

## 1. Getting Started:

### 1.1 Checklist

#### Please note:

Only completed application forms shall be processed for scrutiny by the Empanelment Committee.

Before dispatching applications, applicants are requested to carefully ensure that **all documents are attached as per requirements and attested by the Head of the Organisation**

Sl. No.	Documents	Corresponding Page No.	Annexure No.	If not provided, reason in brief
<b>1</b>	<b>MANDATORY DOCUMENTS</b>			
<b>A</b>	<b>TISS AESDII Application Form</b>			
1.	Copy of the completed Application Form (in case of renewal or re-application, please attach earlier proof of communication from TISS)	No	-	Not applied in past
<b>B</b>	<b>Legal Status</b>			
2.	Certificate of Registration	Yes	1	
3.	3. Copy of Memorandum of Association / Trust Deed	Yes	2	
<b>C</b>	<b>Financial disclosures</b>			
4.	Photocopy of 12,AA Certificate under Income Tax Act of 1961	Yes	3	--
5.	Photocopy of PAN Card	Yes	4	
6.	Assessment Orders/ Intimations from IT Department, if any, for the last three years	No		No any ordered issued
7.	Acknowledgement of Income Tax Return along with IT Return filed (last three years)	Yes	5	
8.	Audited Financial Report along with Financial Statement along with Schedules for last three Financial years from date of application	Yes	6	
9.	a. Audit Report as per the Income Tax Act 1961 and Statutory Law (with evidence of management response, if applicable)	Yes	6	
	b. Balance Sheet	Yes	6	
	c. Income – Expenditure Statement	Yes	6	
	d. Receipt and Payment	Yes	6	
	e. Schedules – (fixed assets, liabilities, bank a/c, etc.	Yes	6	
10.	Copy of Budget or Returns or Report filed with Statutory Body (eg. Charity Commissioner / Registrar Of Companies / Registrar Of Societies etc)	Yes	7	
11.	a. Copy of FCRA Certificate under 2010 Act (If applicable. If not applicable, to be mentioned N.A)	Yes	8	
	b. Cancelled cheque of FCRA and Non - FCRA bank accounts	Yes	8A	

	c. Copy of acknowledgement of latest filed FCRA return	Yes	8B	
12.	Proof of Address - Property Tax Receipts or Sales Deed or Rent Agreement or Bank Statement (any one)	Copy of Telephone Bill. To be scanned	9	
13.	Grant Letter or Sanction Letter from funding agency for the last three years (for projects mentioned in the application)	Yes	10	
14.	Utilization Certificate or Completion Certificate of a Project(s), undertaken in the last three years	YES(One year)	11	
<b>D</b>	<b>Programme and Organizational Capacity</b>			
15.	a. Annual Report – Year 1 Most recent year	Yes	12	
	b. Annual Report – Year 2 Year before most recent	Yes	12	
	c. Annual Report – Year 3 Year before the above	Yes	12	
16.	Knowledge Created by the Organisation –hard copy publications, research content, booklets, pamphlet, awareness and advocacy materials etc to be mandatorily attached (please attach maximum 3)	Yes	13	
17.	Demand draft numbered dated 30 <sup>th</sup> December 2017 amounting to Rs. 2,000/- only in favour of Tata Institute of Social Sciences, Mumbai	Yes	14	
<b>II</b>	<b>OPTIONAL / SUGGESTED DOCUMENTS</b>			
18.	Photocopy of 80G Certificate for tax exemption under Income Tax Act, 1961	No		Applied but not issued
19.	Monitoring and Evaluation tools for internal monitoring of projects ( if available)	No		-
20.	Any Third Party External Evaluation Report of Organisation's Work with full details of Evaluating Agency	Yes	15	
21.	Photocopy of latest Board Meeting Minutes	Yes	16	
22.	Photocopy of latest Board Meeting Minutes Letter(s) of recommendation/ accreditation/ affiliation from individuals/institutions	Yes	16	
23.	Evidence of Awards / Recognition of the Organization	No		Not Applied
24.	Any Audio-Visual Document(s) that Provides Evidence of the Organisation's Work	Yes	17	

**1.2 Is this the first time that your organisation has applied for empanelment with TISS? (Yes/No)**

Yes

**1.3 If no, please fill in the box below, as and where applicable:**

Not Applicable

**1.4 Is your organisation affiliated and/or accredited with any other institution(s)? If yes, please write the name of the institutions and attach the letter(s)/certificate(s) as proof.**

No

**1.5 Is your organization registered with the NitiAyog NGO Portal Darpan? If, yes please provide your organization's unique ID number.**

MP/2016/0109870

**1.6 Why does your organization seek empanelment with TISS? (Preferably in maximum 4 bulletsPoints)**

- Presently we have been working with support from UNICEF since 2007 in thematic areas of advocacy of Child Rights and the present phase of the partnership with funder agency is going to be complete on December 2017.
- Our organization is seeking empanelment with TISS for the support to strengthen and sustain our present efforts for the rights of children in 25 focused districts of Madhya Pradesh as well as to expand in remaining 26 districts.
- Main focus of present activities is on advocacy for child rights. We are also seeking your support to work in the identified areas where regular and direct interventions are required like community mobilization, awareness creation and capacity building are required such as mainstreaming of drop out children and strengthening School Management Committee, village panchayat and local functionaries etc.

## **2. Organisational Profile:**

### **2.1 Contact Information:**

Full name of Organisation	Child Rights Observatory Madhya Pradesh
Registration Details (Act under which registered and registration number)	Registration Number-01/01/01/18379/07 Registered under "Madhya Pradesh Society Registrickaran Act. 1973 (44)"
Date of Registration	31-10-2007

State / District / Town / City in which headquartered	Bhopal, Madhya Pradesh
Registered Office Address and Phone No.	Child Rights Observatory Madhya Pradesh, Seven Hills School Premises, Sai Board, E-6, Arera Colony, Bhopal (MP) 462016 Ph. No. -0755-2560466, 2551364
State with Pin code of Registered Office	Madhya Pradesh – 462016
Head Office Address and Phone No	Child Rights Observatory Madhya Pradesh, Seven Hills School Premises, Sai Board, E-6, Arera Colony, Bhopal (MP) 462016 Ph. No. -0755-2560466
State with Pin code of Head Office	Madhya Pradesh – 462016
Website	<a href="http://www.cro-mp.org">http://www.cro-mp.org</a>
Name of Nodal Officer (for purpose of communication with TISS)	Mrs. NirmalaBuch
Designation	President
E-mail	<a href="mailto:cromp.in@gmail.com">cromp.in@gmail.com</a> <a href="mailto:nbuch35@yahoo.com">nbuch35@yahoo.com</a> <a href="mailto:nirmala.buch@gmail.com">nirmala.buch@gmail.com</a>
Phone Number	0755- 2764121, 2560466

**2.2 Details of Branch Office(s) (If applicable, please add information of each branch in a different row):**

**No Branch Office (Having network in 25 districts of Madhya Pradesh)**

**2.3. Please provide relevant details in the table below with regard to the organisation's core projects for the past 3 years:**

Project Name	Project Timeline: (Please enter Start Date and End Date in format (DD/MM/YYYY )	Project Thematic Area	Focus Area of Intervention within the Larger Thematic Area	Funder	District(s) / State(s) where Implemented
Advocacy for creating concern using voices from field on child rights with focus on school education,	1 April 2016 to 31 <sup>st</sup> December 2017	Right to Education, Gender Discrimination and Newborn Care.	1. With District Child Rights Forums (DCRFs) help build public discourse on child rights, its violation, , school	UNICEF India	25 Districts of MP (Betul, Jhabua, Rewa, Chhindwara, Bhind, Balaghat, Sehore, Sidhi, Singroli, Vidisha, Sheopur,

gender discrimination, and new born care.			education, gender discrimination and newborn care  2 – Voices of children and young people are collated from school forums on themes of child rights 3- Public dialogue engaging elected representatives / Civil Society Organizations on child rights with focus on key priorities.		Gwalior, Satna, Khandwa, Mandla, Hoshangabad, Raisen, Rajgarh, Morena, Anuppur, Damoh, Umariya, Indore, Harda, Panna, )
Enhancing voices of children on theme of Implementation of Right to Education focusing Corporal Punishment, Routine Immunization and Child Marriage.	15 July 2015 to 31 December 2015	Implementation of Right to Education focusing Corporal Punishment, Routine Immunization and Child Marriage.	1. Enhancing public visibility on the thematic areas –child marriage, implementation of RTE and routine immunization. 2. Creating a platform for dialogues to strengthen voices of children to speak on the issues of child marriage, implementation of right to education and routine immunization.	UNICEF India	25 Districts of MP (Satna, Tikamgarh, Hoshangabad, Sidhi, Khandwa, Umaria, Sheopur, Vidisha, Bhind, Gwalior, Morena, Rewa, Rajgarh, Hoshangabad, Harda, Damoh, Indore, Katni, Guna, Betul, Raisen, Jhabua, Balaghat, Chhindwara and Sehore)
Strengthening and enhancing	27 May 2014 to 26 May 2015	Child marriage,	1. Enhancing public	UNICEF India	30 Districts of MP

spaces for children on theme of child marriage, violence against children, corporal punishment and implementation of right to education.		violence against children, corporal punishment and implementation of right to education.	visibility on the thematic areas.  2. Creating platform for children to speak on the issues of children i.e. Child marriage, violence against children, corporal punishment and implementation of right to education.		(Tikamgarh, Shahdol, Satna, Sidhi, Barwani, Khandwa, Umaria, Sheopur, Vidisha, Bhind, Gwalior, Morena, Rewa, Jabalpur, Rajgarh, Hoshangabad, Harda, Damoh, Indore, Katni, Guna, Betul, Raisen, Jhabua, Balaghat, Chhatarpur, Sagar, Chhindwara, Balaghat and Sehore)
Increased Public Discourse, visibility and space for voices of children on theme of 'Child marriage, Violence against Children and Implementation of Right to Education'	25 April 2013 to 24 March 2014	Child marriage, Violence against Children and Implementation of Right to Education'	1. Increasing public discourse and high visibility on the three thematic areas – child marriage, violence against children and implementation of RTE, which calls for stronger action at district level and by the state. 2. Increasing spaces for the voices of children to speak on the issues of child marriage, violence and on school environment.	UNICEF India	25 Districts of MP (Shivpuri, Tikamgarh, Shahdol, Sidhi, Barwani, Bhind, Gwalior, Morena, Harda, Betul, Rewa, Jabalpur, Rajgarh, Itarsi, Harda, Damoh, Indore, Katni, Gwalior, Betul, Raisen, Jhabua, Damoh, Balaghat and Sehore.)

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**2.4 Please select the appropriate category listed below that is most applicable to your organisation.**

**You may select more than one option and highlight in bold the type of organisation selected:**

<b>Type of Organisation</b>
Grassroots Implementing Organisation (GIO)
Community Awareness Generation, Mobilisation and Capacity Enhancing Organisation (CO)
Resource and Support Organisation (RSO)
Institutional Care and Support Organisation (ICSO)
<b>Network Organisation (NO)</b>
Focussed Beneficiary Organisation (FBO)
Skills and Vocational Training for Livelihood Support Organisation (SVTL SO)
<b>Research, Policy and Advocacy Organisation (RPAO)</b>
<b>Action Research Project within Institutions (ARPI)</b>
Think Tank (TT)
Rights Based Organisation (RBO)
Nodal Institution for Monitoring and Evaluation (NIME)
Any Other (Please Specify):

### **3. Conceptual and Convergence Framework:**

#### **3.1 Organisational vision:**

To create a safe and child friendly state with zero tolerance for discrimination, deprivation and violence against children and young persons.

#### **3.2 Organisational mission:**

Placing the issue of child rights at the centre of state policy and human rights concerns, highlighting the priority to children and their well being, thus ensuring establishment of child rights in Madhya Pradesh.

#### **3.3 Organisational strategy (to achieve stated organisational goals):**

##### **Broad Strategy of CROMP to protect child rights**

(1) Networking with NGOs, social workers, PRIs, academicians etc. at district level to take up the issues of child rights in their respective districts. District level partners known as District Child Rights Forums (DCRFs).

(2) Capacity building of DCRFs on thematic areas through workshops, meetings etc. at district, divisional and state level.

(3) Formation of School Forums (SF) at school level, facilitating their meetings, strengthening and facilitating the SF children members to raise their voices on different issues of children for desired changes.

(4) Engagement of community, elected representatives, PRIs, government officials, Civil Society Organizations, media and other stakeholders for effectively taking up issues of children.

(5) Advocacy on the issues of children with policy makers such as elected representatives and government officials and media at district and state level.

### 3.5 Core values and principles that the organisation stands for:

- Core values and principles which CROMP stands for is the best interests of the child shall be a primary consideration in all actions affecting children.
- CROMP strictly believes that it is the responsibility of all the people working with CROMP and entire society to be sensitive for protecting rights of children.
- Zero tolerance for any incidence of the violation of child rights.

### 3.5 Please mention three areas of strengths that your organisation can extend to the development sector:

1. Research on issues of women and child rights
2. Training & Capacity Building in the field of panchayat raj institution, NGOs and media persons on child rights issues
3. Advocacy on various aspects covering the child rights.

