Bait-ul-Maal Department under Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961/Rules, 1962.

2. Foregoing in view, the revised SOPs-2022 for NGOs are hereby notified. You are, therefore, requested to circulate among all the concerned field formations with the directions to follow the said SOPs in letter and spirit.


(SAFDAR ABBAS)
DEPUTY DIRECTOR (NGOs)

C.C.

- Section Officer (SW), Social Welfare & Bait-ul-Maal, Lahore w.r.t NO.SO(SW)5-144/2020(P-IV) dated 27.10.2022
- PA to Director General, Social Welfare & Bait-ul-Maal, Punjab.

Standard Operating Procedures (SOPs) 2022 (Revised)

**FOR
REGISTRATION, RENEWAL AND INSPECTION
OF RECORDS OF VOLUNTARY SOCIAL
WELFARE AGENCIES
UNDER
VOLUNTARY SOCIAL WELFARE AGENCIES
(REGISTRATION AND CONTROL)
ORDINANCE, 1961**



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

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1. Background

1.1 The Punjab Government Rules of Business, 2011 entrust the responsibilities to Social Welfare & Bait-ul-Maal, Department, Punjab, of registration, technical assistance and monitoring of Social Welfare Agencies (NGOs). The Department registers and regulates NGOs under the provisions of the Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961 and Rules, 1962 made thereunder.

1.2 With the advent of Financial Action Task Force (FATF) regime, the whole scenario of NGOs registration and monitoring witnessed a major shift from conventional modes to more robust monitoring mechanism as well online handling of NGOs data through computer-based program/portal. This mainly owes to the establishment of Punjab Charity Commission (PCC) under the Punjab Charities Act, 2018. FATF vis-à-vis PCC requirements demand an effective maintenance of record, transparency and proper utilization of funds by NGOs.

2. Statement of objectives

2.1 The revised SOPs are hereby issued to achieve the objectives as follows:

- i. To implement all instructions of the Government of Punjab issued time-to-time in the context of FATF and Punjab Charities Act 2018.
- ii. To introduce an efficient online registration process, effective monitoring mechanism and improved renewal process for NGOs registered with the Department.
- iii. To ensure that provisions of Ordinance 1961 and its Rules are strictly adhered to by the Divisional Directors (SW&BM)/Deputy Directors (SW&BM)/Deputy Director (NGOs) on behalf of Directorate General, SW&BM, Punjab and by Section Officer (SW), SW&BM Department on behalf of the Administrative Department.

3. Registration process

3.1 Persons intended to apply for registration of NGO with the Department shall obtain copy of Constitution including prescribed format of application from Deputy Director, Social Welfare and Bait-ul-Maal of concerned District after paying the prescribed fee and get a receipt of proposed name of the NGO. (Copy of Constitution is available at **Annex-A**).

3.2 The concerned Social Welfare Officer/Area Officer shall guide the applicants about required documentation for registration of new NGO and online submission of registration

case, in line with the instructions of Home Department issued vide letter No. SO(IS-III)6-27/2015 Dated 15th October, 2021 (**Annex-B**).

3.3 Registration case shall be submitted through Web Portal by using online link i.e. <https://ngo-reg.punjab.gov.pk/>.

3.4 After receiving case of registration of NGO on Web-Portal, Area Officer concerned shall visit the office of NGO/conduct meeting with the founding members of NGO as per timelines given in Para No. 9, for preparation of feasibility report.

3.5 Area Officer shall attach Feasibility Report and Inspection Performa (copy available at **Annex-C**) on Web-Portal and if the case is complete in all aspects, shall forward it to Registration Authority/Deputy Director (SW&BM) concerned with clear recommendations for registration or otherwise mark observation(s) on the registration case and send it back to Applicants/NGO as per the *Timelines* at Para No. 9.

3.6 Deputy Director concerned shall also visit the office of NGO/conduct meeting with the founding members of NGO and shall prepare report, signifying the running services of the NGO, assessing their potential and viability to take up the proposed plans, and attach it on the Web-Portal, and if satisfied shall forward case to the concerned Divisional Director (SW&BM) with his recommendations or otherwise mark observation(s) and send the case back to Area Officer as per the *Timelines* at Para No. 9.

3.7 Likewise, Divisional Director (SW&BM) concerned shall examine the case of registration of NGO and if satisfied shall forward the case with his recommendations to Directorate General (SW&BM), Punjab. If not satisfied, he shall mark observation(s) and send the registration case back to Deputy Director (SW&BM) concerned as per the *Timelines* at Para No. 9.

3.8 Upon receiving case from concerned Divisional Director (SW&BM), Deputy Director (NGOs), Directorate General (SW&BM), Punjab shall scrutinize all documents. If the case is complete, he with the approval of the Director General (SW&BM), Punjab shall forward it to Administrative Department for onward forwarding to Home Department, Punjab for necessary verification from Special Branch of Police and CTD in light of the Ministry of Interior (MOI), Government of Pakistan Letter No. 1/11/2011-Ptns (22) Dated 6th May, 2019 (**Annex-D**) and Home Department w/r to letter No. SO(IS-III)6-27/2015 dated 24th June, 2019 (**Annex-E**). However, in case of any observation(s), the Deputy Director (NGOs) shall refer the case back to concerned Divisional Director (SW&BM) / concerned NGO as per the *Timelines* at Para No. 9.

3.9 If the case is found complete, Administrative Department may forward it online to Home Department for issuance of NOC or otherwise in light of the Home Department's

instructions contained in Letter No.SO(IS-III)6-27/2015 Dated 15th October, 2021 (**Annex-F**) and Letter No. SO(IS-III)6-27/2021/P-III/FSD-33 Dated 29th December, 2021 (**Annex-G**). In case Administrative Department has some observation(s) on the application, it may refer the case back to Deputy Director (NGOs) of Directorate General (SW&BM), Punjab.

3.10 After the receipt of an online NOC from Home Department in respect of the applicant NGO, the Administrative Department may forward the same to the Directorate General, SW&BM, Punjab for issuance of online registration certificate to the respective NGO by the concerned Deputy Director (SW&BM)/Registration Authority on prescribed format Form C (**Annex-H**) as provided under Rule 6 of the Voluntary Social Welfare Agencies (Registration & Control) Rules, 1962 after recording all particulars in Form D (**Annex-I**) as provided under Rule 8 of the Rules, *ibid*.

3.11 Upon issuance of registration certificate, the NGO shall be advised to get itself registered with Punjab Charity Commission as “charity” as provided in Section 2(e) and Section-12 of Punjab Charities Act, 2018.

3.12 In case of regret about NOC from Home Department, Punjab, the case will be routed through Directorate General (SW&BM), Punjab.

3.13 The *Timelines* about registration process of NGO are mentioned at Para No. 9.

3.14 The flowchart of online registration process of NGO is available at **Annex-J**.

4. Documents to be accompanied with the registration case:

4.1 Respective Registration Authority shall ensure attachment of following documents with registration case:

- a) List of names and designations of executive body members. (Note: The number of executive body members should be odd and proportionate to the general body members).
- b) List of names, complete addresses, telephone numbers, occupation, email address, nature of membership and Computerized National Identity Card (CNIC) numbers of member of general body.
- c) Prescribed constitution (As mentioned above at **Annex-A**) of the NGO duly filled-in containing the name and area of operation of NGO. It shall be ensured that the name of the NGO may have direct relevance to the aims and objectives of that NGO and preferably include the term “Welfare” or “Development”.
- d) Plan of Action with reference to envisaged activities, allied staff, fund raising sources, and equipment etc. is required (Specimen available at **Annex-K**).

- e) Receipt of fee as Model Constitution on prescribed form (**Annex-L**).
- f) Minutes of founder members' meeting in which resolution related to registration was adopted with signatures of the $\frac{3}{4}$ members.
- g) Affidavit regarding neither being affiliated with any proscribed entity/person or sectarian group and indicating that members of NGO shall participate its activities without expectation of financial reward/monetary gain etc.
- h) Affidavit that NGO will open its joint bank account within one month of issuance of registration certificate.

4.2 In case, NGO applies for registration at Divisional or Provincial level directly, process of registration shall remain the same.

