

DRAFT ASSESSMENT FEEDBACK FORM

(To be filled by the Facilitator)

NGO has applied for: Minimum Norms Desirable Norms

- 1. Name of the NGO: _____
- 2. Registered Address: _____

- 3. Present Address _____

- 4. Name of the Facilitators: 1) _____
2) _____
- 5. Date of the visit: _____
- 6. Persons interviewed:

No	Name	Designation

- 7. Did the NGO present all the documents to substantiate the information filled in the assessment form?
Yes No
- 8. Please tick the documents of the organisation, which you referred to during the assessment visit and cross the ones, which were not available or were missing (The master checklist of documents is attached overleaf)

11. Master Checklist of Documents

Master Checklist of Legal Documents (which ever applicable to the individual VO). These documents of the VO are to be crosschecked and verified by the facilitators when in field. The facilitators are supposed to tick (✓) the documents that were studied and cross (×) those not studied. Please write 'NA' (Not applicable in case the document in not applicable to the VO and 'M' (missing) in case the documents are applicable to the VO and not available with the VO. Please fill the information in the table and take the signature of the Organization head

Sr No	Updated Documents (updated changed reports wherever applicable)	Pl. write (✓)/ (×)/ NA
1	Society Registration Certificate	
2	Trust Registration Certificate	
3	Certificate of Incorporation from The Regional Director (E/S/N/W) Region), in case of company registration	
4	Article or Memorandum of Association (In case of Company and Society)	
5	Rules and Regulations of VOs and Bye-Laws	
6	Trust Deed (in case of registration as a trust)	
7	12A	
8	Income Tax Permanent Account Number (PAN No.) Card/Letter	
9	Income Tax Deducted at Source Account Number (TDS/TAN No.)	
10	80G	
11	35AC (for a period of 3 years starting from 2006-07)	
12	FCRA Certificate, if applicable. Yearly return in appropriate format.	
13	Income-tax returns filed with the Income-Tax department (for last 3 years) with the seal of Acknowledgement of the Income Tax Department	
14	Statutory Auditor's Report, Notes on Accounts if any	
15	Balance Sheet and Schedules Income and Expenditure Statement	
16	Annual Report for last three years	
17	Copy of the VO Brochure/pamphlet/hand written information of the VO	
18	Details of total cost of International Travel by Board Members & personnel.	
19	Minutes of two Board Meetings held in one financial year (2005 – 06)	
20	Board Rotation Policy (even if it is a policy of not rotating the Board signed by the Board/ Extract of Board Rotation Policy from the Constitution)	
21	Personnel Policy (As per the Board of the VO)	
22	Copies of Project evaluation reports, if any	
23	Recommendation letters/Achievement letters if any	
24	Documents supporting list of networks/alliances of VO to other VO	
25	In case of loan, letter of permission from charities commissioner	
26	In case of investment letter of approval from board	
27	A copy of policy/documents on purchase, and disposal/ sale of assets and investment	

Did the NGO present all the above documents to substantiate the information filled in the assessment form? Yes No . If no explain

Signature of organization head: _____

Facilitator 1: _____

Facilitator 2: _____

19. Mention few major suggestions imparted to the VO, by the facilitators.

20. Learning's of the Facilitators, if any

21. Expectations of the NGO from YASHADA
