

7.

ANIMAL WELFARE

7.1 SCHEME FOR PROVISION OF SHELTER HOUSES FOR LOOKING AFTER THE ANIMALS

1. **Scope :** There are almost one billion animals in our country roaming around freely in the streets and everywhere. A number of them are not cared enough and are left either wounded or suffering from various diseases. Though we have shelter houses operating at various places their number is not adequate and the facilities provided are insufficient. In such a situation it becomes imperative that shelter houses are established and made available atleast one in a district with all the facilities like health care, stall feed etc. The scheme will endeavour to till this gap and provide requisite services to uncared for animals.

2. **Objectives of the Scheme :**

Making provision for establishment and maintenance of shelter houses in all the districts of the country for care and protection of the animals.

3. **Components of the Scheme :**

- i) Construction of Shelter Houses in each district.
- ii) Construction of small health care centre for each shelter house.
- iii) Construction of water troughs.
- iv) Purchase of medical equipments
- v) Purchase of medicines

4. **Contents of the Proposal :** The proposal for grant-in-aid should be submitted giving in detail 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 services that will be delivered, both institutional and non institutional and the charges.
- v) The cost estimates (separately itemwise), non-recurring items

5. **Eligibility :**

- 5.1 Under the scheme, grants can be given to voluntary organisations/ institutions, universities, research institutes, schools, statutory bodies like Panchayati Raj Institutions, Municipal Corporations, Town Area Committees, Red Cross Societies and its branches.
- 5.2 The organisation should have at least three years of registration or experience of working in the related area or should show evidence of competence to take up the proposed scheme.
- 5.3 It should not be run for profit to any individual or body of individuals.
- 5.4 It should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in a written constitution.

6. **Definition of a Voluntary Organisation :** For the purpose of this Scheme a 'Voluntary Organisation' will mean :

- (a) A Society registered under the Indian Societies Registration Act 1860 (Act XXI of 1860); or

- (b) A charitable non-profit making company;
- (c) A Public Trust registered under any law for the time being in force; or
- (d) Any registered non-official organisation engaged in the conduct and promotion of social welfare.

7. Building :

- 7.1 A copy of the, site-plans/layout of the proposed building (rough sketch giving a broad indication of the building to be constructed and area to be covered etc.) and estimated cost of construction of should be submitted. After the proposal has been approved in principle, the institution/organisation will have submit blue-prints of plan with detail structural estimates that the construction the building has been permitted. The estimates need not however be approved by State P.W.D. A certificate by the State Government/Approved Value that the rate are not more than the prevailing P.W.D schedule of rates for similar work should suffice.
- 7.2 The institution must complete the building within a period of two years from the date of the receipt of the first instalment of grant-in-aid unless extension is granted by the Central Government.
- 7.3 A certificate shall also be furnished at the time of the application that a site which is neither already under any lease nor notified by any legislation of the respective state govt., has been acquired for the construction of a building by the voluntary organisation/ institution concerned. No grant shall be sanctioned unless a site has already been acquired. No portion of the grant shall be utilised for purchase of land.
- 7.4 After the completion of the building, the organisation shall furnish to the Central Government copies of the following documents:
 - (a) A certificate to the effect that the building has been completed in accordance with the approved plans and estimates, and
 - (b) A statement of expenditure incurred on the construction of building, duly audited by the authorised auditors.

8. Extent of Assistance

- 8.1. Financial assistance will be given up to 90 per cent of the approved cost on recurring and non-recurring expenditure the balance of 10% to be met by the voluntary agency or any other organisation but preferably by the voluntary organisation itself. In the case of an organisation working in a relatively new areas where both voluntary and Government effort is very limited but the need for the service is very great the Government may bear 100 per cent of the cost.
- 8.2. In the case of building grant the Government grant will be limited to Rs 25.00 lakhs. In so far as non recurring grant in aid under the scheme is concerned a ceiling of Rs 10.0 lakhs per project shall be observed. However, in exceptional cases the ceiling amount may be relaxed by the Secretary(E&F) after obtaining the concurrence of IFD.
- 8.3. 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 Ministry. However, in exceptional cases deviation may be allowed in consultation with IFD and with the approval of Secretary (E&F).

