

GOVERNMENT OF MANIPUR  
SECRETARIAT: PLANNING DEPARTMENT

OFFICE MEMORANDUM  
Imphal, the 3<sup>rd</sup> January, 2005

**Sub:- Guidelines for Directorates and Departments relating to processing, recommending, supervising and monitoring projects of Non-Governmental Organisation / Voluntary Organisation of Manipur**

Voluntary organizations/NGOs have been implementing various developmental activities under different sectors in Manipur with funding from Central Government & its agencies. To bring about synergy, effective co-ordination, supervision, monitoring, evaluation and maintaining relevant database of NGO/VO, besides eliminating duplication of activities the Government of Manipur having considered the matter in depth has formulated **Guidelines for Directorates and Departments relating to processing, recommending, supervising and monitoring projects of Non-Governmental Organisation / Voluntary Organisation of Manipur** which is enclosed herewith. All the Administration Departments and Directorates are hereby instructed to strictly adhere to the guidelines.

  
(Jarnail Singh)  
Chief Secretary  
Government of Manipur

Memo No. 2/NGO/2001/Plg:

Imphal the 3<sup>rd</sup> January, 2005

Copy to:-

1. The Secretary to the Governor of Manipur, Raj Bhawan, Imphal.
2. The Secretary to Hon'ble Chief Minister, Manipur.
3. All PPS/PS to Hon'ble Ministers/Ministers of State/  
Deputy Chairman, SPB/Chairman, PIC, Manipur.
4. P.S. to Addl. Chief Secretary, Government of Manipur.
5. The Vigilance Commissioner, Manipur.
6. The Addl Chief Secretary, Govt. of Manipur.
7. All Principal Secretaries, Government of Manipur.
8. All Commissioners/Secretaries, Govt. of Manipur.
8. The Accountant General, Manipur.
9. All Heads of Department, Manipur.
10. All Deputy Commissioners, Manipur.
11. The Director (LFA), Manipur.
12. Guard File.

## **GUIDELINES FOR DIRECTORATES AND DEPARTMENTS RELATING TO PROCESSING RECOMMENDING, SUPERVISING AND MONITORING PROJECTS OF NON GOVERNMENTAL ORGANISATION / VOLUNTARY ORGANISATION OF MANIPUR**

In order to ensure proper streamlining and monitoring of implementation of schemes/projects taken up by the different NGOs/VOs in the State with funds available from different Ministries under the Government of India and different agencies, the State Government constituted a State Level Committee under the chairmanship of Chief Secretary, Govt of Manipur to evolve a detailed guidelines on how to process project proposals from NGOs/VOs and the extent of Govt depts. involvement and participation in the implementation process of the project and its monitoring and evaluation for reviewing the implementation of projects by NGO/VO sanctioned by Ministry/Organisation, Govt of India on the recommendation of the State Dept concerned.

2. The State Level committee after deliberating the matter has formulated the guidelines, as under:

- i) All the project proposals for availing grants including loan component from the Ministries/depts./organisations, Government of India including M/O DONER and NEC shall be examined by the Directorate and Administrative Department concerned with reference to the credibility of the applicant NGOs/VOs by the Directorate/Department concerned including technical competence, financial soundness, past experience on similar project, area of operation, aims and objects, antecedents and police verification from the Police Department, composition of members and executives in terms of wide based representation in line with its objectives and area of operation, registration of the organisation, annual reports including Annual audited accounts, elimination of duplication of programme/projects, and devising mechanism for supervision and monitoring of the project and make the recommendations to the administrative department/State level Committee. In case the project is not recommended, the reasons shall be clearly stated and forwarded to the administrative department. This will cover NGO/VO of the MACS, etc.
- ii). The administrative dept. shall place the project proposal along with the recommendations of the dept. concerned before the committee of the dept. constituted by the Planning Department, Govt of Manipur.
- iii). The line departments will be responsible for supervising, monitoring the project activities of the NGOs/VOs as frequently and regularly as required and evaluate it as and when required.
- iv). The line departments shall maintain database in respect of NGOs/VOs implementing projects sanctioned on their recommendations. This will include those cases under implementation.
- v). A half yearly report in the prescribed proforma shall be submitted to the Planning Department by the line department for onward submission to Planning Commission, New Delhi.
- vi). The line departments shall nominate one nodal officer complete with telephone nos, etc. for coordinating with Planning Department.
- vii). In respect of NGO/VO projects proposed to be funded under M/O DONER and NEC, the line departments shall follow the above procedure and refer it to the Planning Dept for forwarding it to the Ministry/Agency concerned.
- viii). A check list for processing and submitting proposal is enclosed.
- ix). A Format for seeking applications from NGOs/VOs for Grant-in-Aid is also enclosed.

