



## **ANIMAL WELFARE BOARD OF INDIA**

Ministry of Fisheries, Animal Husbandry and Dairying  
Govt. of India

(Department of Animal Husbandry and Dairying)

NIAW Campus, 42 KM Mile Stone, Delhi-Agra Highway

NH-2, Ballabhgarh, Haryana-121004

Email: [animalwelfareboard@gmail.com](mailto:animalwelfareboard@gmail.com) : Website: [www.awbi.in](http://www.awbi.in)

No.10-01/2021-22-RG

Dated: 27.05.2021

### CIRCULAR

To

All Recognized Animal Welfare Organizations.

Sir/Madam,

**Subject: Forwarding the application of financial assistance for Regular Grant for the year 2021-2022 – Regarding.**

You are requested to fill up the application and forward the same along with required documents within ~~31.03.2022~~ to the Board for consideration of the grant for the year 2021-2022. The number of sheltered / treated animals by your organization be got authenticated from the Govt. Veterinary Officer, Animal Husbandry Department, who shall sign and write their name, designation with office seal. **The regular grant application is available in our Website [www.awbi.in](http://www.awbi.in) and can be downloaded for use.**

You are requested to refer to page no. 4 in the application form (instructions) and accordingly fill up the application and annexures I to III as per the instructions and return the same to the Board for taking further necessary action. Please forward the previous years annual audited reports, pending Utilisation Certificates and activity reports of your organization including FIRs filed under PCA Act along with the application for consideration of sanction of grants. The incomplete applications or non furnishing of the required documents will result in delay in the processing of application. Hence it may kindly be ensured that the required documents are furnished along with your duly filled up application form.

Regular Grant application should also be accompanied with all pending Utilization Certificate and audited statements of accounts for the previous years, if any due from your organization, other wise your grant application will not be processed in AWBI.

Yours sincerely,

  
(Dr.S.K.Dutta)  
Secretary



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### **APPLICATION FOR FINANCIAL ASSISTANCE (REGULAR GRANT) TO ANIMALS WELFARE ORGANISATIONS FOR THE FINANCIAL YEAR 2021-22**

1. Name of the Organisation :
2. Address of the organization (With pin-code):
3. Contact Details
  - a) Phone number with STD Code:
  - b) Mobile Number:
  - c) Whatsapp Number:
  - d) E-mail ID :
4. AWBI recognition Code No. :
5. Registration No. Under Societies Registration Act/Indian Trust/Cooperative Societies Act/Gaushala Act/Gauseva Aayog etc.:
6. Unique ID No. issued by Niti Ayog :
7. Details of the Bank Account with Branch details and IFS Code No. :
8. Details of cost estimates (separately item wise) from the Board for undertaking the following components
  - a) Purchase and development of feed, fodder and water facility, :
  - b) Purchase of medicines and medical equipment for treatment of sick/old animals and for Vey. Equipment :
  - c) Cost of engaging Veterinary doctors, Inspectors, Veterinary Assistants, Compounders, Ambulance Driver and permanent staff of the organization, :
9. Details of Number of Animals sheltered :
10. Details of the existing Shelter House/Gochar Land maintained by the organization, if any :
11. Details of Ambulance or Tractor Trolley maintained by the organization, if any :

12. Details of Source of Expenditure :

13. Brief information about the animal welfare activities of the organization

### DECLARATION

I solemnly affirm and declare that the above said information and documents provide by me are true and correct to the best of my knowledge and belief and nothing material is concealed therefrom. Further, I have read the Scheme and fulfil the terms and conditions of the Scheme. The application for grant-in-aid is submitted with the consent of the Governing Body of the organization.

**Signature**  
**(Authorised Signatory)**

**Name:**

**Designation:**

1. An Application fees of Rs.500/- in the form of Cheque/Pay Order/Demand Draft in favour of “Animal Welfare Board of India” payable at Ballabgarh or on line payment to Account No.52006761496, IFSC Code, SBIN0018183 State Bank of India, Sikri Branch, Tehsil Ballabgarh, Distt. Faridabad, Haryana and send details of payment UTR Number along with the application.
2. The details of the current office bearers of the Management of the Organization.
3. The copy of the registration certificate of the organization along with bye laws, Rules and Regulations.
4. The details of 80 G exemption under income Tax Act, if any.
5. The copy of the registration certificate under the FCRA, if any.
6. The details of employees of the organization viz.name, salary, designation etc.
7. The documents related to the property owned or leased by the organization, if any.
8. A copy of the Annual Report/Activity Report of the organization for the financial year 2019-20.
9. The copies of the annual audited accounts and income tax returns of the organization for the last three years, if any including the Utilization Certificate of the Grants received from the Board for the previous year.
10. Details of the grants received by the organization from the Board, State Government, Central Government, Foreign Agencies and from other sources, if any certified by Chartered Accountant/Approved Valuer.
11. Any other documents, if considered necessary.

If any of the above documents are in Regional Language, translation of the same in Hindi/ English Language needs to be sent.

