



Government of Goa,
Directorate of Women & Child Development

Old Education Department Bldg., 2nd Floor, 18th June Road,
Panaji, Goa. 403001

Visit: www.dwcd.goa.gov.in

Ph: 0832-2235308 /242611 Fax:0832- 2424238 e Mail: dir-wcd.goa@nic.in

No.2-94-2004/DWCD/Part file No. 1/ 08342

Date : 22/08/2014

NOTIFICATION

NO. No.2-94-2004/DWCD/Part File No. 1/ 08342

Government of Goa is pleased to make the following guidelines for Grant of Accreditation to Non Governmental Organisations in the field of Women and Child Welfare and the constitution of State Level NGOs Accreditation Committee and is hereby published for general information of public, with shall come into force with effect from 22/08/2014.

1. SHORT TITLE

These guidelines may be called ‘The Goa Non Governmental Organisations Accreditation Guidelines, 2014.

2. COMMENCEMENT AND SCOPE

These guidelines shall come into force with effect from its publication in the official Gazette & shall apply to the grant of accreditation to Non Governmental Organisations (NGOs) within the state working in the field of Women and Child Welfare.

3. AMENDMENTS

The Department of Women and Child Development or The Goa Non Governmental Organisation Accreditation Committee (GNGOAC) can make recommendations to the state Government for amendment of the guidelines or the government suo moto of its own can amend these guidelines from time to time as and when considered necessary.

4. DEFINITIONS

4.1 “The Goa NGO Accreditation Committee” means a Committee constituted by the Government of Goa under these Guidelines.

4.2 ‘Non Governmental Organisation’ A non-governmental organization (NGO) means any non-profit, voluntary group which is organized on a local, national or international level. Task-oriented and driven by people with a common interest, NGOs perform a variety of service and humanitarian functions, bring citizen concerns to Governments, advocate and monitor policies and encourage political participation through provision of information in the field of women and child welfare.

4.3 'Accreditation' means recognition of Non Governmental Organisation by the Government of Goa who are working in the field of Women and Child Welfare for purpose of facilitating access to work with the government run institutions and also to collaborate and work voluntarily with various other state government departments, corporations, local bodies etc. who require or seek NGOs assistance in implementation of any welfare schemes, projects or statutory day to day functions.

5. THE GOA NON GOVERNMENTAL ORGANISATIONS ACCREDITATION COMMITTEE:

5.1 The Government of Goa shall constitute a Committee called the Goa Non Governmental Organisations Accreditation Committee (hereinafter referred to as the GNGOAC) to discharge the functions laid down under these guidelines.

5.2 The GNGOAC shall consist of Secretary (WCD) as its Chairperson, Representative of Goa State Commission for Women and Goa State Commission for Protection of Childrens Rights shall be its members and additional 3 other members representing eminent persons in the field of Social work as may be appointed by the government. Director, Department of Women and Child Development shall be its Ex officio Member Secretary.

5.3 The GNGOAC once constituted shall have its tenure for a period of two years from the date of its first meeting.

5.4 The GNGOAC shall meet generally once in a quarter or more frequently, as considered necessary by its Chairperson.

5.5 The decisions of the GNGOAC shall be taken on the basis of majority of the members present and voting.

6. GENERAL TERMS OF ACCREDITATION

6.1 Accreditation will be given in accordance with these guidelines to Non Governmental Organizations working primarily in the field of Women and Child Welfare within the state of Goa. The Accreditations will be granted to Non Governmental Organizations as per eligibility conditions laid down in these guidelines.

6.2 Accreditation shall be granted only to those Non governmental Organisations who have their permanent office set up within the state of Goa.

6.3 Accreditation shall not confer any official or special status on any Non Governmental Organisation or its representatives, but it shall only recognize their identity as an accredited NGO.

6.4 Accreditation of NGOs who have been continuously working in the field of Women and Child Welfare for a minimum period of five years prior to the filing of the application will only be considered. The applications need to be supported with documentary proof of work for five years.

6.5 The NGO seeking accreditation should be a registered legal entity within India as a Society, a Trust or a Non Profit Company under Section 25 of The Companies Act other than an individual proprietorship organisation .

