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Director General/Registrar

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உள்ளக அமைச்சு அலுவலகம்
பொதுமக்கள் பாதுகாப்பு அமைச்சு
Ministry of Public Security

எனது எண். }
VSSO/NGO/
MON/CIRCULA
/01
My No.

உமது எண். }
Your No.

திகதி }
.12.2022
Date

22

உள்ளக அமைச்சு அலுவலகம், தலைவர் அலுவலகம் - 15^{ஆம்} மாடி, சுருதுபாய், பத்தரமுல்ல.
அரசு சார்பற்ற நிறுவனங்களின் தேசிய செயலகம் - 15^{ஆம்} மாடி, சுருதுபாய், பத்தரமுல்ல.

National Secretariat for Non-governmental Organizations - 15thFloor, Suhurupaya, Battaramulla.

மின்னஞ்சல் முகவரி: E-mail: ngosecretariat.gov@gmail.com

To all District and Divisional Secretaries,
To all NGO Coordinators,

Monitoring and Supervision of Voluntary Social Service Organizations / NGOs

This refers to the Circular No.08 issued on 22nd December 2022.

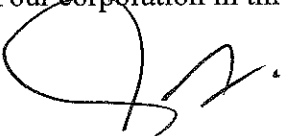
02. As stated in the paragraph no. 04 of the said Circular, all Voluntary Social Service Organizations registered at the national level should submit their Annual Action Plan to the National Secretariat of Non-governmental Organizations. The head office will direct the relevant district NGO coordinator to monitor the Annual Action Plans of those organizations.

03. As mentioned in the paragraph no. 05, NGOs should send their quarterly progress reports (prepared according to the approved format) to the relevant district NGO coordinator with a copy to the head office on or before the dates specified in the format.

04. The relevant circular in Sinhala, Tamil and English is attached with this letter.

05. In case of any inconsistency between the Sinhala and Tamil or English language texts of this circular, then the Sinhala language text shall prevail.

Your cooperation in this regard is highly appreciated.


Sanjeewa Wimalagunaratna
Director/General / Registrar

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பொதுமக்கள் பாதுகாப்பு அமைச்சு
Ministry of Public Security

VSSO/NGO/
MON/CIRCULA
/08

Your No.

12.2022
22

15th Floor, Suhurupaya, Battaramulla.

National Secretariat for Non-governmental Organizations - 15th Floor, Suhurupaya, Battaramulla.

E-mail: ngosecretariat.gov@gmail.com

Circular No :08

To all District and Divisional Secretaries,
To all District NGO Coordinators,

Monitoring and Supervision of Voluntary Social Service Organizations / NGOs

01. All District Secretaries / Divisional Secretaries are appointed as Deputy / Assistant registrars in terms of provision 2(2) of the Voluntary Social Service Organizations (Registration and Supervision) Act No. 31 of 1980
02. 2(4) of the said Act Deputy / Assistant Registrars empowered to register and monitor Voluntary Social Service Organizations / NGOs within their jurisdiction.
03. Voluntary Social Service Organizations / NGOs can be registered at three levels: the national level, district level and divisional level accordingly, organizations should be submitted their Annual Action plan and Progress Report to the relevant designated officer.(National Level to the DG Ngo secretariat, District Level to the District Secretary, Divisional Level to the Divisional Secretary)
04. All Voluntary Social Service Organizations, NGOs and INGOs registered in the National Level should submit their Action Plans and Progress Reports to the National Secretariat for Non-governmental Organizations. The head office will direct the respective district NGO coordinators to monitor/supervise the progress of district-level activities of the annual action plans.
05. All Voluntary Social Service Organizations, NGOs and INGOs registered in the National Level should submit their quarterly progress report (prepared as per the approved format) to the relevant district NGO coordinator with a copy to the head office on or before the dates specified in the prescribed format.

After checking the progress at the district level by the relevant district NGO Coordinator it should be forwarded to the National Secretariat for Non-governmental Organizations with the recommendation of the District Secretary.

Further, in presenting the progress at the district level, if there are partner organizations implementing the projects of that national level organization, those organizations should send progress reports to the head office through the district NGO coordinator. (All partner organizations must be registered bodies under the Voluntary Social Service Organizations Registration Act No. 31 of 1980)

06. All Voluntary Social Service Organizations registered in the District Secretariat level should submit their Action Plan and Progress Reports to the district NGO Coordinator on or before the deadlines specified in the forms.

07. All Voluntary Social Service Organizations registered in the Divisional Secretariat level should submit their Action Plan and Progress Reports to the relevant divisional secretariat before the deadlines specified in the forms.

In case of any inconsistency between the Sinhala and Tamil or English language texts of this circular, then the Sinhala language text shall prevail



Sanjeewa Wimalagunaratna
Director General /Registrar

Copy: All Registered Non-governmental Organizations