4.3 The Director General (SW&BM), Punjab being provincial level Registration Authority may direct any Divisional Director (SW&BM), Punjab to prepare feasibility report regarding registration of NGO at provincial level or make such orders as he deems fit.

4.4 Divisional Directors (SW&BM) may also execute such powers in their concerned Divisions without overriding any direction of Directorate General of Social Welfare and Bait-ul-Maal Punjab.

4.5 The entire registration process shall be carried out through online Web-Portal by using <https://ngo-reg.punjab.gov.pk/>.

4.6 Registration Authority shall exercise its powers at various levels i.e. District, Divisional, and Provincial, pursuant to the Administrative Department Notification No. SO(SW)5-1/2014(PB)P-V Dated 13.02.2017 (**Annex-M**).

5. Monitoring, inspections and records:

5.1 The Registration Authority shall ensure that records pertaining to NGO are maintained properly in accordance with Section 7 of the Ordinance *ibid* and Rule 9 of Rules *ibid* as per following:

- a) Cash book
- b) Ledger, containing all personal and impersonal accounts
- c) Annual audit reports and detail of audited accounts along with complete details of donations, local and foreign funding
- d) Members book
- e) Minutes book
- f) Inspection book
- g) Current renewal certificate
- h) Fidelity Bond
- i) Annual progress reports
- j) Any other relevant record which Registration Authority deems appropriate to inspect

5.2 The Registration Authority, or any officer duly authorized is advised to inspect the books of accounts and other records of the NGO under Section 7(2) of the *ibid*.

5.3 While inspection of accounting records, if it is found that records are not maintained in accordance with Section 7 of the Ordinance *ibid* and Rule 9 of the Rules, *ibid*, the Registration Authority shall take action under Section 9 and 10 of the Ordinance *ibid* as the case may be.

5.4 An income and expenditure account shall be audited by a Chartered Accountant and shall be submitted to the concerned Registration Authority within six months of the close of the financial year on the format prescribed by the Institute of Chartered Accountants of Pakistan (ICAP) (**Annex-N**).

6. Suspension or dissolution

6.1 Suspension of the governing body of NGO or dissolution of NGO shall be made in accordance with Section 9 & 10 of the Ordinance *ibid*, respectively.

6.2 **Suspension of governing body of NGO under Section 9:** Section 9 provides that:

*“If, after making such enquiries as it may think fit, the Registration Authority is satisfied that a registered agency has been responsible for any “irregularity in respect of its funds” or for any “misadministration in the conduct of its affairs” or has “failed to comply with the provisions of Ordinance *ibid* or the Rules made there under”, it may, by order in writing, suspend the governing body of NGO under Section 9(1) of Ordinance *ibid*”.*

6.3 While proceeding under Section-9, the registration may take into consideration that:

a) Irregularity in respect of funds may include misapplication, unfair utilization, and misappropriation of funds or breach of trust. If any part of any donations collected for any charitable purpose is used for any purpose or object other than that for which it was collected, or is otherwise misapplied or misappropriated in any manner, every person concerned with the collection or administration of the fund, whether as a collector on behalf of the NGO or a recipient, shall unless he proves that the misuse, misapplication or misappropriation occurred without his knowledge and that he had used all due diligence to prevent such misuse, misapplication or misappropriation, shall be deemed to have committed the misuse, misapplication or misappropriation of the charitable fund.

b) Any misadministration in the conduct of its affairs may extend to non-adherence of the provisions of the approved constitution of the NGO.

6.4 Where a governing body of NGO is suspended under Section 9(1) of the Ordinance *ibid*, the Registration Authority under Section 9(2) of the Ordinance *ibid*, shall appoint an Administrator, or a Caretaker body consisting of not more than five persons, who shall have all the authority and powers of the governing body under the Constitution of the NGO.

6.5 Every order of suspension made under Section 9(1) shall be placed by the Registration Authority, under Section 9(3), before the Review Board, consisting of not more than five persons, constituted by the Provincial Government for the purpose, which shall have the power to make such order as to the re-instatement, or the dissolution and reconstitution, of the governing body, as it may think fit. Gender Parity will also be maintained in the composition of the Review Board by inclusion of at least a woman member in it.

6.6 The governing body against whom an order of dissolution and reconstitution is made under Section 9(3) of the Ordinance *ibid* may appeal to the Provincial Government, under Section 9(4), within thirty days from the date of such order, and the decision of the Provincial Government shall be final and shall not be called in question in any court.

6.7 **Dissolution of registered NGO under Section 10:** Section 10 provides that:

*“If at any time the Registration Authority has reason to believe that a registered agency is acting in “contravention of its constitution”, or “contrary to any of the provisions of the Ordinance *ibid* or the Rules made there under”, or “in a manner prejudicial to the interests of the public”, it may, after giving such opportunity to the agency of being heard as it thinks fit, make a report thereon to the Provincial Government, under Section 10(1) of the Ordinance *ibid*.”*

6.8 While proceeding under Section-10, the registration may take into consideration that:

a) prejudicial to the interest of the public may include conduct against public interest, any act against the sovereignty and integrity of Pakistan, or involvement in any unlawful activities including terror financing or money laundering etc.

6.9 Under Section 10(2), the Provincial Government, if satisfied after considering the report that it is necessary or proper to do so, may order that the agency shall stand dissolved on and from such date as may be specified in the order. The Registration Authority shall take further action as per Section 12 “consequences of dissolution” of the Ordinance, *ibid*.

6.10 **Complaint redressal:** If any NGO feels that any action of Registration Authority is beyond the provisions of the Ordinance *ibid* and Rules framed thereunder, it may file a complaint to Director General (SW&BM), Punjab for redressal.

6.11 The Director General (SW&BM), Punjab shall decide the complaint within 30 days of the receipt of complaint.

7. Renewal to registration:

7.1 Renewal of NGO may not be granted as a matter of routine. The Registration Authority before granting renewal to NGO, shall follow instructions contained in SOPs issued vide Notification No. DSW-DD (NGOs)DT&DP/2017-5479-93 Dated 27th March, 2017 (**Annex-O**), and also to satisfy itself that:

- a) Maximum period of renewal shall not exceed the renewal time specified by the Punjab Charity Commission.
- b) The overall working of the NGO in the preceding years had remained beneficial for the public at large.
- c) The working of the NGO is not against the interest of general public.
- d) The NGO has not made any default in filing its financial statements or annual returns regularly.
- e) The NGO has not acted against the interest, sovereignty and integrity of Pakistan, the security of the State and friendly relations with foreign States.
- f) The NGO has not been carrying on, unlawful or fraudulent activities; or no fraud, misfeasance or malfeasance in relation to the NGO has been committed.
- g) The NGO or any of its member is not involved in money laundering, terror financing, or is not the part or remained the member of any proscribed organization or connected to proscribed organization, and/or his name is not in fourth schedule or otherwise. For this purpose, a report from Special Branch of Police and Counter Terrorism Department (CTD) may be sought by the Registration Authority, if deemed necessary and case shall be processed accordingly.

7.2 No Officer below the rank of BS-17, or any other officer notified by the Department shall be eligible to certify the checklist mentioned above at para 7.1 (a to g).

7.3 On behalf of the NGO, only the President or General Secretary of the NGO shall be eligible to certify the checklist mentioned above at para 7.1 (a to g).

8. Schedule of inspection of registered NGOs:

8.1 Regular Schedule of inspection of NGOs for different officers shall be as under

Officer	Inspection*
Supervisor (SW)**	At least once in two months of each NGO
Social Welfare Officer / Area Officer	At least once in three months of each NGO

Deputy Director (SW&BM) concerned	Once in six months of each NGO/Convene Meetings with Executive Body of NGO
Divisional Director (SW&BM) concerned	Once in twelve months of each NGO/Convene Meetings with Executive Body of NGO
Director General (SW&BM), Punjab	As and whenever required
* The Deputy Director (NGOs) with the approval of Director General (SW&BM), Punjab could visit any registered NGO as and when required. Exceptions are applied in case of special circumstances/assignments. ** Supervisor (SW) shall submit the report of inspection to Area Officer concerned.	