9. Application and Sanction : An organisation desirous to apply for grant-in-aid under this programme will send its application in the prescribed proforma to an authority or body designated for the purpose by the Ministry of Environment & Forests.

9.2. On receipt of an application for grant-in-aid inspection will be undertaken by the prescribed agency. On the basis of the inspection report of the prescribed agency the proposal will duly be processed.

10. Inspection : The Ministry from time to time will specify the nature, type and periodicity of the inspection and audit and the agency which will be designated to carry out the inspection and the audit.

11. Release of Grants-in-aid : Grants will be given in two installments. The first installment will cover 50 per cent of the sanctioned amount and will be released on receipt of the proposal on prescribed proforma and on finding it correct. The remaining 50 per cent will be released as the second installment. An organisation shall, before it receives assistance from the Government of India, execute a continuity bond valid for 5 years in the prescribed performa to the effect that in the event of its failure to comply by any or all conditions of the grant it shall be able to refund the whole or such part of the grant as the Government may decide with interests thereon. The organisation shall maintain separate accounts of the grants received under the scheme. It shall always be open to check by an officer/agency deputed by the Government. It shall also be open to test check by Comptroller and Auditor General of India at his discretion.

12. Reappropriation : The Institution may reappropriate expenditure from one sanctioned sub-head to another sub-head to a maximum of 25 per cent in either case. Such re-appropriation will be within the overall sanctioned amount. No expenditure shall, however, be incurred by re-appropriation of savings on items not sanctioned by the Ministry. Savings shall not be re-appropriated for incurring expenditure on staff that has not been sanctioned by the Ministry. All permissible appropriation should be reported to the Ministry. Prior approval for such re-appropriation is not necessary.

13. Changes in Approved Projects : No major changes will be made therein even if no additional costs are involved unless the prior approval of the Ministry has been obtained.

14. Termination of Grants : If the Ministry is not satisfied with the progress of the Project or it finds that these rules are being seriously violated, it reserves the right to terminate the grant-in-aid.

Ministry of Environment & Forests

Name of the Scheme: Provision of Shelter Houses for looking after the Animals.

APPLICATION FORM FOR NEW PROPOSAL

1. Organisation Name :
Address :
Tel. No. :
Fax No. :
Telex No/ E-Mail No/Grams :
 - (i) Name of the Act under which registered :
 - (ii) Registration No. and date of Registration :
(Please attach a photocopy)
2. Any other Organization/insft./ Body if applicable, Give details :
3. Registration under Foreign Contribution Act :
4. Memorandum of Association and Bye-Laws :
(Please attach a photocopy)
5. Name and Address of the Members of the Board of Management/Governing Body :
6. Availability of Land : The following information may be furnished
 - (i) Land Area:
 - (ii) Location of Land for Shelter House:
 - (iii) Whether the land is registered in the name of the Org:
 - (iv) If the land is registered in the name of the Org:-
 - (a) Whether it is available on long-term lease
 - (b) Whether revenue records are available if the land is donated by Panchayat or any other person/body
 - (c) Any other status of land such as Registered/Special Power of Attorney etc.
 - (v) A Blue Print/Site Plan duly approved by the local authority/approved valuer.
 - (vi) The Certificate that the Organization is in possession of land without any Encumbrances.
7. A copy of the Annual cum 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.

8 (a) Budget Estimates for construction of Shelter House to be furnished as per following items:

S. No.	List of Items	Maximum amount admissible (Rs. in Lakhs)
1.	Cost of boundary wall with man proof fencing	3.00
2.	Cost of construction of in house dispensary	3.00
3.	Cost of Medical equipment	1.25
4.	Cost of construction of shelters	13.00
5.	Cost of construction of water tank(s)	1.75
6.	Cost of construction of drains	1.75
7.	Contingencies	1.25
	Total:	25.00

* The item-wise amount indicated above is the maximum entitlement for the construction of Shelter House but the actual entitlement will be calculated as per requirement of the Organization on the basis of particulars furnished.

