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|  **Functions** |
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|  The NGO Affairs Bureau has the following responsibilities :* Providing one stop service to NGOs in respect of registration & processing of project proposals.
* Approval of NGO projects, fund releases, permission for appointment of foreign expatriate consultants and fixation of their tenure.
* Examination and evaluation of reports/returns submitted by the NGOs.
* Coordination, monitoring, evaluation and inspection of NGO activities.
* Collection of fees/service charges levied by the government.
* Inspection of field level NGO activities and examining their accounts.
* Liaison with the donors and the NGOs.
* Formulation of reports on NGO activities and take appropriate measures.
* Enlistment of Chartered Accounting Firms for auditing of Accounts of the NGO.
* Approval of proposals for one-time grants.
* Other matters relating to NGO Affairs.
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