8.2 The Supervisory officer in respect of each Officer mentioned at Para No. 8.1 shall evaluate the performance of his/her subordinate officer in terms of inspections made as per the above time period and record such remarks in their Performance Evaluation Reports (PERs)/Annual Confidential Reports (ACRs).

9. Timelines

9.1 Following timelines shall be observed during processing of the online application:

Sr No.	Item / Step	Maximum Duration (Working Days)	Responsibility	Action
1.	Visit to NGO's Office/meeting with founding members after receiving online application for registration of NGO	14-Day	Social Welfare Officer / Area Officer concerned.	Preparation of Feasibility Report and Inspection Performa with recommendations.
2.	Visit to NGO's Office/Meeting with the founding members after receiving online application from Area Officer	14-Day	Deputy Director (SW&BM) concerned.	Preparation of visit Report /minutes of meeting with founding members along with recommendations.
3.	Application to be processed	05-Day	Divisional Director (SW&BM) concerned.	Either forward the case to Directorate General (SW&BM) or send back to Deputy Director (SW&BM) concerned with recommendations.
4.	Application to be processed	07-Day	Deputy Director (NGOs)	Either forward the case to Administrative Department with recommendations or send back to Divisional Director (SW&BM) concerned.

Sr No.	Item / Step	Maximum Duration (Working Days)	Responsibility	Action
5.	Receipt of NOC or the case is regretted from Home Department, Punjab	05-Day	Section Officer concerned at Administrative Department	Forward the case to Directorate General (SW&BM).
6.	Receipt of NOC or regret case from Administrative Department	03-Day	Deputy Director (NGOs)	Forward the case to Registration Authority concerned.
7.	Receipt of NOC or regret case from Deputy Director (NGOs)	03-Day	Registration Authority concerned	Issuance of online Registration Certificate or communicate to the Area Officer and NGO in the instance when case is regretted.

Note: These SOPs are hereby issued for the guidance of Registration Authority so the powers conferred under the Ordinance 1961 and Rules 1962 made thereunder, shall be exercised reasonably, fairly, justly and for the advancement of the purpose of the enactment.

10. Miscellaneous

10.1 **Trainings and capacity building:** Any NGO may apply for training with Social Welfare Training Institute (SWTI), Township, Lahore for their capacity building.

10.2 The SWTI shall conduct periodic trainings for the concerned officers and NGOs' representatives on various related issues. To this extent, the SWTI shall submit its Annual Training Plan (ATP) to the Director General for further recommendations and approval.

10.3 Any other instructions issued, time-to-time, by Federal Government and Provincial Government (Punjab) shall also be observed.

With the approval of

SECRETARY TO GOVERNMENT OF THE PUNJAB
SOCIAL WELFARE AND BAIT-UL-MAAL,
DEPARTMENT

Dated: 07.11.2022

ENDS. NO. DSW-DD(NGOs)SOPs/2022-29856-66

A copy is forwarded for information to:

- All Divisional Directors, Social Welfare and Bait-ul-Maal, Punjab with the direction to immediately follow the guidelines and ensure copies of the same in all field offices.
- PS to Secretary, Social Welfare and Bait-ul-Maal, Punjab.
- PA to Director General, Social Welfare and Bait-ul-Maal, Punjab.

(SAFDAR ABBAS)
DEPUTY DIRECTOR (NGOs)

جدول دوم

فارم
دیکھئے

معاشرتی بہبود کے رضا کار اداروں کے تحت رجسٹریشن کی درخواست جو آرڈی نانس ایکس ایل وی آئی مجریہ ۱۹۶۱ء کے نفاذ کے بعد قائم ہوئے۔

بخدمت

انداراج آفیسر۔ رضا کار ادارہ جات معاشرتی بہبود نظامت معاشرتی بہبود، پنجاب لاہور۔

جناب عالی

ہم زیر دستخطی ملتئمیں ہیں کہ رضا کار ادارہ جات معاشرتی بہبود (انداراج وانضباط) آرڈی نانس مجریہ ۱۹۶۱ء (ایکس ایل وی آئی ۱۹۶۱ء) کے تحت ہمارے مجوزہ رضا کار ادارہ کو رجسٹرڈ کیا جائے ادارہ کے کونف درج ذیل ہیں۔

۱۔ ادارہ کا نام:

۲۔ پتہ:

۳۔ اغراض و مقاصد (خدمات کی ان ۱۰ اقسام کے حوالے سے جو مذکورہ آرڈی نانس کے جدول میں درج ہیں)

۴۔ سرگرمیوں کا علاقہ، محلہ، شہر، صوبہ، پاکستان

۵۔ منصوبہ عمل (حسب ضرورت علیحدہ صفحہ منسلک کیجئے جس میں مختصر تحریر کیا ہو کہ مجوزہ ادارہ کے قیام کے سلسلے میں بشمول دفتر کا

ترتیب یافتہ عملہ اور مطلوبہ ساز و سامان اور فنڈ اکٹھا کرنے کیلئے کیا اقدامات کئے جائیں گے۔

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بینک جو مجوزہ ادارہ کی رقم کا امین ہوگا/ ہونگے

ہم اس بات کا یقین دلاتے ہیں کہ اس ادارہ کے عہدیداران مجلس عامہ کے اراکین کے ناموں میں کوئی تبدیلی واقع ہوئی تو اس سے آپ کو تیس دن کے اندر اندر مطلع کر دیا جائے گا۔

مجوزہ ادارہ کے آئین کی چار نقول پیش خدمت ہیں۔ ہم تصدیق کرتے ہیں کہ مندرجہ بالا کوائف درست ہیں۔

بانی ارکان دستخط فرمائیں

آپ کے مخلص

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گواہوں کے دستخط (بیع پتہ)

دستخط	پتہ	نام	نمبر شمار

IMMEDIATE



NO SO/HS-01/6-77/2015
GOVERNMENT OF THE PUNJAB
HOME DEPARTMENT
Ph:042-99211805

Dated Lahore the 15th October, 2021

to

1. The Secretary,
Government of the Punjab,
Industries, Commerce, Investment &
Skills Development Department.
2. The Secretary,
Government of the Punjab,
Social Welfare & Ball-ul-Mal,
Department
3. All Deputy Commissioners in Punjab.

Subject:- ONLINE VERIFICATION OF PARTICULARS / CREDENTIALS FOR
REGISTRATION OF NON-PROFIT ORGANIZATIONS (NPO) / TRUST
DEEDS.

I am directed to refer to the subject cited above and brought to your kind notice that in the light of the Ministry of Interior, Government of Pakistan, Islamabad letter No.1/11/2011-Pins(22), dated 06.05.2019, a Non-Profit Organization (NPO) shall be registered after issuance of "No Objection Certificate (NOC)" from this Department.

2. Currently, the manual procedure of verification is quite complicated and lengthy which prolongs to months and years. Therefore, vide Agenda Item No.2(iii) of the 13th meeting of Punjab Charity Commission of Home Department held on 28.09.2021, it has been decided to process the cases of NOCs through online portal.

3. Keeping in view the above, I am further directed to request that after 20.10.2021 references regarding verification of particulars / credentials under the Societies Registration Act, 1860; Voluntary Social Welfare Agencies (Registration & Control), Ordinance, 1961 and Trust Deed under Registration Act 1908 may please be uploaded online at the E-Portal of this Department namely i.e. charitycommission.punjab.gov.pk Further, no manual request for the same would be entertained by this Department henceforth.

(ZAFAR HUSSAIN)
SECTION OFFICER
(INTERNAL SECURITY-III)

REGISTRATION FEASIBILITY REPORTMuwakhat FoundationZahoor Plaza, Second Floor room no 107-108 Darbar market Gunj Bukhsh Road, LAHORE.

The Undersigned visited the office of society on 02/09/2021 at 02:00pm. The details observations are as under:

there are 20 members (general Body) and nine members of executive body. The detail of executive is given below:

1. Ghulam Murtaza	President
2. Ch. Mukhtar Ahmad	S.V. President
3. Mian Shehzad Ahmad	V. President
4. M. Qasim	G. Sec
5. M. Saeed Ahmad Chishti	Joint Sec
6. Sajid ul rehman solehry	Finance Sec
7. M. Aysar Khaliq	Information Sec
8. Hafiz M akram	Executive Member
9. Iftikhar Ahmad Mughal	Executive Member

2. The members of society have the qualities of leadership to do work for the welfare of Humanity.

3. The members of the NGO are rendering welfare services especially Youth Welfare.

4. the NGO has maintained the following record.