(b) The Budget Estimates are required to be prepared by CPWD/State PWD/Approved Valuer along with the certificate that the rates are not more than the prevailing P.W.D. schedule of rates for similar work.

(c) The Organization is required to contribute minimum 10% of the total cost of the project.

9. Details of Beneficiaries/facilities available with the Organization as per Annexure I

10. Details of Staff Employed as per Annexure II

11. List of documents to be attached as per Annexure-III

12. List of additional papers, if any given:

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, specialty in case of new Organization, please write – N.A.

7.2 Scheme for Birth Control and Immunization of Stray Dogs and Medical Screening of and Treatment of Tuberculosis in Urbanized Monkeys of Delhi

The system of indiscriminate destruction of stray dogs to control their population and to minimize the incidence of rabies has not succeeded as per expectations. The municipal bodies have been killing stray dogs under the pretext of controlling rabies by Health Department. Though the Animal Welfare Board of India has been trying to control the dog population by encouraging the voluntary organisations to conduct sterilization programmes but the same have not had much impact owing to limited funding. With a view to solving the problem, Central Government is implementing the scheme for Birth Control and Immunization of Stray Dogs.

There is an estimated population of 5,000 monkeys in MCD and NDMC areas of Delhi. The residents of Delhi are facing problems because of monkeys living in their colonies. Complaints are also received from hospitals, schools, offices, institutes and VIP areas about the havoc monkeys are creating at all these places.

The existing scheme has now been modified to include Monkeys besides Stray Dogs in Delhi and to enlarge the scope of existing scheme by way of addition of components i.e., (a) Catching of dogs (b) Capture and re-location of monkeys from Delhi after screening through physical examination, Tuberculin Tests, X-ray, and testing for hepatitis, medical treatment and feeding of monkeys between the time of capture and translocation from the city of Delhi.

Programme objective :

The basic objective of the scheme is:

To control the population of stray dogs by sterilization and reduce the incidence of rabies by immunization. The sterilization-cum-immunization of stray dogs will be conducted on area basis approach and proper records will be maintained.

Immunization of stray dogs will be conducted in the locality itself to assure the community about the safety from stray dogs.

Eligibility for assistance and descriptions of the manner in which the scheme will be implemented including the agency through which the scheme will be executed.

1. Under the scheme, the funds will be provided to the AWOs/SPCAs working under municipalities/ rural areas by the Ministry of Environment & Forests on receipt of the application in the prescribed performa and subject to the terms and conditions laid down for the purpose.
2. The agencies eligible for assistance shall be the AWOs/SPCAs working in collaboration of Municipalities/Corporations/Committees/Gram Panchayats and registered under the Indian Societies' Registration Act, 1860(XXI of 1860), and Municipal Corporations/Committees and other local bodies. Assistance will also be granted to State Veterinary Departments in appropriate cases. The AWOs/SPCAs should meet the following requirements:
 - (a) The organisation should have experience of working towards the cause of animal welfare or should show evidence of competence to take up the proposed scheme,
 - (b) It should have an appropriate administrative structure and a duly constituted managing/ executive committee.
 - (c) The organisation shall give an undertaking to submit reports and returns periodically and punctually as prescribed by the Government of India (Ministry of E&F) from time to time.
 - (d) The organisation should have sufficient space to carry out the animal birth control programme and other facilities such as operation theatre, shelter for post surgery care,

vehicle to transport the dogs from and to the concerned locality from where the animal was picked up and qualified veterinary doctor(s) who are registered veterinary practitioner with Indian Veterinary Council/State/UT Veterinary Council and required number of Para-Vets to carry out the sterilization and immunization of the dogs.

- (e) In the event of organizations proposing to undertake catching and release of sterilized stray dogs, the organization should have arrangements for a vehicle to transport the dogs from and to the concerned localities from where the animal was picked up. The NGO/ agency should have capacity to engage trained dog-catchers, trained by vets/experts.