### 3.6 Please mention three areas (for example, financial management, resource mobilisation, proposal writing, documentation etc) where your organisation needs capacity building support:

1. Proposal writing
2. Advance research analysis packages like SPSS
3. Resource mobilization

### 3.7 In the last decade, please list upto three major problem(s) identified by your organisation in undertaking initiatives. Please briefly fill in the table below (in bullet point format preferably):

Thematic Area	Problem Identified	Basis of Identification	Problem was Identified Internally by the Organization or by an External.	How were these Challenge(s) / Issue(s) Addressed	Present Status



			<b>Agency. If External Agency, please provide name of agency</b>		
Right to Education	Poor implementation of RTE in the state and there are many gaps in terms of infrastructure, quality of education, teachers availability and Mid Day Meals.	Survey reports of CROMP, secondary data available, News published in the print media or digital media, and the reports shared by District Child Rights Forums (DCRFs).	By network partners, media as well as internally by the officials.	Issues were taken up with govt. officials, elected representatives and policy makers. By sending letters from president to higher authorities and follow ups.	Government has taken up necessary actions to resolve the various issues raised by CROMP . For example PS Education GoMP discussed the issues of non-teaching assignment in SCPCR meetings after submission of field reports by CROMP. On our initiative commissioner school education has issued an order to district officers to shift the liquor shops located near to schools to other places. On our reports Madhya Pradesh Human Rights Commission has taken the

					cognigence of various child rights issues and asked government to take nedessary actions
Untouchability with Schedule Caste children in the school	There were many incidents of caste based discrimination with children in the schools like during serving the mid day meals, not allowing to drink the water from same water source and separate seating arrangement etc.	DCRFs shared information on such practices in the schools beside news were also published in local newspapers and survey reports of other organizations were the main source of identifying these problems.	A group of NGOs Dalit Adhikar Abhiyan Madhya Pradesh has shared a survey report on school level caste base discrimination .	CROMP took up the issues for advocacy and shared with media, Principle Secretary Education, Chairman SCPCR, Human Right Commission, National Child Rights Alliance and other stakeholders.	An inquiry has instituted by education department.  Government has formed Committee for Investigation of the incidents. In another initiative State Human Right Commission is also investigating the incident at their end.
Girls Dropout from Schools	There is higher rate of dropout in MP specially girls dropout rate. There were many socio-economic reasons behind it.	District Child Right Forums conducted survey and identified dropout girls who could not continue study due to different reasons.	Problem of dropout girls was internally identified by organization.	An action research MeriBhiSuno was carried out by CROMP for mainstreaming dropout girls from schools. Three meetings with dropout girls were organized at Indore, Khandwa and Rajgarh districts . Government officials from education and other	From the efforts more than 116 dropout girls have been mainstreamed and about the remaining girls education department reported that they are already enrolled in the schools but not attending the classes. Now we are

				<p>concerned departments, CSOs and other stakeholders also interacted with dropout girls and action plan for mainstreaming dropout girls was also prepared.</p> <p>2. List of more than 400 dropout girls was prepared and shared with Commissioner Education Department, district level authorities, CSOs, elected representatives of Panchayat and ULBs for mainstreaming the girls.</p>	<p>taking initiatives so that remaining girls also join the schools. For this efforts are in progress.</p>
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### 3.8 With regard to ‘innovation’, please briefly mention innovation(s) demonstrated:

#### a) At Organisational Level (If applicable and has been demonstrated, please share innovative model developed by the organization):

A unique concept of “**School Forum**” was developed and being exercised by the CROMP: We have organized School Forums of the students in 150 schools of 25 districts. Regular meetings and other activities of these SFs are facilitated by CROMP and organized by the school principals in collaboration with DCRFs. School Forums is a unique platform where all the supports are provided to children so that they can raise and express their voices on their issues. After organizing School Forums DCRFs and CROMP not only facilitate regular meetings of School Forums but capacity building of SF members also done on child rights and issues of children. After capacity building and through support from DCRFs and CROMP, members of these School Forums have raised various issues of children in Gram Sabha, Panchayat, Urban Local Bodies, MLAs and before government officials also. School Forums members wrote letters to prime minister regarding various issues of their issues such as boundary wall, electricity, mid-day meals and shortage of teachers. A booklet on the initiatives of children is attached with the proposal.

**3.9 As and where applicable, with regard to organisational projects implemented since the last five years, please provide information in the table below:**

Sl. No.	Thematic Area	Total Number of Projects in Last Five Years (Completed)	Total Number of Projects In Last Five Years (Ongoing)	Total Number of Projects (Proposed for the Next Five Years)
1	Food Security, Hunger, Nutrition	0		
2	Sustainable Agriculture	0		
3	Water and Natural Resources Management, Conservation and Protection	0		
4	Clean Water, Sanitation and Hygiene	0		
5	Health - Preventive, Promotive, Curative and Rehabilitative	0		
6	Disability	0		
7	Education*	4		2
8	Livelihood, Employment Enhancing Skill Development/ Vocational Training	0		
9	Programs Focused on Welfare and Empowerment of Vulnerable Groups- Women, Children, Adolescent, Youth, Elderly, Religious, Ethnic and Sexual Minorities and Differently Abled	4 Programmes Completed (Child Rights)	1*	Child Rights 6 Adolescent Youths 2
10	Environment and Energy	0		
11	Rural / Urban / Community / Tribal Development	0		
12	Animal Welfare	0		
13	Arts, Culture and Sports	2		
14	Awareness Generation and CapacityBuilding	0		
15	Infrastructure	0		

\* Advocacy

**3.10 Please provide details of the projects undertaken by the organisation with support of government schemes or government departments in the last three years:**

None

**3.11 (Optional) Based on your organisation's past experiences, please share experiences, both positive and negative, of working with Government and Industry:**

Government		Industry	
Positive	Negative	Positive	Negative
They are usually ready to attend the workshops and other programmes etc. organized by NGOs. Most of the concerned departments were observed quite sensitive and helping in the matter of children.	Working is comparatively slow due to involvement of different officials and channelization of works at different level. Besides it takes too many visits, time and formalities like submitting letter etc. to obtain any document or information from government department.	Not Applicable	

**3.12 (Optional) In attempting to understand the organisation's awareness level of local resources available, the organisation may please fill out the table below with regard to the major active Companies operating in areas of organizational operation with respect to the last five years:**

Name of Company	Location of Company Factory/ Office and District, State	Thematic Sector of Focus of Welfare/ Development Projects in the Last Five Years	Whether your Organisation has any Partnership with the Respective Companies (Yes / No / In Process)
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**3.13. Please fill out the table below with regard to details of the major active NGOs operating in areas of organizational operation with respect to the last five years:**

Name of NGO	Whether Empanelled with TISS (Yes/No/Do Not Know)	Main Thematic Sector of Focus*	District and State where projects are active	Collaboration (Yes/No/ In Process)	Nature of Collaboration With Your Organisation (For example, financial support, capacity building,
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					<b>infrastructural support, implementation of program etc)</b>
Mahila Chetna Manch	No	Women empowerment and child development	15 Districts	Yes sister organization of CROMP	Capacity Building and technical support and documentation works.
National Centre for Human Settlements and Environment (NCHSE)	No	Research, project implementation in areas of watershed, Ecological and Environmental Management and Livelihood Promotion	8 Districts	Yes sister organization of CROMP	Capacity Building and technical support and documentation works.

#### **4. Documentation and Presentation Framework:**

##### **4.1 Please fill in the information in the table below:**

<b>Title of Content Produced by Organization</b>	<b>Author(s), Affiliation</b>	<b>Nature of Content*</b>	<b>Published (Yes/No)</b>	<b>Year</b>	<b>Proof Attached (Yes/No)</b>
State of Children in Madhya Pradesh-2014	Child Rights Observatory Madhya Pradesh	A report stating the status of children of MP on the areas like Child Marriage, Child Protection and School Education	Yes	2014	Yes
Shaping Children's Tomorrow Madhya Pradesh Legislature	Child Rights Observatory Madhya Pradesh	A report explaining role of the members of state assembly on the issue of children	Yes	2011	Yes
Madhya Pradesh The State of	Child Rights Observatory Madhya	Status of Children in MP on various	Yes	2009	Yes

Children 2009	Pradesh	indicators			
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#### 4.2. Website link (if applicable)

[www.cromponline.org](http://www.cromponline.org)

#### 4.3 Links to online content (if applicable):

Email: [cromp.in@gmail.com](mailto:cromp.in@gmail.com)  
 Website :- [cro-mp.org](http://cro-mp.org)  
 Facebook page :- <https://www.facebook.com/cromp.in/?fref=ts>

#### 4.4. With respect to knowledge dissemination practices, please fill in the following table with details of last three years only:

Particulars of Event*	Date (DD/MM/YYYY)	Number of Participants	Funded By
A one days district level workshop was organized in Indore district to sensitize government officials, other stakeholders and children about child marriage, RTE and immunization and violence against children	18 December 2015	40	UNICEF India & CROMP
A one days district level workshop was organized in Rajgarh district to sensitize government officials, other stakeholders and children about child marriage, RTE and immunization	3 December 2015	50+ Participants including students	UNICEF India & CROMP
An Experience Sharing Workshop on Child Rights was organized by CROMP for capacity building of DCRFs to work in the thematic issues of child marriages, routine immunization of children and implementation of RTE. in Itarsi.	20th August 2015	40 Participants	UNICEF India& CROMP
CROMP organized a one day "Experience Sharing Workshop on Child Right" 20th August 2015 in Itarsi.	21-23 May 2015	40	UNICEF India& CROMP
Two days workshop was organized by CROMP in Bhopal for capacity building of DCRFs on the issues of Child Marriage, Right to Education and Newborn Care.	14-15 June 2016	38 Participants	UNICEF India& CROMP
CROMP organized six meetings with school forum members (all children).	2014-15		

CROMP organized 5 divisional Level Children's Meet of School Forums in	2013-14	255 School Forum members (all students)	UNICEF India& CROMP
A total of 25 training were organized in 25 districts by DCRFs during the year to make the SF members aware about legal information of Child Rights issues such as child marriage, right to education and violence against children etc.	2013-14	750 School Forum members (all students)	UNICEF India& CROMP
Two capacity building workshops were organized for DCRF partners for their capacity building to work on the thematic areas , RTE Act., Violence against Children and Child Marriage.	2013-14	40 DCRF members	UNICEF India& CROMP
Organized two workshops of DCRF members to sensitize media on the issues of children.	2013-14	88 Media professionals from print and electronic media participated	UNICEF India & CROMP

**4.5 Please provide information, in the table below, on the awards received in the last five years:**

<b>Title of Award or Certificate of Recognition / Appreciation</b>	<b>Year of Award or Certificate of Recognition/ Appreciation</b>	<b>Name of Institution that has Issued the Award or Certification of Recognition/Appreciation</b>
No		

**5. Structural and Operational Framework:**

**5.1 Organisational Staff Profile:**

<b>Type</b>	<b>Number</b>
A. No. of Permanent Staff / Full-Time Staff	3
B. No of Contractual / Temporary Staff	0
C. No. of Part time Paid Staff	0
D. No. of Volunteers	0
Total No. of Staff (A+B+C+D)	3
Percentage of Female Staff out of Total Staff	33.33
Percentage of SC/ ST/ OBC members out of Total Staff	0
Percentage of Staff with Disabilities out of Total Staff	0



**5.2 How many staff members has been a part of the organisation for more than five years?**  
(Please  
only give numbers. not names):

0
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**5.3 Please list, in the table below, organisational staff capacity building workshops in the last three years:**

Date (DD/MM/YYYY)	Topic	Funder
January 2015	Participated in Tribal Conclave ‘Nourishing India’s Children’ in Bhuvneshvar	UNICEF India
December 2014	Participated in Consultative workshop on multi stakeholder approach to address child labor in MP	GoMP and UNICEF India
2013-14	Participation in Regional Consultation on Drafting National Plan on Prevention of Child Marriages (Lucknow)	National Institute Public Cooperation and Child Development (NIPCCD)
2013-14	Participation in State Level Convention on Right to Education. Convention was organized to review the experience of 3 years of implementation of RTE.	Bharat GyanVigyan Samiti, CROMP, Muskan and other NGOs jointly organized the program.
2013-14	Participation in Experience Sharing Workshop on Child Participation.	Department of Women and Child Development Madhya Pradesh

**5.4 With regard to organisational policies and procedures, please highlight in bold and tick as and when appropriate:**

<b>Organisational Policies for Not For Profit Organisations as per TISS AESDII:</b>	<b>Yes</b>	<b>No</b>	<b>If Yes, whether Evidence has been Attached</b>	<b>Annexure Number</b>
Board Rotation Policy*	Yes		Yes	
Public Disclosure Policy / Anti - Corruption and Whistleblower Policy	No			
Policy Pertaining to Dealing with Partners	NO			

Affirmative Action Policy and/or Policies Pertaining to Vulnerable Groups				
HR Policy and/or Recruitment and Retention Policy	Yes		Yes	
Sexual Harassment at Workplace Policy				
Information Communication and Technology (ICT) Policy and/or Management Information System (MIS) Policy	No			
Financial Policy*2	Yes		Yes	
Environment and Sustainable Living Policy	No			
In addition to the above policies, if your organisation has any other key policy, please mention and attach proof of the same	No			

\* Point 12 of the bylaws of the society . \*2 Annexure Enclosed

## 6. Programmatic, Competency and Change Framework:

### 6.1 The Twenty Point TISS AESDII Programmatic Framework:

Please furnish details of minimum of one and maximum of three core projects in the last three years.