- Cash book
- Minutes book
- Membership book
- Visit book
- Stock register
- Receipt book
- Ledger book

5. The NGO has established its office at Situated at office 107, Zahoor Plaza, Darbar Market, Ganj Bakhsh road, Lahore. A sign board has been also affixed out side of the office of NGO.

6. The members of the NGO assured that agency shall follow the Voluntary Social Welfare Agencies (R&G) Ordinance 1961.

7. There is no conflicting group in the society.

8. NGO has neither affiliated with any political party not with any religious group.

It is recommended that the above-mentioned society may be Registration under the voluntary

Social welfare agencies(R&G) Ordinance 1961 as per rules.



Social Welfare Officer
U.C.D. Project No 5 Lahore

Subject: FEASIBILITY REPORT OF AL- E- MUMTAZ WELFARE
FOUNDATION, OFFICE NO.401 1ST FLOOR 29-C DAVIES ROAD
BEHIND ATTOCK PEROLEUM LAHORE

The undersigned visited and attended the meeting of Executive Body of the NGO in its office on 02-11-2021 at 11: 00 AM.

The Society is working according to the aims and objectives mentioned in the constitution

The undersigned observed-over following points on the spot are as under:-

Services:-

The services which the society will provide are needed in the area.

The agency is running following services and beneficiaries mentioned against each and NGO is working to the welfare of child,youth,women,social education,mental and physical disables and patients mainly through seminars, Walks, discussion sessions and walks directly help as NGO shared.

The executive body has assured that the agency will run its services/Projects mentioned in the plan of action during a month after registration regarding VSWA (R&G) ordinance 1961.

Leadership Potential:-

The potential and positive leadership is among the office bears and the members of the society to run it on self help basis.

Fund (Financial Resources):-

Membership Fee/Admission Fee, Grants, Gifts Donation from generous Personalities etc and Zakat are the financial re-sources of the NGO. Potential is also available in the agency to raise funds.

Membership:-

Membership is not restricted to any particular set of individual. It is open to all.

NTN:

NGO's Members said to us Members of the AL- E- MUMTAZ WELFARE FOUNDATION some of them are private Workers and some are private employees that is why they have no NTN.

The agency has no political affiliation with any political party.

Local Population:-

The society has the majority support of the local population and at present it has 20 members.

Duplication:-

Since no other agency is working in this area for said purposes, therefore, no duplication overlapping of services is there.

Need of the time:-

The aims and objectives are in according with the resource generating capacity of the agency and the members of the society can arrange these according to the need of the time.

Area of operation:-

The area of operation is also in according with the manpower and financial position of the agency.

Accounts:-

Agency will be apply for opening of account in FAISALBANK Lahore
The executive body has assured in affidavit that the agency will provide the original bank statement and original bank Deposit slip of joint A/C by the name of NGO during one month after registration.

Confliction:-

There is no conflicting group in the area.

Meeting:-

The meeting of Executive body and General body are held monthly and the meeting is held in the given address.

Audited:-

The executive body has assured that the agency will be audited by the chartered Accountant.

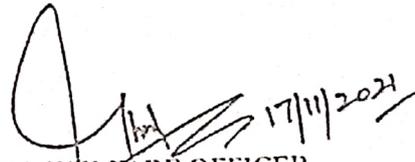
Annual report:-

The executive body has assured that the agency will publish its annual report of its activities together with statement of accounts and its future plan.

Sign Board:-

The sign board of the agency was displayed outside the office.

In the light of above cited observation' facts it is recommended that the NGO may please be registered under the voluntary social welfare agencies (Registration & Control ordinance 1961 and maintain its standards for regulating the conduct of Social Welfare Agencies Notified by the department vide Circular No.DD.SW.LHR/DD (NGOs) DT&DP/2017-5479-93 Dated 19-07-2017 issued by Director General Social Welfare & BM Punjab, Lahore.

A handwritten signature in black ink, followed by the date '17/11/2021' written in a similar style.

SOCIAL WELFARE OFFICER
UCD.PROJECT NO.2 LAHORE.

FEASIBILITY REPORT

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RASIKHOON WELFARE FOUNDATION SAMBRIAL (SIAKOT)

CamScanner

The NGO Office is situated at a distance of 01 Km from Office of the Social Welfare Officer and B... Sambrial. It is M/C Sambrial total population of proposed RASIKHOON WELFARE FOUNDATION SAMBRIAL... most of the inhabitants are in services businessman and agriculturist of services, in this community... and Girls College Sambrial, Two Boys and Girls High School Sambrial Five Boys and Girls Primary School Sambrial... Hospital and P/O providing Services to the area of community.

The individual especially youth of the area organized and conducted their meeting With the help of RASIKHOON WELFARE FOUNDATION SAMBRIAL, to local problems constitutive their adhoc body opening and account... after registration certificate within one month.

PRESENT SERVICES

1. Youth Welfare
2. Women Welfare
3. Help for poor and needy (patients, widow, students)
4. Financial assistance poor and needy person
5. Office of the NGO

On 09-11-2021 The undersigned visited the Office of the agency, accessed needs of the area of local development, women, youth, patients, children welfare and recreation.

Type and nature of services and needs in the area.	1.Youth Welfare 2. Women Welfare. 3. Help for poor & needy Patient, Widow, Students 4. Financial Assistance poor & needy person.
Extent to witch the existing services are catering to the needs of the area	Present Services Youth Welfare, Women Welfare, Help for Poor & Needy Patients, Widow, Students. Financial Assistance poor and needy person.
Availability of the potential and positive leadership to run the organization on self-help basis.	Positive & potential leadership available
Potential to raise funds	Fund raising capacity is available
Availability/ Participation of God fearing and Social Services religious available among member god fearing people.	Among member God fearing people available.
Ability of the members to organize and provide services to the community.	Members are able to provide services to community.
The question of majority supports the local population	Majority supports.
There should be no duplication and overlapping of services in the area	No duplication.

Registration

The name under witch agency seeks registration must have direct relevance to the aims and objectives of the agency	Name of NGO has relevance to aims and objectives
The aim and objectives should be strictly accordance with the resource generating capacity.	Aims and objectives are accordingly.
The area of operation accordance with man proper and financial position of the agency.	Yes.

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The agency will be established its independent office with office board displayed outside indicating working record of the agency.	Office established accordingly
The record of the agency will be available in its office.	Record available
The minimum membership of the agency will be.	Membership is twenty.
Membership will not be restrict to any particular set of individuals or it will be open to all.	Membership open to all.
The minimum annual target of fundraised each agency will be fixed as under?	Account opening after registration certificate
The meetings of the various bodies of the agency will be regularly and accordance with the following schedule	Meeting conducted as required General body (1 in a year) Executive body (monthly)
The meeting will be held in undisputed premises.	Done as required.
The agency will be publish annual report of its activities together with the statement of further plans	Communicated and accepted.
The accounts of the agency will be audited by chartered accountant authority specified by the registration authority within month after closed financial years.	Agreed.

Inspection

Cash and lager books with all supporting vouchers.	Cash and lager maintained.
Stock register.	Stock register maintained.
Membership contains names an particulars of all members.	Membership register maintained.
The minutes book witch will contain record of the minutes of the meeting of the agency.	Minutes book maintained.
Inspection book in witch will be recorded the views the person authorized to inspect agency.	Yes.
Printed duly numbered receipt books.	Yes.

The agency is abiding by all provisions of the approved constitutions and no amendment there in have been made without prior approval of the registration authority.	Agreed.
No direct approach for any kind of assistance is made to any foreign international agency.	Organization accepts foreign aid.
All funds received by the agency or deposited in a scheduled bank and the accounts operated by at least two office bearers.	All funds Deposit in scheduled bank and operated by two office bearers after registration.
The target of the membership fund raising and provide services to the community are meet.	For prescribed target, efforts made by the agency.
Granting aid have been properly utilized for the specific purpose for which it was given.	No received so for.
The agency has Prescribed conditions of services for its employees.	Needful done.
The services programs under taken by the agency are being run system systemically and successfully.	Needful done.