Extent of support to the project :

At the project formulation stage, implementing agency shall submit a detailed proposal clearly indicating the number of animals which are likely to be sterilized and immunized in the current year and total expenditure to be incurred for the purpose. Total amount with a ceiling of Rs.340/- per animal for carrying out sterilization and immunization will be made available by the Central Government. If the actual expenditure is below the grants sanctioned for the purpose, the unutilized amount shall be refunded to the Central Government.

Vaccination certificate has to be prepared by the concerned AWO/SPCA.

Identification of sterilized dogs will be, made by ear tailoring.

Application and sanction :

An AWO/SPCA willing to apply for grants-in-aid under the scheme will send their application in the prescribed performa to the Ministry of Environment & Forests. On receipt of an application for grants-in-aid, inspection will be undertaken by the prescribed agency. On the basis of inspection report of the prescribed agency, the proposal will duly be processed.

Inspection

The Ministry from time to time will specify the nature, type and periodicity of the inspection and audit and the agency will be designated to carry out the inspection and audit.

Release of grants-in-aid

The grants-in-aid for a particular year will be released to the selected AWOs/SPCAs working under the municipalities/rural areas in two equal instalments. The first instalment will be released as soon as the application submitted by the organisation is agreed to by the Ministry. The organisation shall, before it receives assistance from the Government of India, execute a continuity bond valid for five years in the prescribed performa, to the effect that in the event of its failure to comply by any or all the conditions of the grants-in-aid shall be liable to refund the whole or such part of the grant as the Government may decide with interest thereon.

Should the actual expenditure on the items for which the assistance was sanctioned fall below the level at which the grants were sanctioned, the organisation shall be liable to refund unutilised portion of the grant to the Ministry. The organisation must exercise reasonable economy of expenditure on approved items and shall maintain separate accounts of the grants received under this scheme. They shall always be open to check by an officer deputed by the Government of India and they shall also be open to check by the Comptroller and Auditor General of India at his discretion.

Termination of grants-in-aid

If the Ministry is not satisfied with the progress of the project or it finds that the scheme is not being implemented properly, it reserves the right to terminate the grants-in-aid.

DOCUMENTS TO BE ATTACHED WITH ABC PROPOSAL

- (a) Application in prescribed proforma
- (b) The detailed proposal and its justification alongwith gist of activities undertake and assets required
- (c) Details of area to be covered for this programme; total dog population in this area duly certified by the concerned municipal corporation(s); method adopted for carrying out dog census and how & in what time the organization will complete the programme in this area
- (d) Photocopy of Registration
- (e) Memorandum of Association showing 'animal welfare' one of its objectives
- (f) The estimated cost of proposed immunization and sterilization of dogs alongwith number of dogs and the area to be covered
- (g) List of Governing Body
- (h) Audited Accounts of last three years duly certified by a Chartered Account i.e. Audit Report, Balance Sheet, Receipt & Payment Account and Income & Expenditure Account.
- (i) Details of infrastructure viz. Operation Theatre, Kennels (with their capacity), Vet. Surgeon, Vehicle, man-power etc. available to implement this project
- (j) Details of activities undertaken in the field of Animal Welfare both in physical & financial terms during last three months.
- (k) Details of financial assistance, if any, received from any other agency for this purpose
- (l) Details of collaborative arrangement that exists between the concerned Municipal Corporation(s) and the NGO to implement the project and a copy of Memorandum of Understanding entered into with every concerned municipal corporation.

7.3 Scheme for provision of Ambulance Services to animals in distress

Introduction :

A large number of domestic, stray and uncared for animals need care and protection particularly in times of natural calamities such as floods, droughts, famines, forest fires etc. In addition animals frequently suffer from injuries and disabilities as a result of road accidents or diseases. The infrastructure for provision of emergency services to animals is almost non-existent and there is a need to strengthen the capabilities of organization working in the field at the, grass root level through out the country.

