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පணிපාලන නායක/පතිවරයා
Director General/Registrar } 011-2864483

අධ්‍යක්ෂ
පணிපාලන
Director } 011-2888424

සහකාර අධ්‍යක්ෂ
உதவி பணிப்பாளர்
Asst. Director } 011-2884612

කාර්යාල
அலுவலகம்
Office } 011-2877376

ලැක්ෂ් :
தொலை நகல்
Fax } 011-2864483



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பொதுமக்கள் பாதுகாப்பு அமைச்சு
Ministry of Public Security

මගේ අංකය
எனது இல.
My No. } VSSO/NGO
REG/Circular
01

ඔබේ අංකය
உமது இல.
Your No. }

දිනය
திகதி
Date } 2022.11.
29

රාජ්‍ය නොවන සංවිධාන පිළිබඳ එහික ලේකම් කාර්යාලය-15 වන මහල,සුහරුපාය,බත්තරමුල්ල.
அரசு சார்பற்ற நிறுவனங்களின் தேசிய செயலகம் - 15^{ஆம்} மாடி, சுருறுபாய,பத்தரமுல்ல.

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

විද්‍යුත් තැපෑලින් ඇතුළත් E-mail: ngosecretariat.gov@gmail.com

To :- All District Secretaries,
All Divisional Secretaries,

Registration of Non-governmental Organization/ Voluntary Social Services Organizations at District and Divisional Levels.

This refers to the circular No.04 issued by me on 16th November 2022 regarding the above matter.

- 2.As mentioned in Circular No.04 (d) issued on 16.11.2022, it is not necessary to send the completed application form and the certified copies of the related documents to this Secretariat for calling clearance report. (Circular No.06 is sending herewith for your reference)
3. The relevant circular in Sinhala, Tamil and English versions is attached with this letter.
4. For any clarification regarding this circular please contact the following officers.
011- 2877376 - Ms. K.Nayana Chandani / Ms.Piumi Perera (Registration Division)
5. In the event of any inconsistency between the Sinhala, English and Tamil texts of this Circular No.06, the Sinhala text shall prevail.

Your cooperation in this regard is highly appreciated.

Sanjeewa Wimalagunarathna
Director General /Registrar

Copy - District NGO Coordinators

රෙජිஸ்ட්ரார்/අධ්‍යක්ෂ ජනරාල්:
පணிපාඤ්ඤ නායක/පතිවාණ් 011-2864483
Director General/Registrar

අධ්‍යක්ෂ
පணிපාඤ්ඤ 011-2888424
Director

සහකාර අධ්‍යක්ෂ
உதவி பணிப்பாளர் 011-2884612
Asst. Director

කාර්යාලය
அலுவலகம் 011-2877376
Office

ෆැක්ස් :
தொலை நகல் 011-2884612
Fax



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பொதுமக்கள் பாதுகாப்பு அமைச்சு
Ministry of Public Security

මගේ අංකය } VSSO/NGO
எனது இல. } REG/Circular/
My No. } 01

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය } 2022.11.
திகதி }
Date } 29

රාජ්‍ය නොවන සංවිධාන පිළිබඳ ජාතික ලේකම් කාර්යාලය-15 වන මහල,සුහරුපාය,බත්තරමුල්ල.

அரச சார்பற்ற நிறுவனங்களின் தேசிய செயலகம் - 15^{ஆம்} மாடி, சுருறுபாய,பத்தரமுல்ல.

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

විද්‍යුත් තැපෑලින් අලුත් E-mail: ngosecretariat.gov@gmail.com

Circular No: 06

To -All District and Divisional Secretaries,
All District Coordinators of Non-Governmental Organizations,

Registration of Voluntary Social Service Organizations/ Non-governmental Organizations.

This is with reference to the discussion with the Chief of National Intelligence on the above matter held on 02.11.2022.

- 1) You are kindly informed to implement the following instructions due to the delay in calling registration applications and related documents of District and Divisional level organizations to the head office for security clearances and most of the registering organizations are funeral aids and welfare societies.
- 2) Accordingly, the following revisions shall be made to the Circular No. 04 dated 16.11.2020 issued by my predecessor and it is hereby informed that the following procedures should be followed by the District and Divisional Secretariats with immediate effect for the registration of Voluntary Social Service Organizations/Non-governmental Organizations.

