

Yashwantrao Chavan Academy of Development Administration



VO Name:

Applied for:

Does the VO has 80 G				
Does the VO has Tan No				
If yes, does the VO file annual returns				L, E
The VO has 35 AC				
If yes, does the VO file annual returns and audited statement for the given project with the Finance Ministry				L, E
FCRA				
If yes, does the VO files annual returns with the Ministry of Home Affairs				L, E
VO have written systems & procedures e.g. Asset, Dead stock, Purchase register				L, E
The VO submits the following to the Charity Commissioner (CC)				L, E
i. Next years annual budget in 16A format by the 31st of January				
ii. Audited statement of accounts				
iii. The copy of Annual Report along with AGM				
iv. The VO registers the immovable property with the CC				
In case of loan has the VO sought permission of the Charity Commissioner				L, E
Accountability	Yes	No	NA	
CA audits the VOs accounts. The VO maintains detailed audited statements & Auditor's notes (Balance sheet, Income & expenditure statement, schedules, R &R)				L, E
In case there are any audit notes, the VO has records to show compliance				L, E
The VO has written procedural guidelines for sale, purchase & investments				E
Transparency	Yes	No	NA	
The VO publishes Annual Report Every Year				E
The Annual Report is disseminated to all stakeholders				GP
The Annual Report contains the information on				GP
Objective and activities				
Review of progress in the year				
Achievements				
Board Members				

Observation about Desirable Norms

Governance	Yes	No	NA	
The board members are not related to one another by blood/marriage				GP
If related the it is not more than 1/3 rd .				GP
The Governing Board (GB) comprise of at least 1/3rd Female members.				GP
The VO has a board rotation policy where board members are changed over a period of time, or part of them are replaced by new members				GP
Accountability and Transparency	Yes	No	NA	
Annual Report includes: - 1) Balance sheet, income & expenditure statement 2) Details of personnel traveled International by airway and the cost incurred details.				GP
Operations	Yes	No	NA	
The staff comprise of minimum 1/3 rd Female members				GP
The organization has specific gender policy				E
Documentary Evidence that the following processes are followed 1. Vision/Mission is documented and implemented in actual. 2. Indicators are set to confirm achievements towards objectives. 3. System of Planning Monitoring Review is in place. 4. System of Process Documentation is in place. 5. System of conducting needs assessment study before taking up activities 6. System of phasing out strategy is in place.				E, GP
Other Legal Requirements	Yes	No	NA	
Appointment of a Public Information Officer and compliance with RTI Act.				L, E
Designation of a Female Officer as per the "Sexual Harassment of Women at the Work Place Act, 2004".				L, E

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Applicable Documents the Registration certificate, Constitution, MoA, and Trust Deed are available for review.
Yes No

It is affirmed that the VO functions from the contact details stated in the form

The basic information of the VO (name/address) is displayed at the
Office Brochure Letterhead

The local community/vicinity is aware of the existence of the VO.

Vision/ Aims and Objectives

The VO has a vision and mission (V/M) statement

In written form and adequate

In written form and inadequate

In abstract form

The V/M is been practiced

The employees of the VO are aware of the V/M

The V/M is reflected in the programmes and activities

The organization has defined set of Aims and objectives

The organization has set up indicators to check achievements towards the objectives.

Governance

The organization has a Governing Body

The involvement of the Governing Board in the activities of the VO is

Active

Less active

Board Members are selected as per the procedure laid down in the constitution.

Membership fees are collected as per the constitution. Records available in the audit report

Number of Board Meetings held is as per the constitution of the VO

The Board meetings are documented and circulated and proceeding book and attendance register is available for review

Change Reports if any, are submitted to the Charity Commissioner, and available for review

The information on the Board Members is shared with the public

Through

Website

Notice Board

Brochure

Annual Report

In case the Board Members receive remuneration the disclosures are made separately in the income and expenditure statement.

The board approves the following

Directory & Accreditation of VOs in Maharashtra, RDC, YASHADA. Pune

VO Name:

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Budget

Annual Report

Audit Report

Programmes and projects

Operations

The VO follows a system of PMR

The VO follows a system of consultative decision-making process

The organization conducts need assessment study for its activities?

Considering the nature of activities of the VO would phasing out strategy be relevant?

If yes, does the VO have Phasing out strategy?

The VO issues appointment/contract letters to its staff

The staff has clarity about role and responsibility

The VO has a defined and documented a Personnel Policy for its staff

The staff is aware about the personnel policy

The organization has the following statutory documents, which ever applicable

Pan No	
Tan No	
12 A	
35 AC	
80 G	
FCRA	

The VO have written systems and procedures

- a Asset Register
- b Dead stock register
- c Vehicle book
- d Logbook etc

The VO submits the following to the Charity Commissioner

- v. Next years annual budget in 16A format by the 31st of January
- vi. Audited statement of accounts
- vii. In case the VO has taken loan letter of permission of the Charity Commissioner
- viii. The copy of Annual Report along with AGM

The VO regularly files the FCRA returns.

Fulfillment of Legal Obligations

- 1) Appointment of a Public Information Officer in the organization and compliance with RTI Act.
- 2) Designation of a Special Female Officer as per the requirement of "Sexual Harassment of Women at the Work Place Act, 2004".

Accountability and Transparency

A Chartered Accountant audits the accounts of the organization.

The organization maintains audited statement, along with

Auditor's notes,

Balance sheet,

Income and expenditure statement,

All schedules,

Receipts and payment statement

In case there are any audit notes, the VO has records to show compliance

Directory & Accreditation of VOs in Maharashtra, RDC, YASHADA. Pune

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The VO has a written procedural policy guidelines/matrix for sale, purchase and investments other than the reference in the constitution

Transparency

The VO publishes Annual Report Every Year

The Annual Report is disseminated to all stakeholders

The Annual Report contains the information on the following

Objective and activities

Review of progress during the year

Achievements

Board Members

Observation about Desirable Norms

The board members are not related to one another by blood/marriage

If yes not more than 1/3rd are related

The Governing Board comprise of at least 1/3rd women members.

The staff comprise of roughly 1/3rd Female members.

The VO has a board rotation policy where board members are changed over a period of time, or part are replaced by new members

The organization has specific gender policy

The Annual Report includes

- a) The balance sheet and income and expenditure statement
- b) The distribution of staff, according to salary levels and gender break-up
- c) Details of personnel traveled National/International by airway and the cost incurred with clear mention of the sponsor.

Documentary Evidence that the following processes are followed and are in place

- i. Vision/Mission is documented and implemented in actual.
- ii. Indicators are set to confirm achievements towards objectives.
- iii. System of Planning Monitoring Review is in place.
- iv. System of Process Documentation is in place.
- v. System of conducting needs assessment study before taking up activities.
- vi. System of phasing out strategy is in place.