

**Government of Punjab
Department of Planning
(Social Services Division)**

Subject: Guidelines for the declaration of Mother Units in various fields of development works in the State of Punjab.

Kindly refer to the subject cited above.

2. In continuation of this department letter No.PSPB/ARO(W)-99-2000/8622, dated 15th October, 1999 and No.PSPB/RO(W)-2000-2001/2011, dated 27.3.2001, it is intimated that the Guidelines for the declaration of Mother Units in various fields of development works in the State of Punjab has been framed. A copy of the same is enclosed herewith.

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Special Secretary Planning

To

1. Principal Secretary to Govt. Punjab,
Department of Health.
2. Principal Secretary to Govt. Punjab,
Department of Rural Development & Panchayats.
3. Principal Secretary to Govt. Punjab,
Department of Welfare of SCs and BCs.
4. Secretary to Govt. Punjab,
Department of Social Security and Women & Child Development.
5. Secretary to Govt. Punjab,
Department of Education.
6. Dr.Arun Sood,
Chief Coordinator,
CAPART.
Mehfil Restaurant, IInd Floor,
Sector 17-C, Chandigarh.

U.O.No.PSPB/RO(W)-2000-2001/3085-90

Dated:9th May, 2001

Endst.No.PSPB/RO(W)-2000-2001/3091

Dated:9th May, 2001

A copy is forwarded to Sh.P.H.Vaishnav, Director, Society for Service to Voluntary Agencies Room No.18-20, Ist floor, Karuna Sadan, Sector 11-B, Chandigarh.

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Special Secretary Planning

CC

PS/SP and PA/SSP for the kind information of Secretary and Special Secretary Planning.

Guidelines for the declaration of Mother Units in various fields of development works in the State of Punjab

NGOs wishing to be declared as Mother Unit should fulfill the conditions laid down in the guidelines and should have substantial resources/proven competence in the field so as to ensure that they are an organization of substance. The Mother NGO will be required to fulfil/abide by all other conditions prescribed by the State Government/Government of India regarding its function/functioning.

The other conditions for being declared MUs should be as follows:-

- i) The VOs should have sufficient experience in the field, for which they have applied to be declared as Mother Unit.
- ii) The VOs should have sufficient financial background and a good track record in the field, which should be supported by the concerned Deputy Commissioner in which the organization has been working.
- iii) The VOs should have sufficient vocational competency to provide training etc. to the NGOs in the field of its work.

Procedure

The concerned VO shall apply giving full details in the format (ANNEXURE) available in the Planning Department. The applications received shall be placed before a committee headed by Secretary Planning. Secretary Social Security, Secretary Education and Special Secretary Planning shall be members of the committee. Head of Social Services Division would be Member Secretary. A representative of the Department of the concerned field for which organization has applied to be declared as Mother Unit shall be called as special invitee.

ANNEXURE

Format for application for Voluntary Organization to be declared as MNGO

1. Name of the Voluntary Agency :
2. Field of specialization in work and area of operation :
3. Brief History of the NGO :
4. Achievements of NGO :
5. Financial position of organization :
 - (i) Fixes/Assets
 - (ii) Movable property
6. Details of strength of staff :
7. Training facilities to the staff, if any :
8. Awards/honors, if any :
9. Litigation, if any

Every NGO applying to be enrolled as MNGO must submit recommendation certificate from the concerned District Magistrate about the functioning of the NGO.