

GOVERNMENT OF ODISHA  
FISHERIES & ARD DEPARTMENT

No. 10886 / FARD, Dt. 25.08.2021

AHVS-DC-MISC-0125-2021

From:

Shri Trilochan Minz, OAS(SS),  
Special Secretary to Government.

To

The Director AH & VS, Odisha, Cuttack

All CDVOs

**Sub: Guidelines for Infrastructure support to NGOs and Strengthening of SAWB under the State Sector Scheme, "Animal welfare activity under SAWB "**

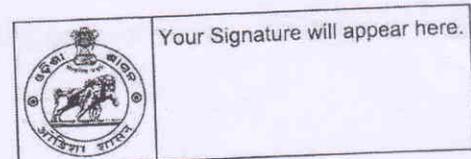
Sir,

I am directed to enclose herewith approved copies of guidelines for Infrastructure support to NGOs and Strengthening of SAWB under the State Sector Scheme, "Animal welfare activity under SAWB " for your information and necessary follow-up action.

You are further, requested to follow the guidelines while making any expenditure out of the funds sanctioned in the aforementioned schemes.

Yours faithfully

  
25.8.21  
Special Secretary to Government



**ASSISTANCE FOR STRENGTHENING OF STATE ANIMAL WELFARE BOARD (SAWB) AND THE DISTRICT SOCIETIES FOR PREVENTION OF CRUELTY TO ANIMALS (SPCA)**

The State Animal Welfare Board (SAWB) and the District Societies for Prevention of Cruelty to Animals (SPCA) have been constituted for the promotion of animal welfare and wellbeing and proper implementation of the Prevention of Cruelty to Animals Act, 1960 and Rules (PCA). There is a need to equip and strengthen the SAWB and SPCAs to monitor and enforce animal welfare laws and discharge animal welfare activities.

**1. Aim**

Strengthen the State Animal Welfare Board and the District Societies for prevention of Cruelty to Animals (SPCA) to take up animal welfare activities in the State.

**2. Objectives**

- To monitor the proper implementation of the PCA Act, 1960 and the Rules framed under.
- To promote animal welfare and wellbeing by strengthening the SAWB and SPCAs

**3. Components of the Scheme**

**i. Administrative and Management budget**

The administrative and management expenses may be used by the SAWB for strengthening the day-to-day functioning of the Board and to proactively coordinate with the District SPCAs for effective implementation of animal welfare activities as per the PCA act and rules.

**ii. Awareness Program**

In order to sensitize the general public, the board and the District SPCAs will be carrying out wide ranging awareness programs through various mediums including TV, Radio, Print Media and Social Media.

**iii. ICT Support**

The SAWB will develop and maintain a dynamic website which would serve as one stop platform for all the Animal Welfare Activities in the state.

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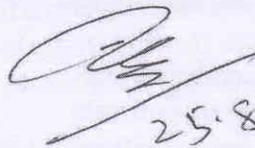
It will have information about all the Animal Welfare Organizations and their operations in the state.

**iv. Awards and Recognition**

In order to encourage the Animal Welfare Organizations and Individuals involved in Animal Welfare Activists, the SAWB will constitute awards and recognitions as decided by the SAWB Board on an annual basis.

**4. Component-wise Budget (2020-21)**

Component	Cost for 1st year (Rs in lakh)
Administrative and Management budget	22
Awareness Program	62
ICT Activities	9
Award and Recognition	7
<b>Total</b>	<b>100</b>

  
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# **SCHEME FOR PROVISION OF INFRASTRUCTURE SUPPORT TO VOLUNTARY ORGANISATIONS ENGAGED IN ANIMAL WELFARE**

## **Introduction**

There are many Voluntary and civil society organisations working in the state for animal welfare. However, it was observed that even though many organizations had the intend and passion to take up animal welfare activities, they did not have the necessary infrastructural facilities to take these activities in a professional manner. Hence there is a need to develop and strengthen the infrastructure capabilities required for providing veterinary health care support and other animal welfare activities for destitute animals, among the civil society organizations working in the state.

Accordingly, under this scheme financial assistance will be provided to Voluntary Non-Government Organisations working in the field of animal welfare for augmenting and strengthening their infrastructure facilities. Financial assistance will be given for setting up of animal care facility, veterinary hospital and shelter houses. The funds are meant only for augmenting and strengthening the infrastructural facilities and do not include any recurring expenses. The concerned Voluntary Non-Government Organisations shall have to bear the costs towards the recurring expenses.