Details of each new project should be put in a separate template as given below, please copy the table below based on the number of projects:

Sl. No	Project Details	
	Table No.	
	Name of the Project	Advocacy for creating concern using voices from field on child rights with focus on school education, gender discrimination, and new born care.
	Core Objectives of the Project	Advocacy on Child Rights with focus on school education, gender discrimination, and new born care.
	Names of State(s) covered	Madhya Pradesh

	Names of District(s) covered	Betul, Jhabua, Rewa, Chhindwara, Bhind, Balaghat, Sehore, Sidhi, Singroli, Vidisha, Sheopur, Gwalior, Satna, Khandwa, Mandla, Hoshangabad, Raisen, Rajgarh, Morena, Anuppur, Damoh, Umariya, Indore, Harda and Panna
	Number of Block(s) covered	--
	Number of Villages(s) covered	--
	Funder(s)	UNICEF India
	Period of Funding (DD/MM/YYYY):	1 April 2016
	Project Period (DD/MM/YYYY):	31 <sup>st</sup> December 2017
	No. of staff engaged	3 Staff
	Target Population	1 million (Approximate)
	Criteria for Beneficiary Selection/ Identification Thematic Area of Intervention (Exact area offocus.)	All Children are target beneficiaries as project aims to do advocacy on Child Rights with focus on school education, gender discrimination, and new born care.
	Implementation Model and/or Implementation Plan/Strategy/Process	<p>At district level District Child Rights Forums (DCRFs) are formed to work for child rights. NGOs, social workers, academicians etc. at district level are working as DCRFs.</p> <p>CROMP provides necessary supports to DCRFs including their capacity building to take up the issues of child rights besides .</p> <p>School Forums (SF) of the students are formed at school level. CROMP facilitate their meetings, strengthening SF members to raise their voices on different issues of children for desired changes.</p> <p>Engagement of community, elected representatives, government officials, media and other stakeholders through DCRFs for effectively taking up issues of children.</p> <p>Advocacy on the issues of children with government officials at district level through DCRFs and with state level authorities.</p> <p>Increasing visibility of the local issues and advocacy efforts of DCRFs and CROMP in addressing these issues is done through electronic and print media, internet, social networking etc.</p>
	Periodicity of Monitoring	It is a regular process to monitor the activity through e-mail, social networking etc. Beside they are expected to send quarterly activity report which are compiled and sent to donor. CROMP organize different district, divisional

		and state level meetings . During the meetings also DCRFs share their activities. Besides CROMP officials also visit the DCRFs once in a year for monitoring and support of the project activities.
	Please provide details of the Name of Person/Institution with Designation/Full Address who/that is associated with Monitoring of this this Project	Internal monitoring is done.
	Indicators for Measuring Success <i>(optional)</i>	Increased visibility. Final impact of intervention such as policy level decision by the government.
	Results / Success of this Project	<p>Sensitization on the issues of child rights has been created at different level. Elected representatives and legislators are now promptly raising the issues of child rights and more questions on the issue of children are now being raised during state assembly sessions.</p> <p>Capacity of DCRFs has enhanced to work on the issues of the child rights and now they are effectively taking up issues of child rights for advocacy with government and raising the issues in media also.</p> <p>CSOs are effectively using the data shared by data center of CROMP for advocacy purpose and publishing the news in local newspapers also.</p> <p>Government departments are now sensitively responding the issues of children raised by CROMP and effectively taking up actions to resolve the issues.</p> <p>State Human Rights Commission and State Commission for Protection of Child Rights have also effectively addressed the different issues raised by CROMP.</p> <p>School Forums have been strengthened and they have effectively raised their issues at panchayat, gram sabha and with elected representatives and government officials of concerned departments also.</p>
	Exit Strategy for this Project	<p>Creating social awareness and sensitivity on the issues of child rights.</p> <p>Enhancing capacity of CSOs, media, elected representatives, community and children on the issues of child rights.</p>

**6.2. (Optional) Please discuss what provisions / tools exists for internal monitoring of projects by the organisation ( if available, please attach evidence of monitoring and evaluation tools)**

No

**6.3 Please list details of one concrete project that your organisation wishes to undertake in the next one year and discuss a roadmap for the same by filling in the following table below:**

<b>Project Objectives</b>	<b>Location</b>	<b>Approximate Budget for the Project</b>	<b>Which Companies have been Identified to Partner</b>	<b>Which Government Schemes/ Government Department can be Partnered for this Proposed Project</b>	<b>Role of Community in this Project</b>	<b>Role of your Organization in this Project</b>
Advocacy for creating concern using voices from field on child rights with RTE implementation focussing quality of education, corporal punishment and dropout girls.	30 districts of Mahyda Pradesh	20 Lakhs	UNICEF	State Departments of school education, WCD ,Rural Development ,Labour ,and State Child Rights Protection Commission and Human Rights Commission	It was observed from the previous experience that community can play more important role to bring significant changes hence, main focus of community mobilization activities will	The relevance of proposed programme in addressing problems-Main focus of CROMP is to raise the concerning issues of children at various levels like, policy makers, administration, PRIs and other stakeholders. These issues will be raised through engaging DCRFs, children, parents, SMCs, community members, PRIs

					<p>be to take up the issues of their schools like, school infrastructure , cleanliness, school functioning and quality of education to make their school best. In this regard efforts will be made to ensure effective and active involvement of teachers, head masters/principles, PRIs and community.</p> <p>In some other states PRI and community have played very important role in improving school infrastructure and overall functioning of the school. Such</p>	<p>and local groups. Community mobilization will be done through interaction and dialog with community by sensitizing them on the issues identified.</p>
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						examples of other states will also be shared with, teachers, community and PRIs to motivate them.	
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## 7. Governance and Structural Framework:

### 7.1 Board Members:

Name of the Member	Mrs. Nirmal aBuch	Dr. SheelaB hambal	Mr. Raghuraj Singh	Ms. Rashmi Saraswat	Mr. Rajendra Kothari	Mr. Sunil Shukla	Mr. N.K. Singh	Professo r Uday Jain
Gender	F	F	M	F	M	M	M	M
Age (optional)	--	--	--	--	--	--	--	--
Education al Qualificati on with Specializat ion	MA Englis h Literat ure / Two years Diplo mas in French and Germa n Langu ages	M.D. (PAED) F.I.A.P. FNNF	M.Sc. Physics	Master in Zoology	B. Tech.	MA Statistic	MA English Literature	PhD., MA Psychol ogy
Full Time Occupatio n	Social Work	Pediatri cian	Social Work	Social Work	Technocrat , entreprene ur and Environme ntalist	Film Maker	Journalism	Teachin g in Universi ty
Core Area of Expertise	Gover nance, Pancha	Materna l and Child	Communi cation and	Governanc e, Panchayati	Technocrat and Environme	Docume ntary Film	Journalism	Psychol ogy

	yati Raj, women and Child Development	Health	Public Relations	Raj, women and Child Development	ntalist.	produce r		
No. of Years on Board	10 Years	10 Years	10 Years	0.1	3 Years	3 Years	3 Years	7 Years
Full Address with Contact no.	E-4/17, Arera Colony, Bhopal (MP) Contact No. 94250 14105, 0755-27641 21	E-7/H-443, Arera Colony, Bhopal (MP) Mob. 9826056 752, 0755-2573416	24, Amrapali Enclave, Kolar Road, Bhopal Mob. 94253008 46, 0755-4277050	H.No. A-4, BDA Colony Tulsi Nagar, Bhopal. Mob. - 942500423 5	61, Betwa Apartment, New Market, Bhopal Mob.9893 016628	E-4/53 Arera Colony Bhopal Mob. 982689 8240	DK-2, Danish KunjKolar Road Bhopal. Mob.9425 018675	H.No. 74, Narayan Nagar, Hoshan gabad Road, Bhopal (MP) Mob. 942502 7656
Role in Organisation	President: Overall, planning, Management and Fund Raising	General Secretary: Advocacy, guidance and monitoring	Treasurer : Implementation, Monitoring, Documentation and media.	Joint Secretary: Planning Support and Guidance	Member-Support on planning, implementation.	Member - Support in planning and events management	Member-Supporting in Planning	Vice President- Planning, implementation support
Apart from Board Member, whether any other Position held in this Organisation.	President	Secretary	Treasurer	Joint Secretary	No	No	No	Vice President
Any Monetary	No	No	No	No	No	No	No	No



Benefit Received from Organisation? If Yes, Please Explain								
Relationship with other Board Members	No	No	No	No	No	No	No	No
Details of other Organisations/ Networks (Govt. Body / NGO / Company/ Firm) where the Board Member may be Associated and in what Capacity	1- Vice Chairperson, Centre for Women Development Studies Delhi 2. President, Mahila Chetna Manch 3. President, NCHSE, 4- Chairperson at Madhya Pradesh Shaskiya Karma chari Mahila Kalyan Samiti	No	No	General Secretary, Mahila Chetna Manch, Bhopal.	No	No	No	No

Are the Board Members involved in: a. Fund Raising b. Planning c. Implementation d. Monitoring e. Any Other (Please specify)	A. Yes B. Yes C. Yes D. Yes	A. No B. Yes C. Yes D. Yes	A. No B. No C. Yes D. Yes E. Yes (Documentation and media)	b. Planning e. Guidance	A. No B. Yes C. Yes D. No	A. No B. Yes C. Yes D. No	A. No B. No C. No D. Yes	A. No B. Yes C. Yes D. No E. Yes (Training)
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**7.2 (Optional) If applicable, how many (only numbers and not names) Board Members belong to:**

Scheduled Caste (SC)	Scheduled Tribe (ST)	Other Backward Class (OBC)	Total No. of Board Members
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**7.3 Head of the Organisation:**

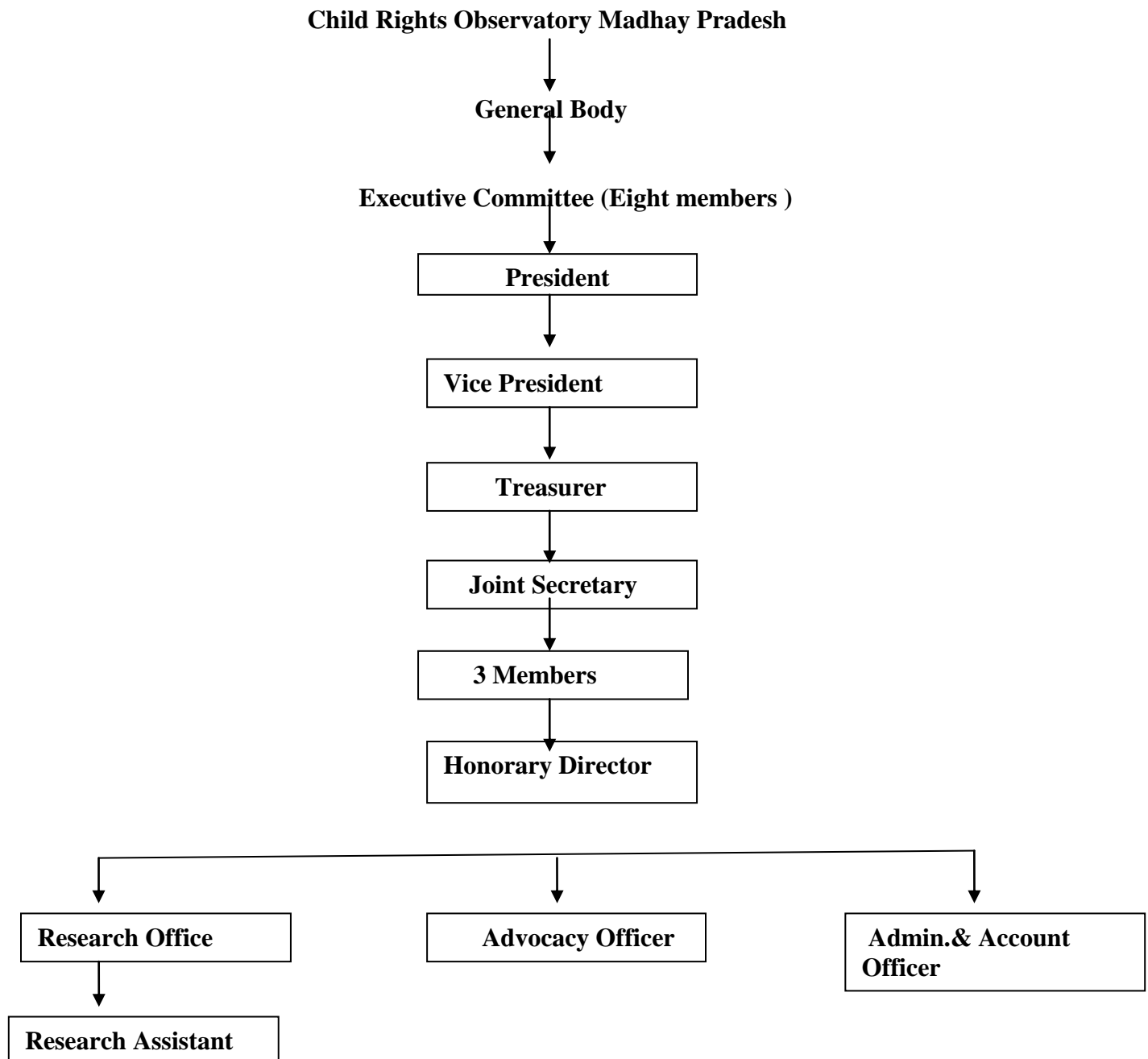
Name of Organisational Head	Mrs. Nirmala Buch
Professional Qualification	MA English Literature
Email	<a href="mailto:nirmala.buch@gmail.com">nirmala.buch@gmail.com</a>
Contact No.	9425014105. 0755-2467105
Date of Appointment	31-10-2007
Is Head of the Organisation also the Founder of the Organisation? (Yes/No)	Yes
Does Head of the Organisation work full time with the Organisation? (Yes/No)	Yes
If No, then what is the other occupation? Please provide details.	She is also President of sister organization Mahila Chetna Manch and National

	Centre for Human Settlements and Environment, Bhopal
Is Head of the Organisation member of any Network? If yes, please provide:	No
Name of Network	No
Level of Network ( International/ National/Local networks)	No

**7.4 With regard to Board Meetings, please fill in the following table:**

<b>Sl. No. of Board Meetings in last one year</b>	<b>Date (DD/MM/YYYY)</b>	<b>Meeting Chaired By</b>	<b>Whether Meeting was Minuted? (Yes/No) (Optional and Suggested: You may please attach copy of minutes of minutes of the latest board meeting)</b>	<b>Procedure followed to document Minutes of the Meeting</b>
1	21 Dec.2017	President	Yes	Research & Documentation Officer documents the minutes of meeting
1	30 March 2016	President	Yes	Do
	27 September 2016	President	Yes	Do
1	31 January 2017	President	Yes	Do

**7.5 Please describe your Organisational Structure through a diagrammatic representation of different departments in the organization (an organogram shall be preferred). Please also mention number of staff in each department (from head of the organisation to field level staff):**



**7.6 (1) Does the organization have a succession plan? If yes, please briefly discuss:**

(1) Executive body of the organization is elected through the election. Tenure of the executive committee is three years.

(2) Professional staffs of the organization are recruited from open market based on experience and interview.