3. All Departments/Directorates/State sponsored organizations are required to strictly adhere to this guidelines.

### CHECK LIST FOR DIRECTORATE/DEPARTMENT

SI No	Item	Enclosed
1	2	3
1	Registration Certificate	Yes/No
2	Bye Law & MOA	Yes/No
3	Audit Statement for last years	Yes/No
4	Annual Report (latest one year)	Yes/No
5	Latest list of Executive Committee members	Yes/No
6	Credibility letter/Certificate	Yes/No
7	Area of Operation; Specified or not.	Yes/No
8	Aims and objects: Whether it is with the project proposal	Yes/No
9	Antecedent ; furnished or not	Yes/No
10.	Whether similar project taken up by Department/NGOs	Yes/No
11.	Whether mechanism for supervision and monitoring by Department has been put in place.	Yes/No
12.	Whether the past activities of the NGO/VO has been supervised, monitored and evaluated by Deptt/Independent Agency	Yes/No
13.	Whether data base of this NGO/VO is being maintained by the Dte/Deptt.	Yes/No

## Proforma for seeking applications from NGOs/VOs for Grant-in-Aid

### (I) Organization Profile

- a) Name of the Organization
- b) Address  
Street, District, State  
Block, Sub-division, Post  
Office, Police Station.  
Pin Code  
Phone No. & Fax No. (with  
STD code)  
E-Mail
- c) Name & Designation of Chief  
Functionary
- d) Name of other key  
functionaries & their contact  
No. & address
- e) Registration details  
Act under which registered  
Date of Registration
- f) FCRA No. (if available)
- g) Annual report and Audited  
report of last 3 year (enclose  
copies)
- h) Activities in Brief
- i) Thrust Area
- j) Experience in the area in  
which funding is sought
- k) Success Story (if any,  
enclose copy)
- l) Source of Funds  
(last three years)

National / International Agency (ies)	Name of the Project	Amount received	Year

- m) Banking details  
(Account No., Name &  
Address of Bank)
- n) Has the work of your organization been evaluated by any  
independent agency, if yes, please attach the evaluation report.

### (II) Project Profile

- 1. Title of the Project
- 2. Aims & Objectives

3. Duration
4. The Project description needs to include following details :
  - i) Project goal, ii) Project area, iii) Target group, iv) Problems to be Addressed, v) Details of any 'need assessment' done in the area before deciding on the project.
5. Beneficiary (ies)  
Type & No.
6. Strategy/ Action Plan
7. Contribution of volunteering  
from the community
8. Training needs assessment  
(for staff & beneficiaries)
9. Monitoring & Evaluation  
Indicators
10. Project Sustainability  
(how will the activities be sustained after project support is completed)
11. Proposed Budget for the :  
Project  
(Year - wise recurring & non-recurring)

**(III) Source of Fund**

1. Name of Ministry / Dept./ Organization from whom funds sought  
(give complete address, with telephone number)
2. Name of the programme / scheme from which fund is proposed to be sanctioned.

**(IV) Department / Directorate / Organization**

3. Name of Department / Directorate / Organization of the State that will evaluate project proposal etc.