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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1101/14 - 1999 ඔක්තෝබර් 15 වැනි සිකුරාදා - 1999.10.15

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PART I : SECTION (I) — GENERAL

Government Notifications

L.D.—B 6/81.

THE VOLUNTARY SOCIAL SERVICE ORGANIZATIONS (REGISTRATION AND SUPERVISION) ACT, No. 31 OF 1980

REGULATIONS made by the Minister of Social Services under Section 15 of the Voluntary Social Service Organization (Registration and Supervision) Act, No. 31 of 1980 as amended by Act, No. 8 of 1998.

Minister of Social Services.

Colombo,
14th October, 1999.

Regulations

1. These regulations may be cited as the Voluntary Social Service Organizations Regulations, No. 01 of 1999
2. Every application for registration under Section 4 of the Act shall be substantially in the form set out in the First Schedule hereto and such application shall be accompanied by such documents as are specified in the Second Schedule hereto.
3. Every registered Voluntary Social Services Organization shall keep and maintain the following :—
 - (i) cash book with bank accounts ;
 - (ii) petty cash book ;
 - (iii) main ledger ;
 - (iv) main journal ;
 - (v) membership fee ledger ;
 - (vi) debtors and creditors ledger ;
 - (vii) counterfoil books ;
 - (viii) register for issue of receipts ;
 - (ix) assets register ;
 - (x) committee meeting report books ;
 - (xi) membership register ;
 - (xii) the details of the members, staff, officers and servants inclusive of their letter of appointment ;
 - (xiii) files containing the relevant Acts and Regulations.

BOARD OF INQUIRY

4. The Board of Inquiry (hereinafter referred to as the " Board ") appointed under Section 11 of the Act, may hear and determine any matter referred to it in respect of any allegation of fraud or misappropriation of funds of any Voluntary Social Services Organization, in accordance with these regulations.

5. An officer of the Ministry of Social Services authorised in writing for that purpose by the Minister shall function as the Secretary to the Board. Every summons, notice or documents issued by the Board shall be signed by such Secretary on the instructions of the Board.

6. No complaint against any Voluntary Social Service Organization (hereinafter referred to as the " Organization ") shall be entertained unless such complaint is preferred by means of a written statement addressed to the Chairman of the Board setting out the facts or matters alleged against such Organization.

7. (1) Where a complaint has been referred to the Board in pursuance of the provisions of the Act, the Secretary shall in consultation with the Chairman notify :—

(a) the Organization alleged to be involved in the fraud or misappropriation of the receipt of the complaint stating the facts alleged therein and request such Organization to submit any explanation which the Organization may have to offer in respect of facts alleged in the complaint ;

(b) the place and time of hearing such inquiry shall be notified to the complainant and to the respondent giving the parties fourteen (14) days notice in writing.

(2) The Secretary shall maintain a record of the proceedings of the Board.

8. Summons may be served by delivering to the registered address of the Organization if that is not practicable by leaving it at the last known place of abode of such Organization.

9. Any officer authorised by the Organization on which summons is served shall attend before the Board at the time and place mentioned therein and shall give evidence or produce such documents as are required of it and are in its possession or power according to the tenor of the summons.

10. A witness shall be permitted to give evidence in any language as he or she desires.

11. All matters for decision at any inquiry of the Board of Inquiry shall be decided by the vote of majority of the members present and voting.

12. In these regulation—

" Act " means the Voluntary Social Service Organizations (Registration and Supervision) Act, No. 31 of 1980.

FIRST SCHEDULE

(Section 4)

APPLICATION FOR REGISTRATION UNDER THE VOLUNTARY SOCIAL SERVICE ORGANIZATIONS (REGISTRATION AND SUPERVISION) ACT,
 No. 31 OF 1980

1. Name of the Organization : _____.

2. (a) Nature of the activities of the Voluntary Social Service Organization (detailed report should be annexed separately) : _____.

(b) Objects inclusive of the following details :—

1. Poverty Alleviation ;
2. Environment ;
3. Entrepreneur Development and Training ;
4. Training and Education ;
5. Health and Sanitation ;
6. Rehabilitation and Reconstruction ;
7. Reproductive Health ;
8. Human Rights ;
9. Disaster Management ;
10. Rural Development ;
11. Protection of Child Rights ;
12. Woman and Development ;
13. Gender Equity ;
14. Relief Work ;
15. Credit and Savings Mobilization ;
16. Any others.

3. Permanent Address : _____.
4. Key contact persons : _____.
5. Date of Establishment : _____.
6. Type of Organization : _____.
7. The Divisional Secretary's Division under which the NGO is carrying out its functions : _____.
8. Number of members : _____.
9. Names and addresses of the members of the executive committee : _____.
10. Sources of income including foreign aid if any : _____.
11. Assets of the Organization : _____.
12. Any other Information : _____.

I, (name of Secretary) on behalf of the (name of the Organization) hereby undertake to abide by the provisions of the Voluntary Social Service Organizations (Registration and Supervision) Act, No. 31 of 1980 and the regulations made thereunder and certify that this application is duly perfected and submitted in terms of the provisions of the said Act, the regulations made thereunder and all other instructions and directions issued by the Registrar of the Voluntary Social Service Organization from time to time. I also certify that all the information given in this application is true and correct to the best of my knowledge.

Secretary,
(Seal of the Organization)

Stamps to the value
should be affixed here.

SECOND SCHEDULE

(Section 4)

1. A true copy of the rules of the Organization
2. A copy of latest statement of accounts including the balance sheet certified by a recognized auditor.
3. Proposed programme of work plan for the ensuing year.

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