## **1. Objectives**

To strengthen the infrastructural facilities of the Voluntary Non-Government Organisations working in the field of animal welfare in order to provide veterinary health services and shelter homes for stray, abandoned and destitute animals.

## **2. Implementing Agency:**

This scheme will be implemented by the State Animal Welfare Board, Odisha through the District Society for Prevention of Cruelty to Animals (SPCA).

## **3. Components of the Scheme:**

The scheme will provide finance assistance to eligible organizations/ Institutions for setting up of capital infrastructure for welfare of stray, abandoned and destitute animals. The following components will be funded under the scheme:

- i) Veterinary Hospital, clinic, Health care infrastructure including building.
- ii) Operation Theater and equipments
- iii) Vehicle for transportation of animals
- iv) Construction of kennels and shelterhouses for sick and abandoned animals.
- v) Any other essential infrastructure/ equipment/ implement as per assessment of SAWB

## **4. Eligibility :**

- Under the scheme, assistance will be given to Registered Voluntary Organizations / institutions.

- The organization should have **at least three years** of experience of working in the area related to Animal Welfare activities.
- It should not be run for profit to any individual or body of individuals.
- It should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in a written constitution.
- The animal welfare facility should be situated in the State of Odisha.
- The organization should have audited report of expenditure of the last three years by a registered Chartered Account.

#### 5. Definition of a Voluntary Organization:

For the purpose of this Scheme a Voluntary Organization will mean :

- A Society registered under the Societies Registration Act 1860 (Act XXI of 1860); or
- A charitable non-profit making company; or
- A Public Trust registered under any law for the time being in force; or
- Any registered non-official organization engaged in the conduct and promotion of animal welfare.
- The Organisation shall agree to, execute a bond valid for 2 years in non-judicial stamp paper to the effect that in the event of its failure to undertake animal welfare activities for which the financial assistance was provided, it shall refund the whole or such part of the grant as the Government may decide with interests thereon.

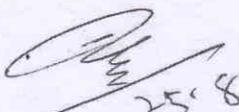
#### 6. Contents of the Proposal :

The interested Voluntary Organizations should submit a self-contained proposal for availing financial assistance by giving details of the following :

- i) The statement of the problem which the project seeks to tackle.
- ii) The objective of the project
- iii) The geographical area that will be covered.
- iv) The activities to be undertaken
- v) The cost estimates (separately item wise) non- recurring ones.
- vi) The commitment of the Voluntary Organisation to meet the recurring expenses should be clearly outlined and the sources of funding the recurring expenses should be clearly indicated.
- vii) *For Veterinary Hospitals, Kennels and shelter houses:* Detailed site-plans/layout of the proposed building infrastructure including blue-prints of plan with detail structural estimates.
- viii) *For equipment and vehicle:* Detailed specification, make and cost

#### 7. Land:

- The land where the infrastructure setup will be proposed should either be owned by the applying Organization/Institution or should have been leased out to the applying Organization/Institution for a minimum of 15 years.
- No financial assistance shall be provided for purchase of land.
- The Voluntary Organization/ Institution should not have availed financial assistance from State Government/ Government of India for setting up of similar infrastructure.
- The proposed land should not be under any dispute.

  
25.8.21

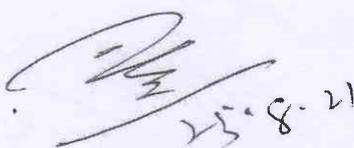
## 8. Extent of Assistance for various components

Sl. No.	Component	Maximum Amount Admissible (Rs in Lakhs)
1	Veterinary Hospital, clinic, Health care infrastructure including building.	50.00
2	Operation Theater Facility and equipments	15.00
3	Vehicle for transportation of animals	25.00
4	Construction of kennels and shelter houses for sick and abandoned small animals.	15.00
5	Any other essential infrastructure/ equipment/ implement as per assessment of SAWB	As recommended by SPCA and approved by SAWB