**7.7 Names and Positions of Second Line Managers:**

Name	Qualification	Current Designation	Period of Association with the Organisation (In years)	Are they part of the above succession plan ( Yes/ No)
Neelesh Dubey		Advocacy Officer	5 Years	Yes
Satyajit Das	MSW	Research & Documentation Officer	2 Years	Yes

**8. Financial Framework:****8.1 Does the organization have a dedicated team and/or person for fundraising? (Yes/No)**

No
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**8.2 Please mention the details of various returns filed during the year (for example, TDS / ServiceTax / PT / PF / ITR etc):**

Date of Filing Return	Type of Return	Reasons for Not Filing
16/09/2016	ITR	NA

**8.3 Please give the below mentioned details for the past three years:**

Project	Funder	Grant Sanctioned(Rs.)	Grant Received(Rs.)	Grant Utilised(Rs.)	Balance in Hand
Advocacy for creating concern using voices from field on child rights with focus on school education, gender discrimination, and new born care. -1 April 2016 to 31 <sup>st</sup> December 2017	UNICEF India	INR -26,10,000	26,10,000	26,10,000	0
Enhancing voices of children on theme of Implementation of	UNICEF India	INR.695,190.00	695,190.00	695,190.00	0

Right to Education focusing Corporal Punishment, Routine Immunization and Child Marriage.- <b>15 July 2015 to 31 December 2015</b>					
Strengthening and enhancing spaces for children on theme of child marriage, violence against children, corporal punishment and implementation of right to education.- <b>27 May 2014 to 26 May 2015</b>	UNICEF India	INR.2383,100.00	2,383,100.00	2,383,100.00	0

**8.4 What are the procedures for approval and payments related to day to day functioning? (Please explain in brief)**

Concerned officer has to put up the application to account officer for sanctioning amount for any activity. Account officer get the approval from treasurer and President of CROMP. Similar process is followed for payment disbursement.

**8.5 With regard to authorised signatories in the organisation, please fill in the details in the table below:**

Name of Authority	Designation	Threshold Limit
Mrs. Nirmala Buch	President	Rs. 1000
Mr. Raghuraj Singh	Treasure	Rs. 1000

**8.6 How is data and information maintained and managed in the organization? Are any softwares used for the same?**

Data and information is managed using MS Office packages like MS Word or MS Excel. SPSS software is used for data analysis purpose.

**8.7 Does the organisation have a separate team or dedicated personnel to maintain and manage Databases? What are the accessibility, security and authentication measures in this regard?**

Research and Documentation Officer manage the data. Raw data is mostly obtained from government department's websites and reports like Census-2011, NFHS, Health Bulletin, NSS etc. which are available for public and being government data are authentic. Raw data obtained through individual research of organizations are used by the organization for analysis and the analysis is shared in the form of book, publication, for news reporting etc.

**8.8 What are the existing procedures for internal monitoring of projects in the organisation?**

Activities reports are shared with Executive Body Members in every quarter where Research and Advocacy officers share work progress reports along with necessary documents. Reports are submitted on monthly basis and whenever decide with president.

**8.9 Please fill the details in the table below for the past three years:**

<b>Date of Loan Taken</b>	<b>Amount</b>	<b>Source and Purpose of Loan</b>	<b>Tenure of the Loan</b>	<b>Type of Loan Taken (Secured / Unsecured)</b>	<b>Source of Funds for Repayment of Debt</b>
Nil	Nil	Nil	Nil	Nil	Nil

**8.10 With respect to last three years only, please fill the details in the table below:**

<b>Name of Funder</b>	<b>Type of Funder (Foreign, Central Govt, State Government, Local Government Bodies, Financial Institutions, Corporate, Individual Donors, Others)</b>	<b>Project / Purpose of Fund</b>	<b>Period of Funding (Please provide details in format DD/MM/YYYY: Start date End date:</b>	<b>Amount</b>

UNICEF ,INDIA	Others	Advocacy for creating concern using voices from field on child rights with focus on school education, gender discrimination, and new born care	1 April 2016 to 31 <sup>st</sup> December 2017	26,10,000
UNICEF ,INDIA	Other	Enhancing voices of children on theme of Implementation of Right to Education focusing Corporal Punishment, Routine Immunization and Child Marriage	15 July 2015 to 31 December 2015	695,190.00
UNICEF ,INDIA	Other	Strengthening and enhancing spaces for children on theme of child marriage, violence against children, corporal punishment and implementation of right to education	27 May 2014 to 26 May 2015	2383,100.00

*TISS Assessment and Empanelment Standards for Development Institutions in India (TISS AESDII), 2017*

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## **9. Undertaking:**

On this 30<sup>th</sup> (Date) of **December** (Month), **2017** (Year), I, **Dr. Sheela Bhambal** (Name), in my capacity as an authorised signatory of the organisation, confirm that all information given above is true to the best of my knowledge and I also confirm that there are no pending litigations against the organisation or blacklisting of the organisation, at the time of sending this application.

If the details provided in this application form for adherence to the *TISS Assessment and Empanelment Standards for Development Institutions in India (TISS AESDII)* is found to be false or misleading, the organisation shall be liable to disqualification from empanelment with the Tata Institute of Social Sciences.

I also confirm that all documents are self-attested with seal and signature of the institution's head and a demand draft numbered **537811** and dated **30<sup>th</sup> December 2017** has been attached for processing the application.

I hereby agree that the decision by the Empanelment Committee at the Tata Institute of Social Sciences shall be accepted by me and the organisation as final and binding.

I also agree that in the likelihood of a decision for field verification of the applicant organisation by the Empanelment Committee, the cost of the same shall be borne by my applicant organisation after taking its concurrence.

Signature:



Date: 31<sup>th</sup> December 2017

Name: Dr. Sheela Bhambal

Designation-General Secretary

Contact Details: 0755- 2560466

Organisation: **Child Rights Observatory Madhya Pradesh**

XXX-Part-21

रूप क्रमांक 2  
( देखिये नियम 7 )

मध्यप्रदेश शासन



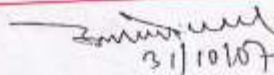
## समिति का पंजीयन प्रमाण पत्र

क्रमांक 01/01/01/18379/07

यह प्रमाणित किया जाता है कि चाइल्ड राइट्स  
आबजर्वेटरी मध्यप्रदेश समिति जो कल्याणी हास्टल परिसर  
शिवाजी नगर भोपाल तहसील हुजूर जिला भोपाल में स्थित है,  
मध्यप्रदेश सोसाइटी रजिस्ट्रीकरण अधिनियम, 1973 ( सन् 1973  
का क्रमांक 44 ) के अधीन 31/10/2007 को पंजीयित की गई है।

दिनांक ईकत्तीस माह अक्टूबर सन् 2007 ✓



  
(आलोक नागर)  
असि. रजिस्ट्रार  
समितियों के रजिस्ट्रार

12/12

31-10  
31-11  
31-12  
31-1

- 1). समिति का नाम :- चाइल्ड राइट्स आबजर्वेटरी, मध्यप्रदेश होगा।
- 2 समिति का कार्यालय :- कल्याणी हॉस्टल परिसर, शिवाजी नगर, भोपाल म.प्र. होगा।
- 3 समिति का कार्यक्षेत्र :- सम्पूर्ण मध्यप्रदेश होगा।
- 2). समिति के उद्देश्य निम्नलिखित होंगे :-
  1. संस्था समाज के सभी वर्गों के बच्चों विशेषकर बालिकाओं के हित में कार्य करेगी।
  2. बच्चों के लिए शासकीय नीतियों के विकास, नीतिगत सुधारों में सहयोग देना
    - i. यह सुनिश्चित करना कि सभी शासकीय नीतियों में सभी स्तरों पर बच्चों के मसलों को उच्च प्राथमिकता दी जाए।
    - ii. यह सुनिश्चित करना कि सामाजिक सेक्टर में लाए जाने वाले सुधार बच्चों के हित में हो।
    - iii. बच्चों के विकास, उत्तरजीविता और सुरक्षा की रणनीति बनाने में शासकीय विभागों को सहयोग देना।
    - iv. विभिन्न शासकीय एवं गैर शासकीय संस्थाओं में समन्वय को बढ़ावा देना।
  3. बच्चों एवं युवाओं पर शोध और जेण्डर आधारित डाटा बेस तैयार करना
    - i. बाल मुद्दों पर विचार केन्द्र की तरह काम करना।
    - ii. बाल अधिकारों के लिए जेण्डर आधारित ट्रेकिंग का उपयोग कर इन्फार्मेशन सिस्टम स्थापित करना तथा निष्कर्षों को अवगत कराना।
    - iii. बच्चों के लिए प्रासंगिक मुद्दों पर शोध एवं डाक्यूमेंटेशन की पहल करने में सहायक होना।
    - iv. बच्चों के हितों की पैरवी उचित स्तरों पर करना, विभिन्न स्तरों पर बच्चों एवं युवाओं के हितों, उनकी चिंताओं और जरूरतों के प्रति जागरूकता बढ़ाना और उससे जुड़े मंचों में बच्चों एवं युवाओं की भागीदारी बढ़ाना।
    - v. सभी मंचों पर बच्चों और युवाओं की भागीदारी बढ़ाने वाली गैर सरकारी संस्थाओं से नजदीकी संबंध बनाना।
    - vi. समसामयिक चिन्तनीय विषयों पर बच्चों के विचार जानना और प्रचारित करना।
    - vii. बच्चों और युवाओं से जुड़े विभिन्न मुद्दों पर राजनीतिज्ञों, निर्णयकर्ताओं और जनसाधारण के रुख को प्रभावित करना और बदलना।
    - viii. बच्चों के हितों पर बहस और लाबिंग को समर्थन देना।
    - ix. बच्चों और किशोर/किशोरियों का किसी जन बहस में प्रतिनिधित्व करना और उन्हें सहयोग देना।
    - x. बच्चों के विचारों और चिंताओं के लिए उपयुक्त मंच प्रदान करना और इसमें उनकी भागीदारी सुनिश्चित करना।
    - xi. बच्चों को प्रभावित करने वाले महत्वपूर्ण विषयों पर संवाद के लिए सांसदों, राजनैतिक नेताओं, मीडिया और नागरिक समाज के औपचारिक एवं अनौपचारिक मंच गठित करना।
    - xii. युवाओं से साझेदारी के लिए जगह बनाना।
    - xiii. बाल अधिकारों को मानवाधिकारों की मुख्यधारा में शामिल करवाना।



*Bej*  
अध्यक्ष

*SSAL*  
सचिव

*ABal*  
कोषाध्यक्ष  
निरंतर.....7



5. मध्यप्रदेश में कन्वेंशन ऑफ चाइल्ड राइट्स को लागू करना और बाल अधिकारों की मॉनीटरिंग करना।

3). समिति के अतिरिक्त उद्देश्य एवं गतिविधियां निम्नलिखित होंगे :

1. बच्चों के कानूनी अधिकारों के प्रति जागरूक करना, परामर्श देना एवं अधिकार दिलाना।
2. मध्यप्रदेश व अन्य प्रदेशों में बच्चों की दशा और स्थिति व संबंधित विषयों पर जानकारी इकट्ठा करना व प्रकाशित करना, सर्वे, शोध, अध्ययन, कार्य अध्ययन।
3. बाल अधिकारों के संदर्भ में शोध, अध्ययन, मत सर्वेक्षण, केस अध्ययन की प्रक्रिया संचालित करना।
4. बच्चों की स्थिति के संदर्भ में नियमित रूप से वार्षिक प्रतिवेदन तैयार करना।
5. बच्चों के विकास संबंधित गतिविधियों अथवा परियोजनाओं का संचालन करना।
6. बच्चों से जुड़े वैज्ञानिक, सामाजिक, पारिवारिक, पर्यावरण, शिक्षा, स्वास्थ्य आदि अन्य विषयों पर आधारित जागरूकता एवं प्रचार-प्रसार अभियान का संचालन करना।
7. समाज में बाल अधिकारों के प्रति वैचारिक चेतना जागृत करने के लिए संगोष्ठी, सेमीनार व कार्यशाला आदि अन्य कार्यक्रम का आयोजन करना।
8. स्वास्थ्य संबंधित चेतना जागृत करना, टीकाकरण व स्वास्थ्य शिविर का आयोजन करना।
9. पारिवारिक, शिक्षा एवं स्वास्थ्य एवं सामाजिक समस्याओं पर परामर्श प्रशिक्षण प्रदान करना।
10. प्राथमिक, माध्यमिक, उच्चतर माध्यमिक विद्यालय, पुस्तकालय, वाचनालय का संचालन करना।
11. शहरी क्षेत्र व गांव में आंगनबाडियों, स्कूलों में शौचालय बच्चों के लिए सार्वजनिक बालक एवं बालिकाओं को आने की व्यवस्था करना।
12. बच्चों के बीच नशाबंदी का प्रचार प्रसार करना।
13. बच्चों के लिए विज्ञापन, प्रदर्शनी, कैम्प आदि का आयोजन करना।
14. बच्चों पर हो रहे अत्याचारों पर एकजुट होकर समाप्त करने के लिए प्रयास करना।
15. गरीब एवं असहाय बच्चों के लिये विशेष प्रयास करना।
16. बच्चों के अधिकारों के लिए कार्य कर रही स्वयंसेवी संस्थाओं की मदद करना, तकनीकी सलाह देना, आवश्यक संसाधन एवं विशेषज्ञ उपलब्ध कराना एवं प्रशिक्षण देना।
17. बालक, बालिकाओं के लिए परामर्श केन्द्र, नेटवर्क, हेल्पलाइन, जुवनाइल होम, सुधार गृहों एवं शार्ट स्टे होम का संचालन करना।
18. बच्चों के विकास के लिये शिक्षा, स्वास्थ्य, पोषक-आहार, चिकित्सा सुविधा आदि के विस्तार के लिये प्रयास करना।
19. नगरीय एवं महानगरीय "बस्तियों" के विस्थापित बच्चों के पुर्नवास, स्वच्छ जल, स्वच्छ पर्यावरण, स्वास्थ्य, शिक्षा आदि के लिये आवश्यक संसाधन जुटाना एवं कार्यक्रम संचालित करना।