2. Programme Objective

The basic objective of the scheme will be to make available emergency services to animals in distress through out -the country by provision of appropriate assistance to competent organizations working in the Field.

3. Items for which assistance will be given :

Under the scheme financial assistance will be provided to eligible organizations or non-recurring expenditure alone:

- i) Purchase of suitable vehicles for transport of animals as well as for modifications necessary in the vehicle for the purpose;
- ii) Equipment and fittings in the, vehicle;

The recurring expenditure will be borne by the implementing agency only.

4. Eligibility for Assistance

Under the scheme, grants shall be sanctioned subject to terms and conditions laid down by this Ministry and provided application for the same is received as per prescribed Performa. The agencies eligible for assistance shall be as follows:

- (i) State Governments/Union territory Administrations, local bodies.
- (ii) Institutions or organisations set-up by Government as autonomous bodies either under a statute or as a society registered under the Societies Registration Act, 1860 or otherwise.
- (iii) Educational and other institutions of the like local bodies and cooperative societies.
- (iv) Non-Government organisations meeting the following requirements:
 - (a) It is a registered body under and appropriate Act so, that it gets a corporate status and a legal personality and group liability is established for its activities.
 - (b) It has an appropriate administrative structure and a duly constituted managing/executive committee.
 - (c) The aims and objectives of the organization and programmes in fulfilment of those aims and objectives are precisely laid down; and
 - (d) The organisation is initiated and governed by its own members on democratic principles, without any external control.
 - (e) The organisation shall not run for profit to any individual, or individuals and shall take an undertaking to submit periodically and punctually reports and returns as prescribed from time to time by the Government of India, Ministry of E&F.
 - (f) The concerned organisation should have been registered for a period of two years.

5. Funding pattern

Upto 90 per cent of the cost of the project will be provided by the Government of India and remaining shall be borne by the Organisation/Institution concerned.

6. Extent of Support to the Project

Under the programme while no pre-defined cost heads shall be stipulated, at the project formulation stage each Implementing agency shall submit a detailed proposal clearly bringing out programme modalities and individual expenditure heads. The Ministry of E&F while approving the projects shall indicate the extent of support to the project as a whole as well as to each component of the project which shall not be variable except by prior approval of the Ministry. The staffing norms and honorarium for full time and part time staff will broadly be on the pattern of the other schemes of the Ministry.

7. Application and Sanction

An Organisation desirous to apply for grant-in-aid under this, program will send its application to an authority or body designated for the purpose by the Ministry of E&F.

8. Inspection

The Ministry from time to time will specify the nature type and periodicity of the inspection and audit and the agency which will be designated to carry out the inspection and audit. The entire expenditure on this account will be borne by the Ministry of E&F from within the budget allocation for this programme.

9. Release of Grants-in-aid

The grant will be released to selected organisations in two equal half yearly instalments. The first instalment (50 per cent) will be released as soon as possible for the year to which the application pertains. An audited statement of accounts and the performance report for the previous year shall, however, be required before the second instalment is released. An organisation shall before it receives assistance from the Government of India execute a Continuity Bond valid for 5 years in the prescribed profoma to the effect that in the event of its failure to comply by any and or all the conditions of the grant shall be liable to refund the whole or such part of the grant as the Government may decide with interest thereon.

Should the actual expenditure on the items for which assistance was sanctioned fall below the level at which the Grant was determined, the organisation shall be liable to refund unutilized portion of the grant to the Government of India. The organization must exercise reasonable economy in expenditure on approved items. The organization shall maintain separate accounts of the grants received under this scheme. They shall always be open to check by an officer deputed by the Government of India. They shall also be opened to test check by Controller and Auditor General of India at his discretion. The organization shall maintain a record of all assets acquired wholly or substantially out of government grant. Such assets shall not be disposed of, encumbered or utilized for purpose other than those for which the grants were given without prior sanction of the Government of India.