6.6 Organisations promoted by a single business house to conduct CSR activities etc. shall not be eligible for accreditation.

6.7 The organizations owned and/or run/managed by individuals having adverse antecedents shall not be eligible. In case any of the managing Committee member of the NGO who has been granted accreditation is found involved in any unlawful activities and is charged/convicted by any court of law for an offence involving punishment upon conviction exceeding 3 years or more jail term and in such case if such charged/convicted person still continues to be the member of the managing committee then the accreditation given to such NGO is liable to be suspended or withdrawn till such person is the member of the managing committee of the accredited NGO.

6.8 Accreditation shall be subjected to any conditions that may be laid down by the GNGOAC while granting the accreditation which may be incorporated in the Certificate of accreditation and the accreditation may be withdrawn as soon as the conditions on which it was given cease to exist. Accreditation is also liable to be withdrawn/suspended if it is found to have been misused by the NGO/ Social Worker.

6.9 If an applicant is found to have supplied false/fraudulent/forged information/documents to obtain the accreditation for the NGO. The same shall be withdrawn and applicant NGO shall be debarred from accreditation upto a maximum of five years but not less than two years, as decided by GNGOAC.

6.10 The GNGOAC may for any reasons not covered by these guidelines also reject , withdraw or cancel the accreditation of an NGO if according to GNGOAC it is necessary to do so in the public interest.

6.11 The state government may also for sufficient reasons of public interest direct the Director, Women & Child Development to withdraw the accreditation granted to any NGO and such directions shall be binding on the Director and GNGOAC. Who shall after giving an opportunity of hearing and for reasons to be recorded in writing withdraw any accreditation given to an NGO.

6.12 The GNGOAC reserves to itself the right to recommend or reject grant of an Accreditation without assigning any reasons.

7. PROCEDURE FOR ACCREDITATION

7.1 The application for accreditation shall be filed with the Director of Women and Child Development in prescribed form annexed to these guidelines along with the supporting documents.

7.2 The Director , Women and Child Development can call for any information and documents considered necessary for the purpose of ensuring credibility and genuineness of cases of accreditation, at the time of accreditation or at its renewal or at any other time if so required. And non compliance of this requirement by applicant NGO/ Social worker can be a ground for rejection or withdrawal of the accreditation.

7.3 The applications received for accreditation shall be scrutinised by the Director of Women and Child Development who may also conduct local inquiry or call for intelligence report, required if any through any government machinery so as to place before GNGOAC a detailed report about each case for its decision.

7.4 The applications approved by GNGOAC shall be issued Certificate of accreditation in prescribed format annexed to these guidelines by the Director, Women and Child Development. The accreditation granted shall be valid for a period of three years and subject to further renewal by GNGOAC

7.5 In case of any clarifications in interpreting provisions of these guidelines and on issues not covered by these guidelines but requiring decision the matter be placed by the Director (WCD) before the GNGOAC and the decision of the Committee in the matter shall be final and binding.

By order and in the name of the
Governor of Goa

Sd/-

Vikas S. N. Gaunekar
Director, Department of Women and
Child Development & Ex Officio Jt
Secretary to Govt.

To,

The Director, Govt Printing Press,
Panaji with request to publish this in next issue of official Gazette.

Copy to:-

1. OSD TO Hon Minister, Women and Child Development, Porvorim
2. PA to Secretary (WCD), Secretariat for kind information

APPLICATION FORM

**FOR THE GRANT OF ACCREDITATION OF NON-GOVERNMENTAL ORGANISATIONS
IN THE FIELD OF WOMEN AND CHILD WELFARE**

A. Profile of the Non-Governmental Organisation

1. Name of the organisation:

2. Address of the Organisation: Permanent/Temporary

- a) House/Flat No. _____
 b) Street/Road/Bldg name: _____
 c) Ward Name/No. _____
 d) City/Village: _____
 e) Constituency: _____
 f) Taluka: _____

3. Contact details of the organisation:

- a) Telephone nos: _____
 b) Mobile nos: _____
 c) Email: _____
 d) Website: _____

4. Registration particulars: _____
Date _____ **and validity** _____.

5. Time of its founding: _____

6. Mission of the Non Governmental organisation.

7. Organisational Management/governing body :

- a) Details of the office bearers in the attached format -Annexure A

8. Organisational staffing:

- a) Details of the staff/personnel in the attached format -Annexure B

9. Infrastructure facilities at the Organisation

- a) Details as per the attachment in Annexure C

10. Brief resume of the work/projects under taken by the NGO in the last five years

- a) Details as per the attached format in Annexure D.