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20. गरीब, असहाय, बेघर, आरफन एच.आई.वी. आरफन विकलांग बच्चों के लिये विशेष व्यवसायिक प्रशिक्षण केन्द्र रोजगारोन्मुख कार्यक्रम, आश्रम, स्कूल आदि का संचालन करना।
21. बच्चों को यौन शोषण, खरीद-फरोख्त (ट्रेफिकिंग), बाल-श्रम से बच्चों को मुक्त कराना एवं इनके लिये पुर्नवास केन्द्र, व्यवस्था के लिये प्रयास करना।
22. परम्परागत जातिगत रूप से देहव्यापार में संलग्न जातियों की बालिकाओं की मुक्ति के लिये पुर्नवास शिक्षा स्वास्थ्य की व्यवस्था के लिये प्रयास करना।
23. बालश्रम, छुआछूत, जातिप्रथा, बाल-विवाह आदि कुश्रितियों के खिलाफ समाज में जनजागरूकता लाना।
24. बाल अधिकारों के लिये सामाजिक जन-चेतना के साथ-साथ पीडित बच्चों को कानूनी सहायता मुहैया कराना।
25. अस्वच्छ व्यवसाय (मैला डोना) से जुड़े व्यक्तियों के बच्चों को सम्मानजनक शिक्षा समानतापूर्ण सामाजिक वातावरण एवं सामाजिक उत्थान का प्रयास करना।
26. बच्चों के विकास कल्याण आदि के कार्यों के लिये अनुवीक्षक मूल्यांकन का कार्य करना।
27. ग्रामीण, नगरीय, महानगरीय क्षेत्रों में बच्चों एवं युवाओं में खेलकूद, भारतीय खेल-कूद आदि के लिये कार्यक्रम प्रतियोगिता आदि का आयोजन कर आवासीय खेल-कूद स्कूल का संचालित करना।
28. एच.आई.वी. एड्स, यौन संक्रमित, संक्रमित रोगों के लिये जन चेतना अभियान द्वारा बच्चों को जागृत करना, संक्रमित को चिकित्सा स्वास्थ्य आदि सुविधा उपलब्ध कराना।
29. राष्ट्रीय एवं अन्तर्राष्ट्रीय दान-दात्री संस्थाओं से दान प्राप्त कर बच्चों के लिए कल्याणकारी, विकास की प्रतियोगिताओं का सुव्यवस्थित संचालन करना।
30. शिक्षा में सफलतम छात्र-छात्राओं को पुरस्कृत करना एवं छात्रवृत्ति देना।
31. बच्चों के बुनियादी अधिकारों के आधार को व्यापक बनाने के लिये अकादमिक कार्यक्रम संचालित करना।
32. अनुसूचित जाति, अनुसूचित जनजाति, पिछड़ा वर्ग, गरीब वर्ग आदि के बालक, बालिकाओं के लिये उच्च गुणवत्तापूर्ण शिक्षा के लिये वातावरण तैयार करना।
33. अनुसूचित जाति, जनजाति, पिछड़ा वर्ग, और विकलांगता से प्रभावित बच्चे सामाजिक बहिष्कार का सतत सामना करते हैं, इन बच्चों के समतापूर्ण विकास के लिये माहौल तैयार करना। इन वर्गों बच्चियों के लिये विशेष प्रयास किये जायेंगे।
34. राष्ट्रीय, प्रादेशिक, शासकीय, अशासकीय संस्थाओं द्वारा बच्चों के लिए संचालित विभिन्न योजनाओं व विभागों जैसे - समाज कल्याण व पंचायत विभाग, महिला एवं बाल विकास, मानव संसाधन विकास मंत्रालय, श्रम मंत्रालय, गृह एवं खान मंत्रालय आदि के द्वारा संचालित बच्चों की कल्याणकारी योजनाओं के बेहतर क्रियान्वयन के लिये प्रयास करना।
35. बच्चों में जेण्डर संवेदनशीलता, राष्ट्रीय एकता, अखण्डता, भाईचारा बढ़ाने, नैतिक मूल्यों एवं व्यक्तित्व-विकास, पर्यावरण सुरक्षा, बाल अधिकारों के संरक्षण हेतु बच्चों के लिए साहित्य प्रकाशन, पत्र-पत्रिका, समाचार पत्र, रेडियो व टी.वी. कार्यक्रम प्रोड्यूस करना, अध्ययन एवं संसाधन केन्द्र संचालित करना।

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36. बालक/बालिकाओं के संतुलित शारीरिक एवं मानसिक विकास हेतु खेल, व्यायाम, योग, साहित्य-कला के क्षेत्र में आधुनिकतम सुविधा उपलब्ध कराने हेतु केन्द्र/अकादमी का निर्माण एवं संचालन कराने में मदद करना।
37. बच्चों में मनोरंजन हेतु सांस्कृतिक कार्यक्रमों का आयोजन करना।
38. शहरी या ग्रामीण अंचलों में चिकित्सा-सुविधा विहीन क्षेत्रों को चलित-स्वास्थ्य-केन्द्र, स्वास्थ्य शिविर एवं चिकित्सालय द्वारा लाभान्वित करना। विभिन्न संक्रमित एवं अन्य रोगों से बचाव व वांछित उपचार होने तक बाल रोगी का रख-रखाव की विस्तृत जानकारीयों प्रचार-प्रसार करना।
39. बच्चों के लिए शुद्ध पेयजल व स्वच्छता की आवश्यकता को व्यवहार में शामिल करने हेतु व्यापक अभियान चलाना।
40. बच्चों के लिए पर्यावरण-संरक्षण, जल-संग्रहण, वृक्षारोपण, गैर-पारम्परिक ऊर्जा का प्रयोग, प्रदूषण नियंत्रण वन्य प्राणी संरक्षण, जैव विविधता आदि विषयों की उपयुक्त सूचना के साथ प्रचार-प्रसार कर इन्हें विभिन्न कार्यशील कार्यक्रमों के साथ जोड़कर संचालित करने में मदद करना।
41. प्राकृतिक आपदाओं या आकस्मिक त्रासदी के पीड़ित बच्चों को आपतकालीन सहायता प्रदान करना तथा समयानुसार वांछित सुविधा उपलब्ध करके उनका पुर्नवास करना।
42. बच्चों के उद्देश्य पूर्ति हेतु विभिन्न सरकारी, गैर-सरकारी संस्थानों, बैंक एवं व्यक्ति या व्यक्तियों से अनुदान के लिए संबंध प्राप्त कर नीतिगत क्रियान्वयन करना।
43. किशोरी बालिकाओं के लिये भेदभाव से मुक्त और समतापूर्ण विकास के लिये समाज और सरकार में वातावरण तैयार करना।
44. प्राविधान में अंकित मौलिक अधिकारों, सूचना के अधिकार, बाल अधिकारों के संबंध में व्यापक अभियान चला कर प्रचार-प्रसार करना।
45. शाला त्यागी बच्चों, खास तौर पर बालिकाओं के समग्र विकास, शिक्षा एवं स्वास्थ्य के अधिकारों के लिये नीतियां बनवाने और उनके क्रियान्वयन के लिये माहौल बनाना।
46. कैदियों के बच्चों के लिए शिक्षा, स्वास्थ्य, रहने एवं पुनर्वास के लिए विशेष व्यवस्था के लिये प्रयास करना।
47. समाज के वंचित वर्गों (सपेरा समुदाय हैला आदि) के बच्चों के अधिकार और विकास की स्थिति का शोध-अध्ययन कर स्थिति प्रतिवेदन तैयार करना।



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4). सदस्यता :- संस्था के निम्नलिखित श्रेणी के सदस्य होंगे।

(अ) संरक्षक सदस्य :- संस्था को दान के रूप में 10,000/- या अधिक देकर संरक्षक सदस्य बन सकते हैं। यह राशि एक मुश्त या एक साल में बारह किश्तों में देय होगी। वह समिति का संरक्षक सदस्य होगा।

(ब) आजीवन सदस्य :- संस्था को दान के रूप में 1000/- या अधिक देकर वह आजीवन सदस्य बन सकेगा। कोई भी आजीवन सदस्य 9000/- या अधिक देकर संरक्षक सदस्य बन सकता है।

(स) साधारण सदस्य :- जो व्यक्ति रुपये 10/- प्रति माह 120/- प्रतिवर्ष संस्था को चंदे के रूप में देगा वह साधारण सदस्य होगा। साधारण सदस्य केवल उसी अवधि के लिये सदस्य होगा जिसके लिए उसने चंदा दिया है। चंदा प्रतिवर्ष अक्टूबर माह में देय होगा। जो साधारण सदस्य बिना संतोषजनक कारणों के छः माह तक देय चंदा नहीं देगा उसकी सदस्यता स्वतः समाप्त हो जायेगी। ऐसे सदस्य द्वारा संस्था की सदस्यता के लिये नया आवेदन पत्र देने तथा बकाया चंदे की राशि देने पर पुनः सदस्य बनाया जा सकता है।

(द) सम्मानीय सदस्य :- संस्था की प्रबंधकारिणी किसी व्यक्ति या व्यक्तियों को उस समय के लिए जो भी वह उचित समझे सम्मानीय सदस्य बना सकती है ऐसे सदस्य साधारण सभा की बैठक में भाग ले सकते हैं परन्तु उनको मत देने का अधिकार न होगा।

5). सदस्यता की प्रप्ति :-



प्रत्येक व्यक्ति जो कि समिति के उद्देश्यों में यकीन करता हो और समिति का सदस्य बनने का इच्छुक हो लिखित रूप में आवेदन करना होगा, ऐसा आवेदन पत्र प्रबंधकारिणी को प्रस्तुत होगा। जिसे आवेदन पत्र स्वीकार करने या अमान्य करने का अधिकार होगा।

6). सदस्यों की योग्यता :-

संस्था का सदस्य बनने के लिये किसी व्यक्ति में निम्नलिखित योग्यता होना आवश्यक है :

1. आयु 18 वर्ष से कम न हो
2. भारतीय नागरिक हो
3. समिति के नियमों के पालन की प्रतिज्ञा की हो

7). सदस्यता की समाप्ति :-

संस्था की सदस्यता निम्नलिखित स्थिति में समाप्त हो जायेगी।

1. मृत्यु हो जाने पर
2. पागल हो जाने पर।
3. संस्था को देये चन्दे की रकम नियम 5 में बताये अनुसार जमा न करने पर।
4. त्याग-पत्र देने पर और वह स्वीकार होने पर।
5. चरित्रिक दोष होने पर और कार्यकारिणी समिति के निर्णयानुसार निकाल दिये जाने पर जिसके निर्णय पारित होने की सूचना सदस्य को लिखित रूप में देना होगी।
6. संस्था के हितों के विपरीत कार्य करने पर संस्था द्वारा सदस्यता समाप्त की जा सकेगी।

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निरंतर.....11

8). संस्था कार्यालय में सदस्य पंजी रखी जावेगी जिसमें निम्न ब्यौरे दर्ज किये जावेंगे :-

1. प्रत्येक सदस्य का नाम, पता तथा व्यवसाय।
2. वह तारीख जिसको सदस्यों को प्रवेश दिया गया हो व रसीद नं।
3. वह तारीख जिससे सदस्यता समाप्त हुई हो।
4. सदस्य हस्ताक्षर मय दिनांक के।

9). (अ). साधारण सभा :-

साधारण सभा में नियम 5 में दर्शाये श्रेणी के सदस्य समावेशित होंगे। साधारण सभा की बैठक आवश्यकतानुसार हुआ करेगी। परन्तु वर्ष में एक बार बैठक अनिवार्य होगी। बैठक का माह तथा बैठक का स्थान व समय एवं एजेण्डा कार्यकारिणी समिति निश्चित कर 15 दिवस पूर्व लिखित सूचना द्वारा बुलायी जा सकेगी। बैठक का कोरम 3/5 सदस्यों का होगा। यदि बैठक का, कोरम पूरा नहीं होता है तो बैठक एक घंटे के लिए स्थगित की जा कर उसी स्थान पर उसी दिन पुनः की जा सकेगी, जिसके लिए कोरम की कोई शर्त नहीं होगी। संस्था की प्रथम आम सभा पंजीयन दिनांक से 3 माह के भीतर बुलाई जावेगी उसमें संस्था के पदाधिकारियों का विधिवत निर्वाचन किया जावेगा यदि संबंधित आमसभा का आयोजन किसी समय नहीं किया जाता तो पंजीयक को अधिकार होगा कि वह संस्था की आम सभा का आयोजन किसी जिम्मेदार कर्मचारी के मार्गदर्शन में बैठक आयोजित करें एवं पदाधिकारियों का विधिवत चुनाव करवायें।



(ब) प्रबंधकारिणी सभा :-

प्रबंधकारिणी सभा की बैठक प्रत्येक तीन माह में होगी तथा बैठक का एजेण्डा तथा लिखित सूचना, बैठक दिनांक से सात दिन पूर्व कार्यकारिणी के प्रत्येक सदस्य को भेजी जाना आवश्यक होगी। बैठक में कोरम 1/2 सदस्यों की होगी। यदि बैठक का कोरम पूर्ण नहीं होता है। तो बैठक एक घंटे के लिए स्थगित की जाकर उसी स्थान पर उसी दिन पुनः की जा सकेगी जिसके लिए कोरम की कोई शर्त न होगी। अध्यक्ष की अनुमति से आकस्मिक बैठक किसी भी समय बुलायी जा सकेगी।

(स) विशेष :-

यदि कम से कम कुल संख्या (कुल सदस्यों की संख्या का ) के 2/3 सदस्यों द्वारा लिखित रूप से बैठक हेतु आवेदन करे तो उनके दर्शाये विषय पर विचार करने के लिये साधारण सभा की बैठक बुलायी जावेगी। विशेष संकल्प पारित हो जाने पर संकल्प की प्रति पंजीयक को संकल्प पारित हो जाने के से 14 दिन के भीतर भेजा जावेगा। पंजीयक को इस संबंध में आवश्यक निर्देश जारी करने तथा समिति को परामर्श देने का अधिकार होगा।

