

Proforma for NGO Details

Please tick off or NA which is not applicable

Name of Organization			
Name of Head of the Organisation			
PAN Number of Head of the Organization		Gender (Male / Female)	
Designation		Mobile No.1	
		Mobile No.2	
Organization Email ID			
Organization Website (if any)			
Registration Type		Organization Jurisdiction	
Type of Service (e.g: Education , Helth & Family welfare, Skill developments, Environment , Plantation, Natural Climates, Agriculture, Horticulture, Social Services, etc)			
<u>NGO Address Detail :</u>			
Address 1			
Address 2			
Landmark			
District with City		Pin Code	
Land Line Number with STD (if any)		Mobile Number	
<u>Registration Details</u>			
Registration Number Under Societies Registration /Company Act/Public Charitable Trust			
NGO Identity Proof			
Registration Number			
Validity (From DD/MM/YYYY To DD/MM/YYYY)			

If Organization is registered under foreign Contribution Regulation Act (FCRA)

Registration Number

Validity (From DD/MM/YYYY To
DD/MM/YYYY)

Registration No. Under PWD Act. 1995

Registration Number

Validity (From DD/MM/YYYY To
DD/MM/YYYY)

Activities and Financial Details Of Last 2 Years or Still in progress

Current Activities in brief (300 Characteres)
Areas/Blocks/Tehsils in the district is in
progress :

Future / Planned Activities in brief which is
planned for future (500 Characteres) :

Total Annual Budget of the Organisation (INR)

Certified by Chartered Accountant (Yes/NO)

Establishment Details

Own Building (building owned by the NGO or Not)	
Rented/Leased	
Valid (From-To)	

Governing Body/Managing Body Members List (Seperate Sheet May be attached if needed)

Name	Pan Number	Qualification	Address	Occupation

Staff List (Seperate Sheet May be attached if needed)

Name	Type of Job	Pan Number	Qualifi.	Designation

If Hostel is maintained then Number of Hostellers (Seperate Sheet May be attached if needed)

Name	Address	Age	Male/ Female	Disability % age If Yes	Remarks

Type of Resources & Manpowers etc.

Number of Manpowers	
Trained Manpower (Specific Area)	
Computers & peripheral devices	
Moter Vehical etc.	
Boat & Sailor etc.	
Fire Extinguisher etc.	
Shelter etc.	
Fresh Drinking Water etc.	
Cooks/Food/Utensils etc	
First Aid medical	
Other Resources 1	
Other Resources 2	

Others (if any)

Photo Gallery (Photo graphs of special event should be attached with this , if any)

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Suggestion / Feedback

Name	
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Contact Number	
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Suggestion / Feedback	
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Sign of NGO head with Seal