11. Financial Management system as per the attached format.

- a) Details as per Annexure E

12. Vision of the Organisation for the next 5 years (Additional attachment optional)

Attach following documents

1. Names and photographs of each of the Managing Committee Members –Annexure A
2. Organisational staffing - Annexure B
3. Infrastructure facilities at the Organisation – Annexure C
4. Brief resume of the work/projects Under taken – Annexure D
5. Financial Management system,-Annexure E
6. Certified copy of the Constitution of the Body, certificate, byelaws etc.
7. Resolution of the organisation to seek accreditation.

DECLARATION

I (full name) _____ is authorized to file this application on behalf of the organization _____ (name of the organization) in the capacity as _____.

1. On behalf of the institution, I affirm that I will abide by the Norms and Conditions specified and will carry out the responsibilities of Accredited Institution, which have been spelt out in the guidelines and accept the conditions imposed.
2. The required particulars, which have been provided in the following pages are authentic and valid.
3. Specifically, I have noted and agreed that accreditation can be withdrawn by the department of Women and Child Development without assigning any reason and making us liable for any loss and damages.
4. It is further certified that the NGO has not been penalized or blacklisted by any agency during any stage of its existence. Also the management functionaries has never been prosecuted or suspected in any criminal offence.
5. If found to have supplied false/fraudulent/forged information/documents to obtain accreditation by the NGO/Social worker, the accreditation may be withdrawn and debarred from accreditation as per guidelines.
6. I further mention that the Non –Governmental Organisation has got the necessary personnel and infrastructure to function as an NGO towards the development of women and children by becoming an Accredited Institution of Directorate of women and Child development.

I hereby also declare that all the information contained in this application and the documents enclosed is, to my knowledge, true and correct.

Name and Signature of Authorized Signatory

Date:

Place:

Stamp

ANNEXURE A**Names and photographs of each of the Managing Committee Members**

Sr.no	Name and contact details (address, email, telephone)	Status in the Organisation	Professional qualification	Signature	photograph

Annexure B**Organisational Staffing**

Sr.no	Name and contact details (address, email, telephone)	Status in the Organisation	Professional qualification	Service to the organisation	Signature	photograph

Annexure C**Infrastructure facilities at the Organisation**

Sr.no	Infrastructure facilities	Specify with figures	R
EMARKS	Availability space (Built in up Area		
	Rooms/Hall		
	Library		
	Audio-Video facilities		
	Other Facilities		

Annexure D**Brief resume of the work/projects Under taken –**

Sr. no	Name and area of the project	Details of the funding pattern	Status of the applicant NGO	Objectives and achievements of the project	Associations with the other org/local bodies

Annexure E**Financial Management system**

Sr.no	Funds source	Amount allotted	Years	Expenditure	Accountability/utilizations.



Government of Goa,
Directorate of Women & Child Development
Old Education Bldg., 2nd Floor, 18th June Road,
Panaji, Goa

www.dwcd.goa.gov.in

Phone:- (0832) 2235308 / 2426112

Fax:- (0832) 2424238

E-mail:- dir-wcd.goa@nic.in

Dated: - / /

Certificate of Accreditation

(Under clause 6 of The Goa Non-Governmental Organisations Accreditation Guidelines, 2014)

- 1. Accreditation No: DWCD/NGO/GOA/_____
- 2. Name of the Accredited
Non-Governmental Organisation: _____
- 3. Address: _____

This is to certify that the above named Non-Governmental Organisation has been granted accreditation upon approval from the Goa Non-Governmental Organisations Accreditation Committee vide its meeting held on ____/____/____ and the said accreditation shall be valid upto ____/____/____. The accreditation is subject to following conditions.

Conditions:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

**Director, DWCD &
Competent Authority**

To