EVALUATION

Fund raised by the agency are reasonable as compared with resources of area efforts are being made to improve fundraising and quality of services to the community, youth Welfare, Women Welfare, help for poor & needy, widow and students. Financial Assistance poor and needy Persons, developments works. Mr. Amjad Iqbal is renowned philanthropist of the area and have good reputation with regard to charity. In view of the above points it is requested that RASIKHOON Welfare Foundation Sambrial District Sialkot kindly registered


SOCIAL WELFARE OFFICER
CD PROJECT SAMBRIAL DISTRICT SIALKOT

FEASIBILITY REPORT IN RESPECT OF
BHERA TEHSIL BHALWAL DISTRICT SARGODHA.

1. INTRODUCTION

Ad-e-Muhammed Charity is organized by a group of people of sub Tehsil Bhera Tehsil Bhalwal District Sargodha.

Undersigned visited the area in order to see feasibility of permanent registration of the society. The members of the society are very much interested for the welfare of the general public of the area by providing various services.

2. NATURE OF SERVICES NEEDED IN THE AREA

In said location no such organization has not provided to the people of that area. Therefore it is very much essential to formulate a voluntary social welfare agency for the welfare of poor and needy persons of the area.

3. AIMS AND OBJECTIVES OF THE AGENCY

The main objective of the agency to provide free or on nominal charges, services of various nature. Vocational recreational and educational facilities are being provided to needy person, women welfare, youth welfare, child welfare is also the aims and objectives of the society.

4. AREA OF OPERATION

The agency will provide welfare services to the people of Bhera.

OFFICE

Ad-e-Muhammed Charity established its office in Bhera they have also displayed their agency board at the office.

6. AGENCY RECORD

The agency maintained its record in the following form:-

- Cash Book
- Inspection Book
- Stock Register
- Minutes Book
- Membership Register
- Payment Register and other relevant Register Files.

7. FINANCIAL POSITION

The members of the society are very much sensitive in fund raising but keeping in view. The financial conditions of the area they have collected Rs. 20000/- and deposited in the

_____ and fund raising campaigns in progress and it is expected that in next financial year handsome amount will be collected for the welfare of the poor and needy people of the area.

8. SERVICES

At present following services are being provided by the agency.

~~Middle School~~ ~~Sali Center for the poor~~

9. UTILIZING OF FUNDS

The agency utilizing its fund according to the rules and regulation give in the agency's constitution. The funds are proper by utilized for the welfare of the people.

10. CONDITION OF SERVICES FOR THE EMPLOYEES

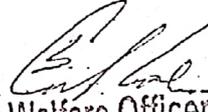
The employees are on volunteer's base which are performing their duties and responsibilities according to the agency's instruction for the welfare of the people of the area.

11. RECOMMENDATION.

All necessary documents are provided and other instructions are full filled by the agency. Keeping in view of above mention facts it is recommended that

~~Aide - Muhammad Charity Thatti Wadera Bhera~~

May kindly be approved to be registered permanent by under voluntary social welfare agencies (Registration and control ordinance 1961).


Social Welfare Officer,
C.D (Project) Bhera.

IMMEDIATE

No.1/11/2011-PIns (22)
Government of Pakistan
Ministry of Interior

Date 16.3.19

Handwritten notes and stamps on the right side of the page, including a date stamp '16/3/19' and a signature '6th May 2019'.

- To
- The Secretary Social Welfare Department, Punjab Lahore.
- The Secretary Social Welfare Department, Sindh Karachi
- The Secretary Social Welfare Department, KPK, Peshawar
- The Secretary Social Welfare Department, Balochistan, Quetta
- The Secretary Social Welfare Department, A&K, Muzaffarabad
- The Secretary Social Welfare Department, Gilgit Baltistan, Gilgit.
- The Inspector General of Police, ICT, Islamabad.

Subject: NOC FOR REGISTRATION.

I am directed to refer to the subject cited above and to state that in order to avoid registration of organizations by the Proscribed individual and those connected to Proscribed Organization, it has been decided that the NPC registrations will only be carried out after NOC from Provincial Home Department concerned.

Handwritten initials 'AS/AS' in the left margin.

Handwritten initials 'So(SW)' in the left margin.

Necessary instruction in this respect may kindly be circulated to all the concerned, immediately.

Handwritten signature of Muhammad Tahir Akbar Awan.

(Muhammad Tahir Akbar Awan)
Section Officer (PIns)
051-9207026

Copy to:

1. The Home Secretary, Government of Punjab, Lahore.
2. The Home Secretary, Government of Sindh, Karachi.
3. The Home Secretary, Government of KPK, Peshawar
4. The Home Secretary, Government of Balochistan, Quetta
5. The Home Secretary, Government of Gilgit Baltistan, Gilgit.
6. The Home Secretary, Government of A&K, Muzaffarabad.

Handwritten notes at the bottom right, including 'No. Akbar' and 'M. Awan'.

NON-IMMEDIATE
BY AIR MAIL

Handwritten: O.Y.# 111/111
26/6/19



No. SO (IS-III) 6 27/2015
GOVERNMENT OF THE PUNJAB
HOME DEPARTMENT
Ph:042-99211003 Fax:042-99211739
Dated Lahore the, 24th Juno, 2019

Govt S.V. & P.M. Deptt
Copy No. *25/19*
Date *26.6.19*

To

- 1 The Secretary
Government of the Punjab,
Industries, Commerce & Investment Department.
- ✓ 2. The Secretary,
Government of the Punjab,
Social Welfare & Baitul-Mal Department.

Subject: - REQUIREMENT OF NOC FROM HOME DEPARTMENT PRIOR TO REGISTRATION OF SOCIETIES/NPOs - VERIFICATION OF ANTECEDENTS/CREDENTIALS ETC

I am directed to refer to Government of Pakistan, Ministry of Interior letter No.1/11/2011-Pins(22), dated 06.05.2019, addressed to your good office, with copy to this Department.

- 2. It is brought to your kind notice that societies/NPOs may only be registered after issuance of NOC from Home Department Punjab. Home Department will issue NOC after getting verification from CTD and Special Branch.
- 3. It is, therefore, requested that compliance of noted directions of Ministry of Interior may kindly be ensured, please.

Signature
ZAFAR HUSSAIN
SECTION OFFICER
(INTERNAL SECURITY-III)

cc:

- 1. The Secretary to Government of Pakistan, Ministry of Interior, Islamabad with reference to letter No.1/11/2011-Pins(22), dated 06.05.2019.
- 2. Additional Inspector General (CTD), Punjab, Lahore.
- 3. Additional Inspector General (Special Branch), Punjab, Lahore.

Handwritten: To get compliance please.

Handwritten: IS AS - NGO

Handwritten: SO (g.u.) 20/6

IMMEDIATE



15

Annex (F)

NO SO[IS-III]-27/2015
GOVERNMENT OF THE PUNJAB
HOME DEPARTMENT
Ph:042-99211805

Dalad Lahore the 15th October, 2021

to

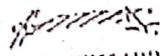
1. The Secretary,
Government of the Punjab,
Industries, Commerce, Investment &
Skills Development Department.
2. The Secretary,
Government of the Punjab,
Social Welfare & Ball-ul-Ma'ul,
Department
3. All Deputy Commissioners in Punjab.

Subject:- ONLINE VERIFICATION OF PARTICULARS / CREDENTIALS FOR
REGISTRATION OF NON-PROFIT ORGANIZATIONS (NPO) / TRUST
DEEDS.

I am directed to refer to the subject cited above and brought to your kind notice that in the light of the Ministry of Interior, Government of Pakistan, Islamabad letter No.1/11/2011-Pins(22), dated 08.05.2019, a Non-Profit Organization (NPO) shall be registered after issuance of "No Objection Certificate (NOC)" from this Department.

2. Currently, the manual procedure of verification is quite complicated and lengthy which prolongs to months and years. Therefore, vide Agenda Item No.2(iii) of the 13th meeting of Punjab Charity Commission of Home Department held on 28.09.2021, it has been decided to process the cases of NOCs through online portal.

