

**ODISHA STATE LEGAL SERVICES AUTHORITY
S.O.-20, CANTONMENT ROAD, CUTTACK**

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**ACCREDITATION OF NON-GOVERNMENTAL ORGANIZATIONS
BY LEGAL SERVICES INSTITUTIONS**

Applications are invited from reputed voluntary / Non-Governmental Organizations (NGOs) working at State level for their accreditation with Odisha State Legal Services Authority.

1. **OBJECTIVE:** The fundamental obligation of Legal Services Institutions (LSIs) under the Legal Services Authorities Act, 1987 (the Act) is to serve the weaker sections of society by providing inclusive justice including legal awareness and legal access in an amicable manner.

In this exercise, Legal-aid Services Institutions (LSIs) intend to pro-actively engage with NGOs to become responsible stake holders in furthering the aims and objectives of the legal services movement.

Engaging with civil society organizations working in areas such as gender, child rights, tribal welfare, health, education, differently abled, under-trials and convicts will enable Legal-aid Services Institutions (LSIs) to reach out to the marginalized.

2. **PURPOSE OF ACCREDITATION:** The accreditation process is a certification system but it also focuses on empowering the organization to achieve excellence. It gives ample opportunity to the organization to systemize, organize, develop and comply with minimum standards and desirable norms. The accreditation process helps the organization not only to comply with norms, but to develop, update and review existing policies and norms. Accreditation helps the organization in ensuring transparency within and outside the organization, mobilizing resources, donor support and brand building.

3. **PROCESS OF ACCREDITATION:** The accreditation process will comprise of four steps: self-assessment, assessor's assessment, recommendation and accreditation. The concerned LSIs will review the NGO's self-assessment report to ensure that information and documents have been duly provided in accordance with guidelines issued on the subject. Based on the assessment by the Committee, the concerned LSI may forward all the materials along with the report of the Assessment Committee to National Legal Services Authority (NALSA) through proper channel. After reviewing all materials so received from the concerned LSI, NALSA may accreditate the organization on the basis of fulfillment of minimum and desirable norms.

4. **PARAMETERS FOR ACCREDITATION OF NGOs :**

1. **Registration:** the NGO should be registered as a trust / society or should be a company registered under Section 25 of the Companies Act, 1956. Registration documents of the NGO should be submitted.
 2. **Aims & Objectives:** The vision/ purpose/ mandate/ mission, which drives the organization, must be defined and articulated. The aims and objectives must not in any way be in conflict with the objectives of LSIs.
 3. **Management:**
 - a. The NGO should be committed to and must practice good governance in order to enhance effectiveness.
 - b. It must disclose the details of Board Members namely their names, age, position and occupation.
 - c. The Board must ensure compliance with applicable laws and statutory regulations.
 - d. The Board must have regular meetings to review the progress of the projects undertaken by the NGO.
 - e. The Board must approve programmes, budgets, annual activities report and audited financial statements.
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4. Human Resources:

- a. The NGO must have sufficient number of personnel with suitable qualification, experience and skills to carry out the activities as envisaged in its Memorandum and Articles of Association.
- b. The personnel working with the NGO should be adequately trained to build a people friendly attitude.
- c. There must be a mechanism in place to check any violation of laws by any of its employees/volunteers/agents etc.

5. Activities:

- a. The NGO should have been functioning for a minimum period of two years for the Taluk and District level and for a minimum of three years for the State and National level from the date of its registration.
- b. The activities of the NGO must be in line with its vision/aims and objectives.
- c. The NGO should be able to demonstrate the performance through defined indicators against stated objectives.

6. Accountability and Transparency:

- a. Organization must be accountable and transparent to the community served, to the state, the public, donors, staff, volunteers and other stake holders.
- b. Duly audited accounts statement of the NGOs including balance sheet, income and expenditure statement, schedules, notes on accounts and the statutory auditor's reports etc. should be available for inspection by the LSIs.
- c. There should be no serious adverse reports on any material point.
- d. The organization's Annual Report should be distributed and communicated to the stakeholders and be made available on request every year, within eight months of the end of the organization's financial year.
- e. The Annual Report must contain a description of the main activities, a review of the progress and results achieved in the year; and information on the Board members' names, position in the Board, remuneration or reimbursement and should contain brief financial details.

5. **HOW TO APPLY** : Applications in the prescribed format must reach this office latest by **30th April, 2016**. OSLSA reserves the right to reject applications at the threshold without assigning any reason whatsoever. OSLSA also reserves the right to ask for all relevant and supporting documents/records from the applicant at any time during consideration of the application for accreditation.

Member Secretary
(Odisha State Legal Services Authority)

FORMAT

1. Name & address of NGO :
2. Regn. No. :
3. Aims & Objectives :
4. Details of Board Members
(Name, Age, Position & Occupation) :
5. No. of personnel engaged :
6. Period of operation :
7. Current field of operation :
8. Specific activities undertaken :
9. Whether collaboration with SLSA is sought (tick the relevant option below)
 - (a) in the form of association or participation in a particular project of NALSA/SLSAs or to participate in NALSA/SLSAs projects / Schemes; or
 - (b) in the form of grant of funds by SLSA in a project undertaken by the organization or by NALSA/SLSA.
10. Details of Award/Recognition/Commendation if any received from Central/State Govt. or any Govt. agency for work done :
11. Any other relevant information :

Date :

Place :

Name of the Chief Executive /
Head of the Organisation.

Signature of the Chief Executive