- Financial assistance will be given up to 90% of the actual cost. The maximum amount admissible is mentioned in the table above. The remaining 10% shall be met by the Voluntary Organization directly.
- The Voluntary Organization/ Institution can avail financial assistance for multiple components, subject to an overall ceiling of Rs 50.00 lakh under this scheme.
- The pattern of assistance under this scheme will be back ended and released subject to the visit report by the Field Verification Committee (FVC) and approval by the District Society for Prevention of Cruelty to Animals (SPCA) and SAWB.
- The eligible financial assistance can also be released in back ended installments, as decided by the SAWB during the time of approval of the proposal.
- Financial Assistance shall be calculated and released to the Organisation based on the actual unit cost incurred, subject to a maximum assistance as specified under various components.
- The organizations can also take up additional infrastructure against the components mentioned in the table above; however the maximum financial assistance will be limited as specified under various components. , subject to an overall ceiling of Rs 50.00 lakh.

## 9. Implementation Modalities

- i. The organization seeking financial assistance shall submit a Self-Contained Proposal to the District Society for Prevention of Cruelty to Animals (SPCA) through the Chief District Veterinary Officer of the concerned District along with the Application in the prescribed format enclosed at **Annexure - I** with all requisite documents as mentioned at **Annexure-II**

  
25.8.21

- ii. The Organization shall produce documentary evidence of availability of requisite land (either owned/ lease land).
- iii. Upon receipt of the Application, a Field Verification Committee comprising of CDVO, ADVO/ SDVO, BVO, Assistant Executive Engineer (Agriculture) along with an Officer nominated by District Collector shall visit the site to ascertain the feasibility and suitability of the proposed project site and submit a detailed report with geo tagged photographs.
- iv. Thereafter, the Applications along with the report of the Field Verification Committee shall be placed before the District SPCA Chaired by the Collector and the eligible proposals will be recommended to the State Animal Welfare Board.
- v. The State Animal Welfare Board (SAWB) will examine the proposals and place it before the Board for approval.
- vi. After approval by the SAWB, the Go-ahead letter will be issued by the concerned CDVO to the eligible Organisation.
- vii. The concerned BVO and SDVO shall visit the site and guide the organization periodically and render technical assistance.
- viii. The three stage geo-tagged photograph (before commencement, during construction work and after completion) along with the Office bearer of the Organization should be recorded by the BVO.
- ix. The Organisation has to inform the completion of the work as per the go-ahead letter to the concerned CDVO with all relevant documents, records, GST bills, vouchers, etc
- x. Post intimation by the Organization, the Field Verification Committee will make inspection of the site to verify about the completion of project as per the plan. The Committee will verify the relevant documents, records, registers, report of supervising officers etc.
- xi. The report of the Field Verification Committee shall be placed before the District SPCA for making necessary recommendations to the SAWB for release of Financial Assistance. If the District SPCA is not satisfied with the progress of the Project or it finds that project plan, layout etc. as per original proposal is being seriously violated, the District SPCA will recommend for terminating/ deducting the financial assistance.
- xii. The back ended financial assistance can be released by the SAWB to the Bank account of the Organization through DBT, after recommendation by the District SPCA.
- xiii. The organisation shall maintain separate bank accounts for the assistance received under the scheme. The accounts shall always be open to scrutiny and check by an Auditor/agency deputed by the State Government and by Comptroller and Auditor General of India at their discretion.
- xiv. The organisation shall submit an Affidavit to the effect that in the event of its failure to comply by any or all conditions of the assistance it shall refund the whole or such part of the assistance as the State Government may decide with interests thereon, before it receives financial assistance.

  
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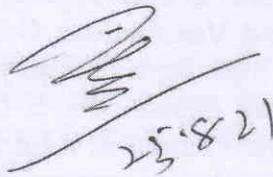
- xv. The institution must complete the construction/ Procurement of the infrastructure within a period of one year from the date of the issue of Go-Ahead Letter.

**10. Scheme Outlay:**

An outlay of Rs 900 lakh will be released to SAWB for implementation of the scheme during the FY 2021-22

**11. Monitoring and Supervision:**

- i. The Member Secretary, SAWB, Odisha will be responsible for overall supervision and monitoring of the scheme at the State level and appraise the status to the Board.
- ii. The CDVO and Member Convener of the District SPCA will be responsible for supervision and monitoring the scheme at the district level with the assistance of the SPCA inspectors and appraise the status to the SPCA. The respective SDVOs and BVOs shall undertake necessary field inspections and verify the program implementation.
- iii. The scheme will be audited by the F & ARD Department, Government of Odisha and Accountant General (A & E), Odisha.