3. Keeping in view the above, I am further directed to request that after 20.10.2021, references regarding verification of particulars / credentials under the Societies Registration Act, 1860; Voluntary Social Welfare Agencies (Registration & Control), Ordinance, 1961 and Trust Deed under Registration Act 1908 may please be uploaded online at the E-Portal of this Department namely <http://charitycommission.punjab.gov.pk>. Further, no manual request for the same would be entertained by this Department henceforth.


(ZAFAR HUSSAIN)
SECTION OFFICER
(INTERNAL SECURITY-III)

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IMMEDIATE



No.SO(15-III)6-27/2021/PII/FSO-33
GOVERNMENT OF THE PUNJAB
HOME DEPARTMENT
Ph:042-99211885
Dated: Lahore, the 29th December, 2021

S.W. & BM DEPT

Diry # 47
Date 10-1-2022

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The Section Officer (SW),
Government of the Punjab,
Social Welfare & Ball-ul-Maal Department.

SUBJECT: REGISTRATION UNDER THE SOCIETIES REGISTRATION ACT, 1860
VERIFICATION REPORT IN RESPECT OF "PATIENT WELFARE
SOCIETY" GOVERNMENT GENERAL HOSPITAL, HASEEB SHAHEED
COLONY CHAK NO.224/RB, FAISALABAD

CP-479C

I am directed to refer to your letter No.SO(SW)5-144/2020
(P-I)(NOC-34), dated 28.10.2021, on the subject noted above and to
return the case in original with the request to upload the cases
verification of credential online at the E-Portal of this Department
namely charitycommission.punjab.gov.pk for further course of
action in the light of this Department letter No.SO(15-III)6-27/2015,
dated 15.10.2021.

kpnt up
12/01/22
S.A
12/01/22

(ZAFAR HUSSAIN)
SECTION OFFICER
(INTERNAL SECURITY-III)

FORM (C)
(See RULE 6)

Registration No. _____ of 20 _____
I hereby certify that _____

has this day been registered under the Voluntary Social Welfare Agencies (R&C) Ordinance
1961 (XLVI of 1961)

Given under my hand and seal at _____ this _____ day of
_____ two thousands and _____

Registration Authority

Note:- Loss of the certificate must be reported to the Registration authority within seven days.

Annex (I)

FORM (D)

(See Rule 8)

FORM OF THE REGISTER

Date of entry	Name and address of the agency	Registration No.	Date of registration	Date of establishment
1	2	3	4	5

Detail of the Founder Members (Applicable only to new Agencies)				
Aims and Objects of the agency	Area of operation name	Name	Occupation	Address
6	7	8	9	10

Detail of the Office Bearers				
Name	Designation	Address	Bank(s) in which Funds are kept	Remarks
11	12	13	14	15

NGO REGISTRATION PROCEDURE (ONLINE)

Obtaining Reg. Documents

- Get a Copy of Model Constitution (Prescribed format attached) from concerned Deputy Director (SW)
- Pay the fee amount 1000/RS-
- Take the receipt

Online Submission of the Registration Case

- Login at <https://ngo-reg.punjab.gov.pk/>
- Submission of online application by NGO with the help of respective Area Officer/SWO on the Web-portal

Verification of Information by Area Officer

- Inspection visit of the concerned Area Officer for preparation of feasibility report with recommendation & Inspection Performa
- Attachment of feasibility report & inspection performa on the web-portal
- Recommendation of Area Officer

Visit of Deputy Director

- Deputy Director (SW&BM) shall also visit the NGO and prepare feasibility report with recommendation according to services of NGO.
- The report will be attached at the web-portal.
- The same report will be forwarded to concerned Divisional Director

Submission of the Registration Case to Directorate General (SW&BM)

- The Deputy Director (NGOs) of Directorate General (SW&BM), Punjab shall examine the Registration case and forward it to Administrative Department
- The Administrative Department shall forward Registration case to Home Department

Registration of the NGO

- Home Department shall issue NOC after necessary verifications through proper channel or otherwise request the case

Action Plan

Introduction:

The name of our organization is ASMAN founded by Abeela Samreen in Lahore. The aim of the organization is to save the Children and women by making a huge difference through our work to protect and by promoting safe family environments.

The violence against women and children is a genuine general health and social issue. Despite the fact that violence is a danger to everybody, women and children are especially faces issue regarding this matter. In certain social orders certain types of violence are deemed or legally acceptable, thereby contributing further to the risk to women and children.

Violence is defined by the World Health Organization as "the intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community that either results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment, or deprivation". When directed against women or children, this violence can take a number of forms, including, but not limited to, sexual violence, intimate partner violence, child abuse and neglect, bullying, teen dating violence, trafficking, and elder abuse. The majority of violence against women and children is perpetrated by partners, family members, friends, or acquaintances, so that most violence against women and children takes place in the form of intimate partner violence, family violence, or school violence

These three types of violence, which are interconnected, are commonly referred to as being part of a "cycle of violence," in which victims become perpetrators. The workshop's scope was narrowed to focus on these elements of the cycle as they relate to interrupting this transmission of violence.

Services:

The ASMAN organization aims to provide its services in the line of privileged children. The organization aims to provide its services for women and children both. Violence against children and women occurs in different forms (physical, sexual, neglect, emotional and psychological) and at multiple levels (individual, household, institutional, and societal).

So organization aims to work:

To organize workshops for spreading awareness for parents and children

To work for the betterment of privileged children and women and facilitate them by providing useful equipment

To provide scholarships to children

To provide support to orphans and their family members

To carry out useful activities with the coordination of various nonprofit organizations

To enforce mobile schools

To strengthened prevention and protection services to address harmful practices against women and children

Future Services:

The future aspect is to identify abuse early, providing victims with treatment, and referring children to appropriate and informed care. The organization will provide its future services aims to ensure that every child and women is protected from violence, exploitation and abuse, in keeping with their rights. In the future, we will also aim to provide the scientific, academic and advocacy systems perspective that creates a child abuse pediatrician.

Source of Income:

Donations from members

Donations from philanthropists

Public fundraising campaign

ABEELA SAMREEN
President
Asman Wejare Foundation





Government of the Punjab
Social Welfare and Bail-ul-Maal Deptt.
Office of the Deputy Director, Social Welfare, Lahore

No. 1064

Date 27-8-2021

Received From Muwakkilat Foundation

a Sum of Rupees One thousand only

Cash / Cheque No. Cash

on Account of Printed Registration Set / Change of Address /
Duplicate Certificate Fee / Renewal Fee / Amendment Fee / any others

Rs. 1000/-

NR
for 27/8
Registration Authr



GOVERNMENT OF THE PUNJAB
SOCIAL WELFARE & BAIT-UL-MAAL DEPARTMENT

Dated Lahore the 13th February, 2017.

NOTIFICATION

NO. SO(SW) 5-17014(RDP-V)

Consequent upon the promulgation of FLOA, 2013 and in supersession of Government of the Punjab, Social Welfare and Bait-ul-Maal Department's Notification No. SO(D)S-21/93-P-II dated the 18th November, 2011, in exercise of the powers conferred upon me under clause(e) of Section 2 of the Voluntary Social Welfare Agencies(R&C) Ordinance, 1961, all powers of Registration Authority as mentioned in clause(e) of Section 2 of the Voluntary Social Welfare Agencies(R&C) Ordinance, 1961 are hereby delegated to officers alongwith areas as mentioned below against each:-

Schedule A - Level to District Level V.S.W.A.R.C.O.