10. साधारण सभा के अधिकार व कर्तव्य :-

- (1) संस्था के पिछले वर्ष का वार्षिक अंकेशित लेखा विवरण, प्रगति प्रतिवेदन स्वीकृत करना।
- (2) संस्था की स्थाई निधि व संपत्ति की ठीक व्यवस्था करना।
- (3) आगामी वर्ष के लिये लेखा परीक्षकों की नियुक्ति करना।
- (4) अन्य ऐसे विषयों पर विचार करना जो प्रबंधकारिणी द्वारा प्रस्तुत हों।
- (5) संस्था द्वारा संचालित संस्थाओं के आय-व्यय पत्रकों को स्वीकृत करना।
- (6) बजट अनुमोदन करना।
- (7) संस्था के पदाधिकारियों एवं प्रबंधक समिति सदस्यों का चयन/नामांकन करना।

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11. प्रबंधकारिणी का गठन:- नियम 4 (अ.ब.स.) में दर्शाये गये सदस्यों जिनके नाम पंजी रजिस्टर में दर्ज हो "में से" साधारण सभा की बैठक के बहुमत के आधार पर निम्नांकित पदाधिकारियों तथा प्रबंधकारिणी समिति के सदस्यों का निर्वाचन/नामांकन होगा।

(1)अध्यक्ष (2)उपाध्यक्ष (3)सचिव (4)कोषाध्यक्ष (5) सहसचिव एवं सदस्य - 3

12. प्रबंधसमिति का कार्यकाल :-प्रबंध समिति का कार्यकाल तीन वर्ष होगा। समिति का यथेष्ट कारण होने पर उस समय तक जब कि नई प्रबंधकारिणी समिति का निर्माण नियमानुसार या अन्य कारणों से नहीं हो जाता, करती रहेगी जिसका अनुमोदन साधारण सभा से कराना अनिवार्य होगा किन्तु उक्त अवधि 6 माह से अधिक नहीं होगी।

13. प्रबंधकारिणी के अधिकार व कर्तव्य :-

- (अ) जिन उद्देश्यों की प्राप्ति हेतु समिति का गठन हुआ है उसकी पूर्ति करना और इस आशय की पूर्ति हेतु व्यवस्था करना।  
 (ब) पिछले वर्ष का आय-व्यय का लेखा पूर्णतः परीक्षित किया हुआ प्रगति प्रतिवेदन के साथ प्रति वर्ष साधारण सभा की बैठक में प्रस्तुत करना।  
 (स) समिति एवं उसके अधीन संचालित संस्थाओं के कर्मचारियों के वेतन तथा भत्ते आदि का भुगतान करना।  
 (द) संस्था की चल अचल सम्पत्ति पर लगने वाले कर आदि का भुगतान करना।  
 (इ) कर्मचारियों, शिक्षकों, कन्सलटेंट्स, एडवाइजर, वालंटियर आदि की नियुक्ति करना।  
 (ए) आवश्यक कार्य करना, जो साधारण सभा द्वारा समय-समय पर सौंपे जाए।  
 (च) संस्था की समस्त चल अचल सम्पत्ति, कार्यकारिणी समिति के नाम से रहेगी।  
 (छ) संस्था द्वारा कोई भी स्थावर सम्पत्ति, रजिस्ट्रार की लिखित अनुज्ञा के बिना के विक्रय द्वारा या आन्तरित नहीं की जाएगी।  
 (ज) संस्था के उद्देश्यों की पूर्ति के लिए जमीन, भवन का दान लेना, क्रय करना, निर्माण करना।  
 (झ) संस्था की संपत्ति को संस्था के उद्देश्यों की पूर्ति हेतु ऋण प्राप्ति के लिए प्रतिभूति के रूप में साधारण सभा की अनुमति से रखना।  
 • आवश्यकतानुसार उप-समितियों को गठित कर उनके कर्तव्य और अधिकार तय करना।  
 (ट) विशेष बैठक आमंत्रित कर संस्था के विधान में संशोधन किये जाने के प्रस्ताव पर विचार विमर्श कर साधारण सभा की बैठक में उसकी स्वीकृत हेतु प्रस्तुत करेगी। साधारण सभा में कुल 2/3 मत से संशोधित पारित होने पर उक्त प्रस्ताव पारित कर पंजीयक को अनुमोदन हेतु भेजा जायेगा।

14. अध्यक्ष के अधिकार :-

अध्यक्ष साधारण सभा तथा प्रबंधकारिणी समिति की समस्त बैठकों की अध्यक्षता करेगा तथा सचिव द्वारा साधारण सभा में प्रबंधकारिणी की बैठकों का आयोजन करवायेगा। बैठकों में आमंत्रण की अनुमति देगा। अध्यक्ष का मत विद्यार्थ विषयों में निर्णयात्मक होगा।

15. उपाध्यक्ष के अधिकार :-

अध्यक्ष की अनुपस्थिति में उपाध्यक्ष द्वारा साधारण सभा एवं प्रबंधकारिणी की समस्त बैठकों की अध्यक्षता करेगा। अध्यक्ष के समस्त अधिकारों का उपयोग करेगा।

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16. सचिव/ कर्तव्य एवं अधिकार :-

1. अध्यक्ष एवं साधारण सभा के मार्गदर्शन में कार्य करेगा।
2. साधारण सभा एवं प्रबंधकारिणी की बैठक समय-समय पर बुलाना और समस्त आवेदन पत्र सुझाव जो प्राप्त हो प्रस्तुत करना।
3. समिति का लेखा परीक्षण से प्रतिवेदन तैयार करना करक साधारण सभा के समुख प्रस्तुत करना।
4. समिति के नियमानुसार सारे कागजातों को तैयार करना तथा करवाना, उनका निरीक्षण करना व अनियमितता पाये जाने पर उसकी सूचना प्रबंधकारिणी को देना।
5. सभी बैठकों का रिकार्ड रखना, पत्राचार करना।
6. सचिव को किसी कार्य के लिए एक समय में रुपये 1000/- व्यय करने का अधिकार होगा।
7. संस्था के बैंक खाता संचालित करने का अधिकार होगा।
8. अध्यक्ष या प्रबंधकारिणी द्वारा सौंपा गया कार्य करना।

17. कोषाध्यक्ष के अधिकार :- समिति की धनराशि का हिसाब रखना तथा सचिव या कार्यकारिणी द्वारा स्वीकृत व्यय करना।

18. संयुक्त सचिव के अधिकार :- सचिव की अनुपस्थिति में संयुक्त सचिव कार्य करेगा।

19. बैंक खता :- संस्था की समस्त निधि किसी अनुसूचित बैंक या पोस्ट ऑफिस में रहेगी। धन का आहरण अध्यक्ष या सचिव तथा कोषाध्यक्ष के संयुक्त हस्ताक्षर से होगा। दैनिक व्यय हेतु कोषाध्यक्ष के पास अधिकृत रुपये 1000/- रहेंगे।

20. पंजीयक को भेजी जाने वाली जानकारी :- अधिनियम की धारा 27 के अंतर्गत संस्था की वार्षिक आम सभा होने के दिनांक से 45 दिन के भीतर निर्धारित प्रारूप पर कार्यकारिणी समिति की सूची फाईल की जावेगी। तथा धारा 28 के अंतर्गत संस्था के परीक्षित लेखा भेजेगी।

21. संशोधन :- संस्था के विधान में संशोधन, साधारण सभा की बैठक में कुल सदस्यों से 2/3 मतों से पारित होगा। यदि आवश्यक हुआ तो संस्था के हित में उसके पंजीकृत विधान में संशोधन करने के अधिकार पंजीयक फर्मर्स एवं संस्थाये को होगा। जो प्रत्येक सदस्य को मान्य होगा।

22. विघटन :- संस्था का विघटन साधारण सभा में कुल सदस्यों 3/5 मत से पारित किया जावेगा। विघटन के पश्चात संस्था की चल तथा अचल सम्पत्ति किसी समान उद्देश्यों वाली संस्था को सौंप दी जावेगी।

23. सम्पत्ति :- संस्था की समस्त चल तथा अचल संपत्ति संस्था के नाम रहेगी। संस्था की अचल संपत्ति रजिस्ट्रार फर्मर्स एवं संस्थाये को लिखित अनुज्ञा के बिना विक्रय द्वारा दान द्वारा या अन्यथा प्रकार से अर्जित या अंतरित नहीं की जा सकेगी।

24. पंजीयक द्वारा बैठक बुलाना :- संस्था की पंजीयन नियमावली के अनुसार पदाधिकारियों द्वारा वार्षिक बैठक न बुलाये जाने पर या अन्य प्रकार से आवश्यक होने पर पंजीयक फर्मर्स एवं संस्थाये की बैठक बुलाने का अधिकार होगा। साथ ही यह बैठक में विचारार्थ विषय निश्चित कर सकेगा।

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सचिव

*A. A. A.*  
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निरंतर.....14



## 25. विवाद

संस्था में किसी प्रकार का विवाद उत्पन्न होने पर अध्यक्ष को साधारण सभा की अनुमति से सुलझाने का अधिकार होगा। यदि इस निश्चित या निर्णय पक्षों को सन्तोष न हो तो वह रजिस्ट्रार की ओर विवाद के निर्णय के लिये भेज सकेंगे। रजिस्ट्रार का निर्णय अन्तिम व सर्वमान्य होगा। संचालित सभाओं के विवाद अथवा प्रबंध समिति के विवाद उत्पन्न होने पर निराकरण का अधिकार रजिस्ट्रार को होगा।

## 26. संस्था के मूल्य



1. संस्था पारदर्शिता के सिद्धांत का पालन करेगी।
2. संस्था की कार्यकारिणी अथवा प्रबंधकारिणी के सदस्य बच्चों के अधिकारों के पक्ष में अवैतनिक रूप से अपनी भूमिकाओं का निर्वहन करेंगे।
3. संस्था की व्यवस्था में बालश्रम पर प्रतिबंध रहेगा।
4. संस्था ऐसे किसी भी समूह अथवा संस्थान से संबंध नहीं रखेगी जिनमें बच्चे श्रमिक के रूप में कार्य करते हैं।

## प्रमाणित प्रति

कुल रूपये 988/- चालान नं. / रकम नं. 96  
दिनांक 11/2/11 द्वारा पढ़ाया गया है। यह मूल  
दस्तावेजों की प्रमाणित प्रति है।  
जारी होने की तिथि

सहायक के हस्ताक्षर

असि. रजिस्ट्रार  
फॉर्म एवं संस्थाएं, भोपाल

20/3/11

ABCh  
अध्यक्ष

SSRanand  
सचिव

ABal pui  
कोषाध्यक्ष

Annexure -3 Photocopy of 12,AA Certificate under Income Tax Act of 1961

**Registered**

N0.II/21022/66(0011)/2013-FCRA-II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
\*\*\*\*

NDCC-II Building,  
First Floor(FCRA Wing),  
Opposite to Jantar Mantar,  
Jai Singh Road,  
New Delhi-110001  
Dated :26/04/2013

To ✓  
**The Chief Functionary,  
Child Rights Observatory Madhya Pradesh  
HIG-414 E-7 Arera Colony  
BHOPAL,Bhopal  
Madhya Pradesh-462016**

Subject: Registration under Foreign Contribution (Regulation) Act, 2010.

Sir/Madam,

With reference to your application dated 15/01/2013 requesting registration under the Foreign Contribution (Regulation) Act, 2010, I am directed to say that your Association has been registered under Section 11 (1) of the Act as follows:-

Registration Number : **063160204**  
Nature : **Educational Social**

2. In terms of section 18 of the Foreign Contribution(Regulation) Act,2010 read with Rules 17 of the Foreign Contribution (Regulation) Rules, 2011, You are advised to send intimations within the prescribed time to the Central Government of the amounts of each foreign contribution received by you, the source and the manner in which the foreign contribution was utilised, as per the provisions of the Act and the Rules. An association is required to furnish the return even when the particulars are 'NIL'. The FC-6 form may be submitted on line on this Ministry's website [http://mha.nic.in/fcraweb/fc\\_online.htm](http://mha.nic.in/fcraweb/fc_online.htm) using the user name (**crmpbpl**) used for online submission. The Bank Account mentioned in your application should be used for receiving foreign contribution and no other amount should be credited to this account. The Association should immediately intimate to this Ministry and obtain written confirmation regarding any change in the name of the Association, its address and Bank/Bank Account.

3. The association cannot bring out any publication (registered under PRB Act, 1867) or act as correspondent, columnist, editor, printer or publisher of a registered newspaper or engage in the production or broadcast of audio news or audio visual news or current affairs programmes through electronic mode or any other electronic form or any other mode of mass communication at a later stage thereby attracting provisions of the Section 3(1) (g) and (h) of the FC(R) Act, 2010. In addition to this, the association is forbidden from getting involved in any activity of political nature.

4. You are requested to note the provisions of Section 7 of FC(R) Act, 2010 and Rule

24 of FC(R) Rules, 2011 and ensure that before any funds are passed on to any person/association in India that the recipient is (i) eligible to accept foreign contribution under the Act, i.e., recipient association is registered under the Act, or has obtained Prior Permission of the Government under Section 11 of the Act, and (ii) the person/association is not prohibited under the Act.

5. You are requested to familiarize yourself with the provisions of Foreign Contribution (Regulation) Act, 2010 and Foreign Contribution (Regulation) Rules, 2011, available at this Ministry's website 'mha.nic.in' to ensure strict compliance of the Act/Rules. Failure to comply with any of the provisions of said Act/Rules will make you liable for action under the relevant provisions of the Foreign Contribution (Regulation) Act, 2010.

6. This certificate of Registration is valid for a period of five years from the date of registration under the Act.

Yours faithfully

*V. Viswanathan*  
(V VISWANATHAN)

Under Secretary to the Govt. of India

Tel. No. 23438041

(Please visit our website at <http://mha.nic.in>)

N0.II/21022/66(0011)/2013-FCRA-II

Copy to:

**The Manager**

**Canara Bank**

**Ravishanagar Nagar Arera Colony, Bhopal, Bhopal (dist)**

**Madhya Pradesh**

With the request to confirm that SB/CA Account no. 1471101012365 has been opened by the above association exclusively for receiving foreign contribution. In terms of the Foreign Contribution (Regulation) Act, 2010 read with Rule 16 of the Foreign Contribution (Regulation) Rules, 2011, the Bank is also requested to send intimations regarding inward remittances received by the association, in the manner prescribed therein, as also annual report regarding receipt of foreign contribution by the association to this Ministry.