  
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**INFRASTRUCTURE SUPPORT TO VOLUNTARY ORGANISATIONS  
ENGAGED IN ANIMAL WELFARE**

**APPLICATION FORM**

1. Organization Name :

- Address:
- Contact No. :
- E-Mail:

2. Name of the Act under which registered:

3. Registration No. and date of Registration:

*(Please attach a photocopy)*

Any other Organization/ Body if applicable, Give details

- Memorandum of Association and Bye-Laws (Please attach a photocopy)
- Name and Address of the Members of the Board of Management/Governing Body

4. Availability of Land : The following information may be furnished

- Land Area:
- Location of Land:
- Whether the land is registered in the name of the Org:
- If the land is registered in the name of the Org:-
  - ✓ Any other status of land such as Registered/Special Power of Attorney etc.
- The Certificate that the Organization is in possession of land without any Encumbrances.

5. A copy of the Annual Progress Report and Audited Annual Accounts for the previous year (s) which should contain the Balance Sheet, Income & Expenditure A/c and Receipt & Payment A/c.

6. Budget Estimates for specific component/s under the scheme

Sl. No.	Component	Specific intervention proposed	Estimated amount (Rs in Lakhs)
1	Veterinary Hospital, clinic, Health care		

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25.8.21

	infrastructure including building.		
2	Operation Theater Facility and equipment's		
3	Vehicle for transportation of animals		
4	Construction of kennels and shelter houses for sick and abandoned small animals.		
5.	Any other essential infrastructure/ equipment/ implement as per assessment of SAWB		

7. Details of the Animal Welfare activities performed so far and expenditure incurred for the purpose ( last 3 years – 2018 , 2019 , 2020)

Sl No	Particular of animal welfare activity	Year	Expenditure incurred ( Rs in Lakhs)	Remarks

8. Details of facilities available with the Organization

9. Details of Staff Employed

10. Details of the proposed Infrastructure, costs involved and Detailed Project proposal

Sl. No.	Component	Estimated Cost ( Rs in Lakhs)	Activities proposed	Detailed Project proposal
				Appendix- I
				Appendix- I

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				<b>Appendix-I</b>

<b>Proposed Infrastructure:</b> _____		
<b>Sl. No.</b>	<b>Particulars</b>	<b>Estimated amount (Rs in Lakhs)</b>
1		
2		
3		
4		
5		
6		

**11. List of documents to be attached – Annexure II**

I/We have read the Scheme and fulfill the requirements and conditions of the Scheme. I/We undertake to abide by all the conditions of the Scheme.

Signature :

Name :

Address/Seal :

Dated :

**Note:** Wherever not applicable, specifically in case of new Organization, please write - N.A.

*[Handwritten Signature]*  
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**List of required documents:**

1. Application in prescribed proforma (copy enclosed)
2. The details of employees of the organisation viz. name, salary, designation etc.
3. Detailed proposal and its justification for the proposed Infrastructure.
4. The self-attested copy of the registration certificate of the organisation along with bye laws, Rules and Regulations.
5. Unique ID Number issued by the NITI Aagyog. ( Check)
6. The details of the current office bearers of the Management / Governing Body of the Organisation including their Aadhar Number photocopies, mobile number and email.
7. Detailed Project proposal including Blue Print of building construction/ List and Specification, model of equipment & vehicles along with detailed cost estimates and quotations.
8. A certificate from the concerned Registrar/Sub Registrar/ Tahisildar along with documentary proof that the land where the proposed infrastructure is to be constructed is in the name of the organization and without any encumbrances.
9. Latest audited statement of accounts duly certified by the Chartered Accountant, in respect of the organization for the last financial year, in the under mentioned parts:- (i) Balance Sheet (ii) Income & Expenditure Statement (iii) Receipt & Payment Statement and (iv) Audit Report.
10. Details of Animal Welfare activities performed so far and expenditure incurred for this purpose.
11. Details of the financial resources available with the organisation to meet the recurring costs of the proposed Infrastructure/facility.
12. Information about the bank account details of the organization – Name of the bank, Branch, Account No, IFSC code.

  
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