Sr. #1	Designation of the Officer		Area
	Column No.1	Column No.2	
1	Deputy Director, Social Welfare, Attock	Attock District	Attock District
2	Deputy Director, Social Welfare, Bahawalnagar	Bahawalnagar District	Bahawalnagar District
3	Deputy Director, Social Welfare, Bahawalpur	Bahawalpur District	Bahawalpur District
4	Deputy Director, Social Welfare, Bhakkar	Bhakkar District	Bhakkar District
5	Deputy Director, Social Welfare, Chakwal	Chakwal District	Chakwal District
6	Deputy Director, Social Welfare, Chiniot	Chiniot District	Chiniot District
7	Deputy Director, Social Welfare, D.G.Khan	D.G.Khan District	D.G.Khan District
8	Deputy Director, Social Welfare, Faisalabad	Faisalabad District	Faisalabad District
9	Deputy Director, Social Welfare, Gulistanwala	Gulistanwala District	Gulistanwala District
10	Deputy Director, Social Welfare, Gujrat	Gujrat District	Gujrat District
11	Deputy Director, Social Welfare, Hafizabad	Hafizabad District	Hafizabad District
12	Deputy Director, Social Welfare, Jhelum	Jhelum District	Jhelum District
13	Deputy Director, Social Welfare, Jhang	Jhang District	Jhang District
14	Deputy Director, Social Welfare, Kasur	Kasur District	Kasur District
15	Deputy Director, Social Welfare, Khanewal	Khanewal District	Khanewal District
16	Deputy Director, Social Welfare, Khushab	Khushab District	Khushab District
17	Deputy Director, Social Welfare, Lahore	Lahore District	Lahore District
18	Deputy Director, Social Welfare, Lyallpur	Lyallpur District	Lyallpur District
19	Deputy Director, Social Welfare, M.B.Din	M.B.Din District	M.B.Din District
20	Deputy Director, Social Welfare, Mianwali	Mianwali District	Mianwali District
21	Deputy Director, Social Welfare, Multan	Multan District	Multan District
22	Deputy Director, Social Welfare, Muzaffargarh	Muzaffargarh District	Muzaffargarh District
23	Deputy Director, Social Welfare, Nankana Sahib	Nankana Sahib District	Nankana Sahib District
24	Deputy Director, Social Welfare, Narowal	Narowal District	Narowal District
25	Deputy Director, Social Welfare, Okara	Okara District	Okara District
26	Deputy Director, Social Welfare, Pakpattan	Pakpattan District	Pakpattan District
27	Deputy Director, Social Welfare, Rahim Yar Khan	Rahim Yar Khan District	Rahim Yar Khan District
28	Deputy Director, Social Welfare, Rajanpur	Rajanpur District	Rajanpur District
29	Deputy Director, Social Welfare, Rawalpindi	Rawalpindi District	Rawalpindi District
30			

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77

137
185
160

13	Deputy Director, Social Welfare, Sahiwal	Sahiwal District
14	Deputy Director, Social Welfare, Sargodha	Sargodha District
15	Deputy Director, Social Welfare, Sheikhpura	Sheikhpura District
16	Deputy Director, Social Welfare, Sialkot	Sialkot District
17	Deputy Director, Social Welfare, T.T. Singh	T.T. Singh District
18	Deputy Director, Social Welfare, Vehal	Vehal District

Schedule B-Divisional Level VSWA/NGOs

Sr.#	Designation of the Officer	
	Column No.1	Area
1	Divisional Director, Social Welfare, Bahawalpur	Column No.2
2	Divisional Director, Social Welfare, D.O.Khan	Dahawalpur Division
3	Divisional Director, Social Welfare, Faisalabad	D.O.Khan Division
4	Divisional Director, Social Welfare, Gujranwala	Faisalabad Division
5	Divisional Director, Social Welfare, Multan	Gujranwala Division
6	Divisional Director, Social Welfare, Rawalpindi	Lahora Division
7	Divisional Director, Social Welfare, Sahiwal	Multan Division
8	Divisional Director, Social Welfare, Sargodha	Rawalpindi Division
9		Sahiwal Division
		Sargodha Division

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The Director General, Social Welfare and Bait-ul-Maal, Punjab will continue to exercise powers of Regulation Authority regarding VSWA/NGOs with area of operation at provincial level.

ILAROON RAFIQUE
SECRETARY
SOCIAL WELFARE AND BAIT-UL-MAAL PUNJAB

NO. AND DATE EVEN:-

- A copy is forwarded for information and necessary action to:
1. The Secretary to Chief Minister, Punjab, Lahore.
 2. All Administrative Secretaries, Punjab.
 3. All Divisional Commissioners, Punjab.
 4. All Deputy Commissioners, Punjab.
 5. Additional Secretary (General) P.S.O to Chief Secretary, Punjab.
 6. Director General, SW&DM, Punjab.
 7. All Divisional Directors, SW&DM, Punjab.
 8. All Deputy Directors, SW&DM, in districts of Punjab.
 9. PS to Secretary Social Welfare and Bait-ul-Maal, Punjab.
 10. The Superintendent, Government Printing Press, Lahore.

G/S
13/2/17

SECTION OFFICER (SW)

14-2-17
071

Abroo Educational Welfare Organisation (Regd) Lahore.

Balance sheet
As at June 30, 2021.

423

	Rupees
Fixed assets	19,674,673
Capital Work in Progress	97,499,963
Current assets	
Cash and bank balances	-1,547,850
Total assets	<u>118,722,486</u>
Represented by:	
General Fund	
Opening Balance	83,719,378
Excess of income over expenditure for the year	16,578,108
	<u>100,297,486</u>
Building Fund	18,425,000
	<u>118,722,486</u>

[Signature]
President

[Signature]
Secretary

We have prepared the above Balance sheet from the record and information produced to us.

[Signature]
Yameen Riaz and Company
Chartered Accountants

Date: August 22, 2021.
Lahore





Abroo Educational Welfare Organisation (Regd) Lahore.
Income and Expenditure Account
For the year ended June 30, 2021.

425

Income	Rupées
Membership fee	55,000
Donations	13,350,543
Friends of Abroo	19,518,050
Contribution from Members	3,898,841
Income from Solid Waste project	4,657,220
Sale of hides	2,956,599
Donations in kind	1,790,546
	46,236,800
Expenditure	
Staff salaries	13,787,138
Family support initiative	4,309,888
Building Rent	816,000
Utility bills	925,773
Printing and stationery	755,446
Travelling and conveyance	443,471
Repair and maintenance- School building	560,731
Repair and maintenance- General	229,086
Abroo Izhar Medical Centre expenses	2,506,585
Purchase of teaching material	851,250
Food and refreshment for Students	2,617,810
Entertainment	79,698
Horticulture class expenses	448,125
Trips and tours	395,480
Freight	87,238
Bank charges	38,198
Teachers training courses	109,595
Audit fee	18,000
Miscellaneous	95,244
Depreciation	583,935
	29,658,692
Excess of income over expenditure	16,578,108

[Signature]
President

[Signature]
Secretary



Yameen Riaz and Company

Chartered Accountants

3-C Sea Breeze Homes, Sherah Block,
New Garden Town, Lahore
Ph: 41253576972
email: info@yameenriaz.com
website: www.yameenriaz.com



Alnoo Educational Welfare Organisation (Regd) Lahore.

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NOTES TO THE FINANCIAL STATEMENTS
For the year ended JUNE 30, 2021.

FIXED ASSETS SCHEDULE

(Rupees)

PARTICULARS	COST				RATE (%)	DEPRECIATION			
	AS AT 01-07-2020	Additions/ (Deductions)	AS AT 01-06-2021			AS AT 01-07-2020	For the Year	AS AT 01-06-2021	V.D.V. AS AT 01-06-2021
Land	14,790,630	-	14,790,630	0%					
Plant and machinery	2,098,920	-	2,098,920	10%	902,260	119,665	1,021,933	14,790,630	
Tools	1,167,703	-	1,167,703	20%	795,334	74,275	870,609	1,076,957	
Sewing Machines	25,237	-	25,237	10%	20,519	472	20,991	237,092	
Black boards	34,000	-	34,000	10%	11,327	357	11,624	4,245	
Televisions	2,200,000	-	2,200,000	10%	27,000	700	27,700	3,218	
Website	1,500,000	-	1,500,000	10%	613,836	150,601	772,567	6,309	
Building	29,000	-	29,000	10%	1,191,163	39,834	1,222,017	1,427,413	
Green House	334,340	-	334,340	10%	15,032	412	16,294	277,653	
Electronic lab	13,000	-	13,000	10%	116,565	21,777	138,343	3,765	
Medical unit	67,600	-	67,600	10%	10,026	297	10,323	195,697	
Desert Coolers	659,860	-	659,860	10%	29,995	3,761	33,755	2,677	
Electronic Equipments	1,500,000	-	1,500,000	10%	178,822	49,104	225,926	33,945	
Solar panel	62,000	-	62,000	10%	285,000	121,500	405,500	432,634	
Ceiling Fans	-	-	-	10%	30,699	3,130	33,829	1,093,508	
	24,428,195	-	24,428,195		4,229,507	583,935	4,813,522	29,674,675	



Yameen Riaz and Company

Chartered Accountants
 Ayaz Centre, Behind Total Petrol Pump, Fero Road, Lahore.
 Ph: 642-35970372
 email: info@yameenriaz.com
 website: www.yameenriaz.com

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Abroo Educational Welfare Organisation (Regd) Lahore.