*gd*  
(V VISWANATHAN)

Under Secretary to the Govt. of India

Tel. No. 23438041


Annexure 4- Photocopy of PAN Card





Annexure 5- Acknowledgement of Income Tax Return along with IT Return filed (last three years)

Client Code : 210



## ITR V ACKNOWLEDGEMENTAY 2014-15

Received with thanks from **CHILD RIGHTS OBSERVATORY** a return of income in ITR No. 1(SAHJ) \* 2 \* 0 3 \* 0 4(SUGAM) \* 0 4 \* 0 5 \* 0 7 \* for assessment year 2014-15, having the following particulars

A1 FIRST NAME **CHILD RIGHTS OBSERVATORY** A2 MIDDLE NAME

A3 LAST NAME **CHILD RIGHTS OBSERVATORY** A4 PERMANENT ACCOUNT NUMBER **AABTC1211E**

A5 SEX ☐ Male ☐ Female A6 DATE OF BIRTH **31102007** A7 INCOME TAX WARD/CIRCLE **DCIT/ACIT 1(1), BHOPAL**

A8 FLAT/DOOR/BUILDING **E-7/414-HIG** A9 ROAD/STREET

A10 AREA/LOCALITY **AREA COLONY** A11 TOWN/CITY/DISTRICT **BHOPAL**


A12 STATE **MADHYA PRADESH** COUNTRY **INDIA** A13 PINCODE **462016**

A14 Fill only one: Filed ☐ On or Before due date 120(1) \* ☒ After due date 120(1) \* ☐ Revised Return 120(1) OR In response to notice ☐ 120(9) ☐ 142(1) ☐ 148 ☐ 153A/153C OR ☐ 90CD

### COMPUTATION OF INCOME AND TAX RETURN Whole-Rupee(₹) only.

If showing loss, insert the negative sign in bracket at left

B1 Gross Total Income	* B1 (	0
B2 Deductions under Chapter VI-A	* B2	0
B3 Total Income	* B3 (	0
B4 Current Loss if any	* B4 (	0
B5 Net Tax Payable	* B5	0
B6 Interest Payable	* B6	0
B7 Total Tax and Interest Payable	* B7	0
B8 Total Advance Tax Paid	* B8	0
B9 Total Self Assessment Tax Paid	* B9	0
B10 Total <small>RR/BIN: 059200814047389</small>	* B10	0
B11 Total <small>RR / Date AY: 20-08-2014/2014-15</small>	* B11	0
B12 Total <small>PAN: AABTC1211E / ITR7</small>	* B12	0
B13 Tax <small>RR / Name: CHILD RIGHTS O</small>	* B13	0
B14 Ref <small>RR/BIN: C0310100092/ N00002/14</small>	* B14	0
		0



SIGN HERE

FOR OFFICIAL USE ONLY

→ STAMP RECEIPT NO. HERE

SEAL, DATE AND SIGNATURE OF RECEIVING OFFICIAL



A	i	Where, in any of the projects/institutions run by you, one of the charitable purposes is advancement of any other object of general public utility then,-		
	a	Whether there is any activity in the nature of trade, commerce or business referred to in proviso to section 2(15)?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	b	whether there is any activity of rendering any service in relation to any trade, commerce or business for any consideration as referred to in proviso to section 2(15)?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	ii	If 'a' or 'b' is YES, the aggregate annual receipts from such activities in respect of that institution		
		Sl.	Name of the project/institution	Amount of aggregate annual receipts from such activities
		a		
		b		
B	University/ Educational Institution/ Hospital/ Other Institution eligible for exemption u/s 10(23C)(iiid) and 10(23C)(iiac)			
	(Tick) <input type="checkbox"/> if applicable	Section	Name of the University/Educational Institution/Hospital/ Other Institution	Aggregate annual receipts (Rs.)
	<input type="checkbox"/>	10(23C)(iiid)	i	
			ii	
			iii	
			iv	
	<input type="checkbox"/>	10(23C)(iiac)	i	
			ii	
			iii	
			iv	
	i	Whether Registered u/s 12A/ 12AA ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	ii	If yes, then enter Registration No		230/07-08
	iii	Commissioner/Director of Income-tax (Exemptions) who granted registration		COMMISSIONER
	iv	Date of Registration (DD/MM/YYYY)		25/02/2008
	v	Whether activity is, - <input checked="" type="checkbox"/> charitable, <input type="checkbox"/> religious or <input type="checkbox"/> both?		Please tick <input checked="" type="checkbox"/> as applicable.
D	i	Whether approval obtained under section 35?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	ii	If Yes, then enter the relevant clause of section 35 and Registration No.		
	iii	Date of Approval (DD/MM/YYYY)		
	iv	Approving Authority		
	v	Whether research is, - <input type="checkbox"/> Scientific, <input type="checkbox"/> Social Science or <input type="checkbox"/> Statistical? Please tick as <input checked="" type="checkbox"/> applicable		
	vi	In case of business activity in research, whether it is <input type="checkbox"/> Incidental or <input type="checkbox"/> Not incidental? Please tick <input checked="" type="checkbox"/> as applicable		
	i	Whether approval obtained u/s 80G?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
E	ii	If Yes, then enter Approval No.		
	iii	Date of Approval (DD/MM/YYYY)		
F	Is there any change in the objects/activities during the Year on the basis of which approval/ registration was granted?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
G	i	Whether a political party as per section 13A? (if yes, please fill schedule LA)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	ii	If Yes then whether registered?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	iii	If yes, then enter registration number under section 29A of the Representation of People Act, 1951		
H	i	Whether an Electoral Trust? (if yes, please fill schedule ET)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	ii	If yes, then enter approval number?		
	iii	Date of Approval (DD/MM/YYYY)		
I	i	Whether registered under Foreign Contribution (Regulation) Act, 1976 (FCRA) ?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	ii	If yes, then enter Registration No.		
	iii	Date of Registration (DD/MM/YYYY)		
	iv	a Total amount of contribution received from outside India during the year, if any		Rs.
		b Specify the purpose for which the above contribution is received		
J	Whether liable to tax at maximum marginal rate under section 164 ?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
K	Is this your first return ?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you liable for audit? <input checked="" type="checkbox"/> (Tick) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, If yes, furnish following information-				
Section under which you are liable for audit (specify section) Please mention date of audit report. (DD/MM/YY) (See Instruction 6(ii))				

Part B - T1 STATEMENT OF INCOME FOR THE PERIOD ENDED ON 31 <sup>st</sup> MARCH 2014			
1	Income from house property [3c of Schedule HP] (enter nil if loss)	1	NIL
2	Profits and gains of business or profession [as per item no. E 35 of schedule BP]	2	NIL
3	Income under the head Capital Gains		
	a Short term (A5 of schedule CG)	3a	NIL
	b Long term (B3 of schedule CG) (enter nil if loss)	3b	0
	c Total capital gains (3a + 3b) (enter nil if loss)	3c	NIL
4	Income from other sources [as per item no. 4 of Schedule OS]	4	NIL
5	Voluntary Contributions (C of schedule VC)	5	NIL
6	Gross income [1+2+3c+4+5]	6	NIL
If registered under section 12A/12AA, fill out items 7 to 13			
7	Aggregate of income referred to in section u/s 11 and 12 derived during the previous year to the extent that is included in 6 above	7	NIL
8	Voluntary contribution forming part of corpus as per section 11(1)(d) [(Ai + Bi) of schedule VC]	8	NIL
9	Application of income for charitable or religious purposes		
	i Amount applied to charitable purposes in India during the previous year - Revenue Account	9i	2298156
	ii Amount applied to charitable purposes in India during the previous year - Capital Account [Excluding application from Borrowed Funds and amount exempt u/s 11(1A)]	9ii	NIL
	iii Amount applied to charitable purposes in India during the previous year - Capital Account (Repayment of Loan)	9iii	NIL
	iv Amount deemed to have been applied to charitable or religious purposes in India during the previous year as per clause (2) of Explanation to section 11(1)	9iv	2097949
	a If (iv) above applicable, whether option to be exercised in writing before due date to the Assessing Officer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	v Amount accumulated or set apart for application to charitable purposes to the extent it does not exceed 15 per cent of income derived from property held in trust/ institution under section 11(1)(a)/11(1)(b) [restricted to the maximum of 15% of (7-8) above]	9v	NIL
	vi Amount in addition to amount referred to in (iv) above, accumulated or set apart for specified purposes if all the conditions in section 11(2) and 11(5) are fulfilled (fill out schedule I)	vi	NIL
	vii Amount applied for charitable purpose outside India as per section 11(1)(c)	9vii	NIL
	a Approval number and date of approval by the Board -		
	viii Total [9i+9ii+9iii+9iv+9v+9vi+9vii]	9viii	4396105
10	Additions		
	i Income chargeable under section 11(1B)	10i	NIL
	ii Income chargeable under section 11 (3)	10ii	NIL
	iii Income in respect of which exemption under section 11 is not available by virtue of provisions of section 13		
	a Being anonymous donation at Diii of schedule VC to the extent applied for charitable purpose	10iiia	NIL
	b Other than (a) above	10iiib	NIL
	iv Income chargeable under section 12(2)	10iv	NIL
	v Total [10i + 10ii+10iiia+10iiib+10iv]	10v	NIL
11	Income chargeable u/s 11(4) [as per item no. E36 of Schedule BP]	11	0
12	Total (6 - 8 - 9viii + 10v + 11)	12	-4396105
13	Amount of income exempt under any clause of section 10, to the extent that is included in 12 above	13	NIL
14	Amount eligible for exemption under section 10(21), 10(22B), 10(23A), 10(23B), 10(23C)(iv), 10(23C)(v), 10(23C)(vi), 10(23C)(via)	14	NIL
15	Amount eligible for exemption under section 10(23C)(iiia), 10(23C)(iiia), 10(24), 10(46), 10(47)	15	NIL
16	Amount eligible for exemption under any clause, other than those at 14 and 15, of section 10	16	NIL
17	Income chargeable under section 11(3) read with section 10(21)	17	NIL
18	Income claimed/ exempt under section 13A or 13B in case of a Political Party or Electoral Trust (fill Schedule LA or ET)	18	NIL
19	Income chargeable to tax (6 - 8 - 9viii + 10v + 11 - 14 - 15 - 16 + 17 - 18)	19	-4396105
20	Losses of current year to be set off against 19 (total of 2ix, 3ix and 4ix of Schedule CYLA)	20	NIL
21	Gross Total Income (19 - 20)	21	NIL
22	Income chargeable to tax at special rate under section 111A, 112 etc. included in 21	22	0
23	Deduction u/s 10A or 10AA	23	NIL
24	Deductions under chapter VIA (limited to 21 - 22)	24	NIL
25	Total Income [21 - 23 - 24]	25	NIL
26	Income which is included in 25 and chargeable to tax at special rates (total of (i) of schedule SI)	26	0
27	Net Agricultural income for rate purpose	27	NIL
28	Aggregate Income (25 - 26 + 27) [applicable if (25-26) exceeds maximum amount not chargeable to tax]	28	0
29	Anonymous donations, included in 28, to be taxed under section 115BBC @ 30% (Diii of schedule VC)	29	0
30	Income chargeable at maximum marginal rates	30	NIL



**Schedule I** Details of amounts accumulated / set apart within the meaning of section 11 (2)

Year of accumulation (F.Yr.)	Amount accumulated in the year of accumulation	Purpose of accumulation	Amount applied for charitable/ religious purposes upto the beginning of the previous year	Amount invested or deposited in the modes specified in section 11(5)	Amounts applied for charitable or religious purpose during the previous year	Balance amount available for application (7) = (2) - (4) - (6)	Amount deemed to be income within meaning of sub-section (3) of section 11
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Schedule J** Statement showing the investment of all funds as on the last day of the previous year

<b>A</b>		<b>i</b> Balance in the corpus fund as on the last day of the previous year		RS.			
		<b>ii</b> Balance in the non-corpus fund as on the last day of the year		RS.			
<b>B</b> Details of investment/deposits made under section 11(5)							
Sl. No.	Mode of investment as per section 11(5)		Date of investment	Date of maturity	Amount of investment	Maturity amount	
(1)	(2)		(3)	(4)	(5)	(6)	
i							
<b>TOTAL</b>							
<b>C</b> Investment held at any time during the previous year (s) in concern (s) in which persons referred to in section 13 (3) have a substantial interest.							
Sl. No.	Name and address of the concern	Where the concern is a company (tick as applicable)	Number of shares held	Class of shares held	Nominal value of the investment	Income from the investment	Whether the amount in col (6) exceeds 5 percent of the capital of the concern during the previous year (tick as applicable)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
i		<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL</b>							
<b>D</b> Other investments as on the last day of the previous year							
Sl. No.	Name and address of the concern	Whether the concern is a company (tick as applicable)	Class of shares held	Number of shares held	Nominal value of investment		
(1)	(2)	(3)	(4)	(5)	(6)		
i		<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>TOTAL</b>							
<b>E</b> Voluntary contributions /donations received in kind but not converted into investments in the specified modes u/s 11 (5) within the time provided							
Sl. No.	Name and address of the donor	Value of contribution / donation	Amount out of (3) invested in modes prescribed under section 11(5)	Balance to be treated as income under section 11 (3)			
(1)	(2)	(3)	(4)	(5)			
i							
<b>TOTAL</b>							

**Schedule K** Statement of particulars regarding the Author (s) / Founder(s) / Trustee (s) / Manager (s), etc., of the Trust or Institution

