

**APPLICATION FORMAT FOR THE NGO/SOCIETY APPLYING FOR
DDA INSTITUTIONAL LAND FOR THE PURPOSES PERTAINING TO THE DEPTT. OF WCD/SW**

(TO BE SUBMITTED IN DUPLICATE)

S.NO.	PARTICULARS	RESPONSES TO BE SUBMITTED BY THE NGO	(FOR OFFICE USE ONLY) VERIFICATION BY THE INSPECTION TEAM (The inspecting team leader must put down their signatures against each column to indicate that the relevant details provided by the NGO/ Society have been verified by them or suitable remarks be made)
1	Name of the applicant NGO /Society		Verified
2	Address of the Registered Office of the NGO		Verified

3	Name, Designation & Mobile No. of main contact person	Name, Designation Mobile No	Verified
4	Act/Law under which the NGO Is registered e.g. Societies Registration Act 1860, Indian Companies Act, Indian Trust Act, etc. (Attach a certified copy)		Verified with original
5.	Registration No. & Date		Verified with original

6 (a)	Complete address of the locations where activities of the NGO are based.		Verified
	(b) Whether the above premises are owned by the NGO or taken on rent/ lease (give relevant details on area, space, amount, whether donated, etc.)(attach a signed copy, if applicable)		Verified

7. (a)	Primary/ Major Aims & Objectives of the NGO (as detailed in Constitution/ Memorandum of Association (attach a signed copy)(besides attaching the said copy the applicant NGO/ society must provide the details against this column.)		Verified with original
(b)	Purpose for which land has been applied.		

8. Major activities of the organization in the Last 5 years: (in addition to attaching signed copies of the Annual Reports for last three years the applicant NGO must provide the details in the following columns)

Name of activity	Year	Coverage			Expenditure	
		Men	Women	Children		
						Inspection team to attach an observation report separately; (proforma is enclosed as Annexure A at the end of the application.)

9. Summary of financial status/statement of the organization in the last 3 years (Rs.in lakhs) (in addition to attaching signed copies of the audited statement of accounts for last three years the applicant NGO must provide the details in the following columns)

Year	Income & Exp. Acctt.	Receipt & Payment Acctt.	Surplus	Deficit	
					Inspection team to attach an observation report separately; (proforma is enclosed as Annexure A at the end of the application.).

10 Details of grant received from Central Govt./State Govt. and other Govt. agencies in the last 3 years : (Rs. in lakhs) (please attach sanction order copies)

Sanction Order No.	Date	Amount	Scheme	Address of funding agency	Purpose	
						Verified with original (each entry)

11. Details of Foreign Contribution received during last 3 years:

Country	Organization	Purpose	Date	Amount	FCRA Registration No.	
						Verified with original (each entry)

12	Whether the accounts of the NGO have been audited, if yes, indicate the date of last audit, name of auditing agency.		Verified with original
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13. Details of office bearers of the organization:

S. NO.	Name & Address	Male/ Female	Age	Post	Qualification	Profession	Annual income	Mobile No.	(for office use only)
									Verified/ Checked

15	Whether the NGO/ Society has applied for land in the past in its own name or any other name and whether allotted or rejected (please give details & attach signed supporting documents)		Verified with original
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Certificate: I solemnly declare that the above information are true in every respect and the undersigned will be liable for penal action in case of any discrepancy found.

Date:

Signature of Secretary/President
of the organization