➤ **Procedure to be adopted by District and Divisional Secretariats in registering VSSOs/NGOs**

- a) It is no longer necessary to send the duly completed application and the certified copies of the relevant documents to the National Secretariat for Non-governmental Organizations as stipulated in Circular No. 04 (d) issued on 16.11.2020.
- b) The police reports of following office bearers of the organization to be registered should be obtained instead of the clearance report. The respective organization should be instructed to obtain the police report from the nearby Police Station, where the said officers reside and submit along with the application and other documents.(Documents to be obtained for the registration of organizations are indicated in **Annex 01**)

- i. President
- ii. Secretary
- iii. Treasurer
- iv. Vice President
- v. Deputy Secretary

- c) If the police reports indicate that the relevant officers involved in terrorist acts, financial fraud, corruption, bribery, theft, murder, and other criminal acts, the organizations should not be registered with such officers and a general meeting should be held and appoint other suitable officers instead of them. Then, obtain the police reports of the said officers and the relevant organization should be registered only if there are no issues in those reports.

- d) When the District/Divisional Secretariat received the duly completed application with original copies of other relevant documents and original copy of the police report, it should be filed in a permanent file by the District Coordinator / the officer registering the relevant organizations at the Divisional Secretariat. Suitable numbers and codes can be used for that file and name it as follows.

Example: X/Y/Z - Name of the organization - Registration Number (This number can be inserted at the end of the name of the file after issuance of Certificate.)

- e) Further, an on-site inspection of the relevant organization should be carried out by the District Coordinator of Non-governmental Organizations/ officers registering the relevant organization at the Divisional Secretariat and a full report on the organization should be obtained and entered in the file. The format of the said report is given in Schedule (03) of Circular No: 04.
- f) After making appropriate inquiries if necessary and if it is eligible for registration by examining all other reports, then the organization should be duly registered and the registration certificate should be issued.
- g) Accordingly, the Sections (a) (b) (c) (d) (e) (f) (g) (h) (i) and first and second schedules and the date of obtaining the clearance mentioned in Circular No. 04 are repealed. Other Sections and schedules shall remain unchanged.
- h) Foreign funded organizations should not be registered in District /Divisional Secretariat.
- i) When appointing a new member as an office bearer of a Voluntary Social Service Organization/Non-governmental Organization registered under the District and Divisional Secretariats, a new police report should be obtained in relation to that person and the said police report should be submitted to the District /Divisional Secretariat and approval for the same should be obtained to make the new appointment.

➤ **Documents to be provided annually by VSSOs/NGOs registered by District and Divisional Secretariats**

- a) The following documents should be obtained annually from every registered Voluntary Social Service Organization/ Non- governmental Organization.
- i. Annual Audit Report
 - ii. Minutes of the General Meetings
 - iii. Updated details of the office bearers (Name, address, identity card number, telephone numbers)
 - iv. Updated details of the organization (Name of the organization, address of the organization, telephone numbers)
 - v. Action Plan proposed to be implemented in the coming year
 - vi. Progress report of the last year
- b) Since various government institutions such as the Ministry of Defense requires this information, the above information should be obtained annually from every registered Voluntary Social Service Organization/Non-governmental Organization and entered in the original file of the organization.



Sanjeewa Wimalagunaratne
Director General/ Secretary

Following documents should be submitted along with the Application form for Registration

01. Request letter for registration
02. Completed Application form
03. Constitution of the NGO /CBO
04. Project / Activity Details which are going to implement
(Should submitted with budget summery)
05. Office bearers (Name, Position, Address, NIC)
06. Members List [Name /Address/NIC No.]
07. Minutes of the first meeting with copy of the attendance sheet
08. Meeting Minutes where constitution has been approved and attendance list
09. Meeting minutes and attendance list of the last two meeting sessions
10. Copies of the Registration Certificate, if any
11. Certified Financial Reports, if any
12. The police reports of following office bearers of the organization
 - a) President
 - b) Secretary
 - c) Treasurer
 - d) Vice President
 - e) Deputy Secretary