Balance sheet
 As at June 30, 2019.

	Rupees
Fixed assets	20,917,741
Capital Work in Progress	58,536,288
Current assets	
Cash and bank balances	1,337,902
Total assets	<u>80,791,931</u>
Represented by:	
General Fund	
Opening Balance	42,923,258
Excess of income over expenditure for the year	<u>19,443,673</u>
	62,366,931
Building Fund	18,425,000
	<u>80,791,931</u>

[Signature]
 President


[Signature]
 Secretary


We have prepared the above Balance sheet from the record and information produced to us.

[Signature]
 Yameen Riaz and Company
 Chartered Accountants



Lahore
 September 12, 2019.



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Abroo Educational Welfare Organisation (Regd) Lahore.

**Income and Expenditure Account
For the year ended June 30, 2019.**

Income

	Rupees
Membership fee	55,000
Donations	12,463,750
Friends of Abroo	22,000,000
Contribution from Members	3,234,570
Income from Solid Waste project	3,863,740
Sale of hides	2,452,864
Donations in kind	1,485,480
	45,555,404

Expenditure

Staff salaries	11,976,125
Family support initiative	3,743,791
Building Rent	720,000
Utility bills	804,175
Printing and stationery	656,220
Travelling and conveyance	385,223
Repair and maintenance- School building	487,081
Repair and maintenance- General	198,996
Abroo Izhar Medical Centre expenses	2,177,349
Purchase of teaching material	738,458
Food and refreshment for Students	2,273,965
Entertainment	69,230
Horticulture class expenses	389,265
Trips and tours	434,959
Freight	75,780
Bank charges	33,181
Teachers training courses	95,200
Audit fee	15,000
Miscellaneous	92,470
Depreciation	745,265
	26,111,731

Excess of income over expenditure

19,443,673

[Signature]
President
Abroo Educational Welfare Organization

[Signature]
General Secretary
Abroo Educational Welfare Organization





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Abroo Educational Welfare Organisation (Regd) Lahore.

NOTES TO THE FINANCIAL STATEMENTS
for the year ended JUNE 30, 2019.

FIXED ASSETS SCHEDULE

(Rupees)

PARTICULARS	COST				RATE (%)	DEPRECIATION			W.D.V. AS AT 01-06-2019
	AS AT 07-2018	01- Additions/ (Deletion)	AS AT 01-06-2019			AS AT 07-2018	01- For the Year	AS AT 01-06-2019	
	Land	14,790,630		14,790,630		0%			
Furniture and fixture	2,098,920		2,098,920	10%	621,572	147,735	769,307	1,329,613	
Books	1,167,708		1,167,708	20%	587,436	116,054	703,490	464,218	
Sewing Machines	25,237		25,237	10%	19,412	582	19,995	5,242	
Black boards	14,900		14,900	10%	10,489	441	10,930	3,970	
Televisions	34,000		34,000	10%	25,358	864	26,222	7,778	
Vehicle	2,200,000		2,200,000	10%	241,958	195,804	437,762	1,762,238	
Building	1,500,000		1,500,000	10%	1,118,720	38,128	1,156,848	343,152	
Green House	20,000		20,000	10%	14,917	508	15,425	4,575	
Electronic lab	334,340		334,340	10%	65,483	26,886	92,369	241,971	
Medical unit	13,000		13,000	10%	9,328	367	9,696	3,304	
Desert Coolers	67,600		67,600	10%	21,174	4,643	25,816	41,784	
Electronic Equipments	659,860		659,860	10%	65,986	59,387	125,373	534,487	
Solar panel		1,500,000	1,500,000	10%		150,000	150,000	1,350,000	
Ceiling Fans	62,000		62,000	10%	23,356	3,864	27,221	34,779	
	22,988,195	1,500,000	24,488,195		2,825,189	745,265	3,570,454	20,917,741	



Yameen Riaz and Company

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3-C Sea Breeze Homes, Shershah Block,
New Garden Town, Lahore
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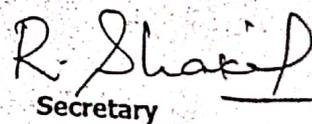


Abroo Educational Welfare Organisation (Regd) Lahore.

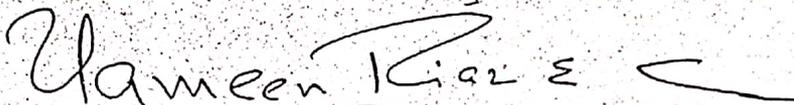
Balance sheet
As at June 30, 2020.

	Rupees
Fixed assets	20,258,608
Capital Work in Progress	80,475,231
Current assets	
Cash and bank balances	1,410,539
Total assets	<u>102,144,378</u>
Represented by:	
General Fund	
Opening Balance	62,366,931
Excess of income over expenditure for the year	<u>21,352,447</u>
	83,719,378
Building Fund	18,425,000
	<u>102,144,378</u>


Resident


Secretary

We have prepared the above Balance sheet from the record and information produced to us.



Yameen Riaz and Company
Chartered Accountants

Lahore

10 AUG 2020



Yameen Riaz and Company

Chartered Accountants

3-C Sea Breeze Homes, Sherah Block,
New Garden Town, Lahore
Ph: 042-35970072
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Abroo Educational Welfare Organisation (Regd) Lahore.

Income and Expenditure Account
For the year ended June 30, 2020.

Income

Membership fee
Donations
Friends of Abroo
Contribution from Members
Income from Solid Waste project
Grant from Punjab Education Foundation
Sale of hides
Donations in kind

Rupees

55,000
12,377,750
24,567,400
3,612,045
4,314,638
-
2,739,113
1,658,835
49,324,781

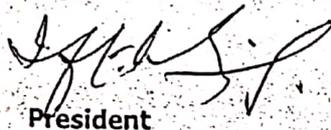
Expenditure

Staff salaries
Family support initiative
Building Rent
Utility bills
Printing and stationery
Travelling and conveyance
Repair and maintenance- School building
Repair and maintenance- General
Abroo Izhar Medical Centre expenses
Purchase of teaching material
Food and refreshment for Students
Entertainment
Horticulture class expenses
Trips and tours
Freight
Bank charges
Teachers training courses
Audit fee
Miscellaneous
Depreciation

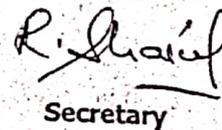
12,891,200
4,029,816
784,800
865,613
706,354
414,653
524,293
214,199
2,343,698
794,875
2,447,695
74,519
419,004
468,189
81,569
35,716
102,473
15,000
99,535
659,133
27,972,334

Excess of income over expenditure

21,352,447


President




Secretary



Annex (O)

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.

Handwritten notes and signatures:
31/3/17
Asst. S.O. (S/W)
Record. pt.
31.3.17
1

- 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
- II. Minutes of founder members' meeting in which resolution related to registration was adopted with signatures of the ¾ members
- II. 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.
- IV. 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 effect 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.

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.

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-----.

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Diary No. 1667
Date 29-3-17
S.W. & BIM DEPT

6. SCHEDULE OF CHARGES/FEEES:

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

PURPOSE	CHARGES/FEEES 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

Sd/-
(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.
- VI. PS to Secretary, Social Welfare and Bait-ul-Maal, Punjab.
- III. PSO to Director General, Social Welfare and Bait-ul-Maal, Punjab.

(Signature)
27/03/17
(LUBNA JABEEN)
DEPUTY DIRECTOR (NGOS)