## **TERMS AND CONDITIONS OF THE SCHEME**

1. An application in the prescribed format with a fee of Rs. 500/- shall be made for the financial assistance (regular grant)
2. The organizations eligible for financial assistance(Regular Grant) shall be Animal Welfare Organizations registered under a statute or as a society registered under the Societies Registration Act, Indian Trust Act, Cooperative Societies Act, Gaushala Act, Gauseva Ayog or registered with any local bodies or under any State law or Central law engaged in animal welfare activities.
3. Non-Government organizations meeting the following requirements :
  - a) It is a registered body under an appropriate act.
  - b) It has an appropriate administrative structure and a duly constituted managing/executive committee.
  - c) The aim and objective of the organization programme are precisely laid down.
  - d) The organization is initiated and governed by its own members on democratic principles without any external control.
  - e) The organization shall not run for profit to any individuals or a body of individuals and shall give an undertaking to submit periodically reports and prescribed from time to time by Animal Welfare Board of India.
  - f) The concerned organization should have been registered for a period of three years.
  - g) The animal welfare activities should be mentioned in the aims and objectives of the organization.
  - h) The organization should have got recognition from the Animal Welfare Board of India and is active in working in the field of animal welfare without any complaints/adverse remarks.
4. Financial Assistance will be given as 100 percent of the approved cost on recurring and non-recurring expenditure.
5. The organization will accept stray/rescued treated/diseased/old animals from the local bodies etc, subject to the availability of the space and capacity of the organization.
6. The organization shall use the grant for the purpose for which it is sanctioned.

7. The institution shall utilize the grant for the expenditure incurred not more than two years from the date of release within one year of release for the eligible component as approved by the Board. A declaration shall be furnished at the time of the application that the fund required shall be utilized for the purpose sanctioned. After the expenditure of the fund, the organization shall furnish certificate to the Board with the copies of bills. A Statement of expenditure incurred by the organization shall be furnished which shall be duly approved by auditors.
8. In so far as grants-in-aid other than for the purpose of building are concerned, the pattern of expenditure under this scheme for both existing as well as new projects shall broadly conform with the pattern of expenditure on similar items approved for similar schemes of the Board. However, in exceptional cases deviation may be allowed in consultation with the Board.
9. Grants will be given in one instalment/multiple instalments subject to the availability of budget. The AWOs to execute a bond valid in the prescribed proforma to the effect that in the event of its failure to comply by any or all conditions of the grant it shall be liable to refund the whole or such part of the grant as the Government may decide with interest thereon.
10. The institution may re-appropriate expenditure from one sanctioned sub-head to another sub-head to a maximum of 50 percent in either cases. Such re-appropriation will be within the overall sanctioned amount. No expenditure shall, however, be incurred by re-appropriation of saving on items not sanctioned by the Board. Saving shall not be re-appropriated for incurring expenditure on staff that has not been sanctioned by the Board. All permissible appropriation should be reported to the Board. Prior approval for such re-appropriation is not necessary.
11. No major change will be made in the approved project even if no additional costs are involved unless the prior approval of the Board has been obtained.
12. If the Board is not satisfied with the progress of the project or if it finds that these rules are being seriously violated, it reserves the right to terminate the grant-in-aid.
13. The grant shall be sanctioned on the recommendations of the Grants Committee of the Board on case to case basis.
14. The Board / Govt. authorized representative may visit the organization office for monitoring etc. with or without notice.

## ANNEXURE-1

### INSPECTION AND ANIMAL VERIFICATION REPORT

(To be obtained from a Government Veterinary Officer of Animal Husbandry Department of the concerned District)

To  
The Secretary  
AWBI, Ballabgarh, Haryana

1. Name & address of the organization:
2. Address of Shelter House :
3. Number and details of Shelter/Ambulance and other facilities available :
4. Number of animals sheltered in the shelter house by the organization as on -----

1	2	3	4	5	6	7	8	9	10	11	12	13
Cows	Buff aloes	Mitc hing anim als	Ox /bulloc ks	Male Calves	Female Calves	Hor ses	D on ke ys	Shee p/ Goat	Cat s/ Kitt ens	Dogs/ Pupu oies	Other animals (specify category)	Total

Details of others animals (Column No.12)

5. Number of animals rescued during the year :
6. Number of animals treated by the organization during the year  
(As verified from animal treatment register maintained by the organization)
  - a) In their in-house dispensary/Hospital :
  - b) Sick and injured animals on the spot :
  - c) In medical camps :
  - d) By Mobile clinics :Total :
7. Number of cruelty cases booked by the organization :
8. Number of legal cases filed by the organization :
9. No. of Veterinary Vets/Animal handlers with the AWO :
10. Whether the Animal Ambulance purchased out of grants-in-aid of AWBI/Ministry are properly utilized :

I hereby certify that the above information is true on the basis of records maintained/physical inspection of the AWO. The last physical inspection of the AWO was done on -----

Signature & office Seal

Name of the officer (AH Dept)

Designation

Postal Address/Tel.No.