MINISTRY OF ENVIRONMENT & FORESTS

Name of the Scheme:

Details of Beneficiaries/Facilities available with the Organization

- (i) Name of the Organization :
- (ii) Name and address of the Project :
- (iii) Year/Previous Year :

Detail of Beneficiaries

Type of Animal	No. of Animals	Male	Female
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Details of Facilities available

- | | |
|--|--------|
| 1. Whether the Organization has in-house dispensary? | Yes/No |
| 2. Whether the Services of the Veterinary Surgeon available?
If yes, full time/part time/weekly etc. | Yes/No |
| 3. Whether First-aid facility to animals available? | Yes/No |
| 4. Whether the Organization have any Bio-gas plant? | Yes/No |
| 5. Whether facility for adequate water supply exists?
If yes, indicate the source thereof | Yes/No |
| 6. Whether necessary drainage system exists? | Yes/No |
| 7. Whether the Organization has got necessary resources to
maintain-the animal shelter,
If yes, give details | Yes/No |

MINISTRY OF ENVIRONMENT & FORESTS

Name of the Scheme:

Details of the Staff Employed

Part I (Previous Year)

- (i) Name of the Organization:
 (ii) Name and address of the Project:
 (iii) Year

S. No.	Name and Address	Educational Qualification	Date of Appointment	Period for which employed during the year	Salary per month	Total salary paid during the year	Remarks
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Part II(Current Year):

- (i) Only notify change from the previous year:
 (ii) In case there is no change in the part I in the previous year please clarify as follows:
 “No change in staff particulars from the previous years.”

ANNEXURE III

The list of documents required to be submitted for the **Scheme for Ambulance Services for Animals in Distress**

- i) Application in prescribed proforma
- ii) The detailed proposal and its justification alongwith gist of existing activities undertaken and assets acquired
- iii) Photocopy of Registration (Authenticated copy of the Registration Certificate in respect of the organization (certified by the Registrar));
- iv) Memorandum of Association
- v) Blue Print/Site Plan, duly approved by the local authority, with the details of the land on which the construction of the shelter house is proposed.
- vi) Registered lease/gift/sale deed (to be submitted along with the application failing which the proposal will not be processed). Lease deed should be for a period of minimum 30 years.
- vii) Attested copy of Revenue Record of land showing its title in the name of organization.
- viii) A certificate from the concerned **Registrar/Sub Registrar** along with documentary proof that the land on which shelter house is proposed to be constructed is in the name of the organization and **without any encumbrances**
- ix) The estimate showing the amount of financial assistance required for construction of shelter house in relevant break-ups, worked out and authenticated by an **approved valuer**;
- x) A certificate from the **State Government Approved Valuer** to the effect that the rates quoted for the construction of the proposed Shelter House are **not more than prevailing PWD/CPWD rates**.
- xi) List of Governing Body
- xii) Audited statement of accounts of last three years duly certified by the Chartered Accountant, in respect of the organization for the last financial year, in the under mentioned parts:-
Accountant as follows:-
 - (a) Audit Report
 - (b) Balance Sheet
 - (c) Receipt & Payment A/C
 - (d) Income & Expenditure A/C
- xiii) Details of Animal Welfare activities performed so far and Details of expenditure incurred for this purpose.
- xiv) Details of financial resources to run the proposed shelter house smoothly and area to be covered for rescue of animals.
- xv) Details as to whether the organization has ever received any grant-in-aid from this Division and if so, please indicate whether the Utilization Certificate of that grant has been submitted or not.
- xvi) Quotation in support of cost of medicines/medical equipments required.

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- xvii) Details of existing covered/constructed area, its capacity & proposed to be covered.
 - xviii) Copy of **Memorandum of Understanding/Agreement entered into with concerned local bodies (i.e. Municipal Corporation etc.)** to the effect that the organization will accept stray animals from them to the extent of sheltering capacity for which the grant is sought.
 - xix) All original documents in regional language should be furnished with **an attested translated version in English/Hindi.**

Note: The applicant organization should furnish all the above mentioned documents along with the proposal at the time of submission to enable this Division for early processing and decision on the proposal.