A	Name(s) of author(s) / founder(s) / Settlor(s) and address(es), if alive		PAN
Sl. No	Name and address		
1	SMT NIRMALA BUCH E-4/17, ARERA COLONY BHOPAL MADHYA PRADESH 462016		
2	DR. SMT. SHEELA BHAMBAL E-7/11-443, ARERA COLONY BHOPAL MADHYA PRADESH 462016		
3	PROF. UDAY JAIN 74 NARAYAN NAGAR, HOSHAGABAD ROAD BHOPAL MADHYA PRADESH 462022		
4	MR. N.K. SINGH EN-2/20, CHAR IMLI BHOPAL MADHYA PRADESH 462016		
5	MR. RAGHURAJ SINGH 24, AMRAPALI ENCLAVE, CHHUNA BHATTI, KOLAR ROAD BHOPAL MADHYA PRADESH 462042		
6	MRS AMITA BALVAPURI A-6, BDA COLONY, SHIVAJI NAGAR BHOPAL MADHYA PRADESH 462016		
7	MR. SUNIL SHUKLA E-4/53, ARERA COLONY BHOPAL MADHYA PRADESH 462016		
8	MR. RAJENDRA KOTHARI 61, BETWA APPARTMENT, NEW MARKET, T.T. NAGAR BHOPAL MADHYA PRADESH 462003		

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B	Name(s) of the person(s) who was / were trustee(s) / manager(s) during the previous year(s)	
Sl.No	Name and address	PAN
I	SAME AS ABOVE	
C	Name (s) of the person (s) who has / have made substantial contribution to the trust / institution in terms of section 13 (3) (b)	
Sl. No.	Name and address	PAN
D	Name (s) of relative (s) of author (s), founder (s), trustee (s), manager (s), and substantial contributor (s) and where any such author, founder, trustee, manager or substantial contributor is a Hindu undivided family, also the names of the members of the family and their relatives	
Sl. No	Name and address	PAN

#### Schedule LA Political Party

1	Whether books of account were maintained? (tick as applicable <input checked="" type="checkbox"/> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Whether record of each voluntary contribution in excess of twenty thousand rupees (including name and address of the person who has made such contribution) were maintained? (tick as applicable <input checked="" type="checkbox"/> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Whether the accounts have been audited? (tick as applicable <input checked="" type="checkbox"/> ) If yes, date of audit (DD/MM/YYYY)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Whether the report under sub-section (3) of section 29C of the Representation of the People Act, 1951 for the financial year has been submitted? (tick as applicable <input checked="" type="checkbox"/> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	If yes, then date of submission of the report (DD/MM/YYYY)	_/_/	

#### Schedule ET Electoral Trust

1	Whether books of account were maintained?(tick as applicable <input checked="" type="checkbox"/> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Whether record of each voluntary contribution (including name, address and PAN of the person who has made such contribution along with the mode of contribution) were maintained? (tick as applicable <input checked="" type="checkbox"/> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Whether record of each person (including name, address and PAN of such person) to whom voluntary contribution has been distributed was maintained? (tick as applicable <input checked="" type="checkbox"/> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Whether the accounts have been audited? (tick as applicable <input checked="" type="checkbox"/> ) If yes, date of audit (DD/MM/YYYY)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Whether the report as per rule 17CA(14) furnished to the Commissioner of Income-tax or Director of Income-tax? (tick as applicable <input checked="" type="checkbox"/> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Details of Voluntary Contribution		
i	Opening balance as on 1 <sup>st</sup> April	i	
ii	Voluntary contribution received during the year	ii	
iii	Total (i+ii)	iii	
iv	Amount distributed to Political parties	iv	
v	Amount spent on managing the affairs of the Trust	v	
vi	Total (iv+v)	vi	
vii	Closing balance as on 31 <sup>st</sup> March (iii-vi)	vii	

#### Schedule HP Details of Income from House Property (Please refer to instructions)

1	Address of property I		Town/ City	State	PIN Code
	NA		NA	NA	NA
	Is the property co-owned? <input type="checkbox"/> YES <input type="checkbox"/> NO (if "YES" please enter following details)				
	Your percentage of share in the property				
	Name of Co-owner(s)		PAN of Co-owner (s) (optional)		Percentage Share in Property
i					
	(Tick) <input checked="" type="checkbox"/> if let out <input type="checkbox"/>				
	Name of Tenant		PAN of Tenant (optional)		
	NA		NA		
a	Annual lettable value or rent received or receivable (higher of the two, if let out for whole of the year, lower of the two if let out for part of the year)				1a Nil
b	The amount of rent which cannot be realized				1b Nil
c	Tax paid to local authorities				1c Nil
d	Total (1b + 1c)				1d Nil
e	Annual value (1a - 1d) (nil, if self-occupied etc. as per section 23(2) of the Act)				1e Nil



f	30% of 1e	1f	Nil
g	Interest payable on borrowed capital	1g	Nil
h	Total (1f + 1g)	1h	Nil
i	Income from house property 1 (1f - 1i)	1i	Nil

2 Address of property 2  
 NA Town/ City NA State NA PIN Code NA

Is the property co-owned? ☐ YES ☐ NO (if "YES" please enter following details)

Your percentage of share in the property.

Name of Co-owner(s)	PAN of Co-owner (s) (optional)	Percentage Share in Property
i		

(Tick) ☒ if let out ☐ Name of Tenant NA PAN of Tenant (optional) NA

a	Annual lettable value or rent received or receivable (higher of the two if let out for whole of the year, lower of the two if let out for part of the year)	2a	
b	The amount of rent which cannot be realized	2b	Nil
c	Tax paid to local authorities	2c	Nil
d	Total (2b + 2c)	2d	Nil
e	Annual value (2a - 2d)	2e	Nil
f	30% of 2e	2f	Nil
g	Interest payable on borrowed capital	2g	Nil
h	Total (2f + 2g)	2h	Nil
i	Income from house property 2 (2e - 2h)	2i	Nil

3 Income under the head "Income from house property"

a	Rent of earlier years realized under section 25A/AA	3a	Nil
b	Arrears of rent received during the year under section 25B after deducting 30%	3b	Nil
c	Total (1i + 2i + 3a + 3b) (if negative take the figure to 2i of schedule CYLA)	3c	Nil

#### Schedule CG: Capital Gains

<b>A Short-term capital gain</b>			
1 From assets (shares/units) where section 111A is applicable (STT paid)			
a	Full value of consideration	1a	Nil
b	Deductions under section 48		
i	Cost of acquisition	bi	Nil
ii	Cost of Improvement	bii	Nil
iii	Expenditure on transfer	biii	Nil
iv	Total (i+ii+iii)	biv	Nil
c	Balance (1a-biv)	1c	Nil
d	Loss, if any, to be ignored under section 94(7) or 94(8) (Enter positive value only)	1d	Nil
e	Short-term capital gain (1c+1d)	A1e	Nil
2 From assets where section 111A is not applicable			
a	Full value of consideration	2a	Nil
b	Deductions under section 48		
i	Cost of acquisition	bi	Nil
ii	Cost of Improvement	bii	Nil
iii	Expenditure on transfer	biii	Nil
iv	Total (i+ii+iii)	biv	Nil
c	Balance (2a-biv)	2c	Nil
d	Loss, if any, to be ignored under section 94(7) or 94(8) (Enter positive value only)	2d	Nil
e	Short-term capital gain (2c+2d)	2e	Nil
3	Deemed short term capital gain on depreciable assets	A3	Nil
4	Exemption u/s 11 (1A)	A4	Nil
5	Total short term capital gain (A1e+2e+A3-A4)	A5	Nil
<b>B Long term capital gain</b>			
1 From asset where proviso under section 112 (1) is not applicable			
a	Full value of consideration	1a	Nil
b	Deductions under section 48		
i	Cost of acquisition after indexation	bi	Nil
ii	Cost of improvement after indexation	bii	Nil
iii	Expenditure on transfer	biii	Nil
iv	Total (bi+bii+biii)	biv	Nil
c	Balance (1a-biv)	1c	Nil
d	Exemption u/s 11 (1A)	1d	Nil
e	Long-term capital gains where proviso under section 112 (1) is not applicable (1c-1d)	B1e	Nil
2 From asset where proviso under section 112 (1) is applicable (without indexation)			

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a	Full value of consideration	2a	Nil
b	Deductions under section 48		
i	Cost of acquisition without indexation	bi	Nil
ii	Cost of improvement without indexation	bii	Nil
iii	Expenditure on transfer	biii	Nil
iv	Total (bi+bii+biii)	biv	Nil
c	Balance (2a-biv)	2c	Nil
d	Exemption u/s 11 (1A)	2d	Nil
e	Long-term capital gains where proviso under section 112 (1) is applicable (2c-2d)	B2e	Nil
3	Total Long-term capital gain (B1e+B2e)	B3	0
C	Income chargeable under the head "CAPITAL GAINS" (A5+B3) (enter B3 as nil, if loss)	C	Nil

#### Schedule OS Income from other sources

1	Income		
a	Dividends, Gross	1a	Nil
b	Interest, Gross	1b	Nil
c	Rental income from machinery, plants, buildings	1c	Nil
d	Others, Gross (excluding income from owning race horses) <i>Mention the source</i>		
i	Winnings from lotteries, Crossword puzzles etc.	1di	0
e	Total (1a + 1b + 1c + 1di)	1e	Nil
f	Income included in '1e' chargeable to tax at special rate (Chapter XII/XIIA) (to be taken to schedule SI)		
i	Income from winnings from lotteries, crossword puzzles, races, games, gambling, betting etc (u/s 115BB)	1i	Nil
ii	Any other income under chapter XII/XII-A	1fii	Nil
iii	Income included in '1e' chargeable to tax at special rate (1fi + 1fii)	1fiii	Nil
g	Gross amount chargeable to tax at normal applicable rates (1e-1fiii)	1g	Nil
h	Deductions under section 57		
i	Expenses/Deductions	hi	Nil
ii	Depreciation	hii	Nil
iii	Total	hiii	Nil
i	Income from other sources (other than from owning race horses and amount chargeable to tax at special rate) (1g - hiii) (If negative take the figure to 41 of schedule CYLA)	1i	0
2	Income from other sources (other than from owning race horses) (1fiii + 1i) (enter 1i as nil, if negative)	2	Nil
3	Income from the activity of owning and maintaining race horses		
a	Receipts	3a	Nil
b	Deductions under section 57 in relation to (3)	3b	Nil
c	Balance (3a - 3b)	3c	Nil
4	Income under the head "Income from other sources" (2 + 3c) (take 3c as nil if negative)	4	Nil

#### Schedule- VC Voluntary Contributions

A	Local		
i	Corpus fund donation	Ai	Nil
ii	Other than corpus fund donation	Aii	Nil
iii	Voluntary contribution local (Ai + Aii)	Aiii	Nil
B	Foreign contribution		
i	Corpus fund donation	Bi	Nil
ii	Other than corpus fund donation	Bii	Nil
iii	Foreign contribution (Bi + Bii)	Biii	Nil
C	Total Contributions (Aiii + Biii)	C	Nil
D	Anonymous donations, included in C, chargeable u/s 115BBC		
i	Aggregate of such anonymous donations received	i	Nil
ii	5% of total donations received at C or 1,00,000 whichever is higher	ii	100000
iii	Anonymous donations chargeable u/s 115BBC @ 30% (i - ii)	iii	Nil

#### Schedule OA General

	Do you have any income under the head business and profession ?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If "yes" please enter following details)
1	Nature of Business or profession (refer to the instructions)	1
2	Number of branches	2
	(0)	

8		<input type="checkbox"/>			
9		<input type="checkbox"/>			
10		<input type="checkbox"/>			
11	Total				Nil

**Schedule II Details of payments of Advance Tax and Self-Assessment**

Sl No	BSR Code	Date of Deposit (DD/MM/YYYY)	Serial Number of Challan	Amount (Rs)
1	NA	NA	NA	Nil

**NOTE** ▶ Enter the totals of Advance tax and Self Assessment tax in Sl. No. 13a & 13d of Part B-TT

**Schedule TDS Details of Tax Deducted at Source (TDS) on Income [As per Form 16 A issued by Deductor(s) or Form 26QB]**

Sl No	Tax Deduction Account Number (TAN) of the Deductor	Name of the Deductor	Unique TDS Certificate Number	Unclaimed TDS brought forward (b/f)		TDS of the current fin. year	Amount out of (6) or (7) being claimed this Year (only if corresponding income is being offered for tax this year)	Amount out of (6) or (7) being carried forward
				Fin. Year in which deducted	Amount b/f			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	NA	NA	NA	NA	Nil	Nil	NA	NA

**NOTE** ▶ Please enter total of column (8) of Schedule - TDS in 13(b) of Part B-TT

**Schedule TCS Details of Tax Collected at Source(TCS) [As per Form 27D issued by the Collector (s)]**

Sl No	Tax Deduction and Tax Collection Account Number of the Collector	Name of the Collector	Unclaimed TCS brought forward (b/f)		TCS of the current fin. year	Amount out of (5) or (6) being claimed this Year (only if corresponding income is being offered for tax this year)	Amount out of (5) or (6) being carried forward
			Fin. Year in which deducted	Amount b/f			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	NA	NA	Nil	Nil	Nil		

**NOTE** ▶ Please enter total of column (7) of Schedule-TDS in 13c of Part B-TT

**Schedule FSI Details of Income from outside India and tax relief**

Sl.	Country Code	Taxpayer Identification Number	Sl.	Head of income	Income from outside India (included in PART B-TT)	Tax paid outside India	Tax payable on such income under normal provisions in India	Tax relief available in India (e)=(c) or (d) whichever is lower	Relevant article of DTAA if relief claimed u/s 90 or 90A
				(a)	(b)	(c)	(d)	(e)	(f)
			i	House Property					
			ii	Business or Profession					
			iii	Capital Gains					
			iv	Other Sources					
				Total					
2			i	House Property					
			ii	Business or Profession					
			iii	Capital Gains					
			iv	Other Sources					
				Total					

**Note** ▶ Please refer to the instructions for filling out this schedule.

**Schedule TR Summary of tax relief claimed for taxes paid outside India**

1	Details of Tax relief claimed				
	Country Code	Taxpayer Identification Number	Total taxes paid outside India (total of (c) of Schedule FSI in respect of each country)	Total tax relief available (total of (e) of Schedule FSI in respect of each country)	Section under which relief claimed (specify 90, 90A or

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**Schedule CYLA Details of Income after set-off of current years losses**

Sl. No.	Head / Source of Income	Income of current year (Fill this column only if income is zero or positive)	House property loss of the current year set off	Business Loss (other than speculation or specified business loss) of the current year set off	Other sources loss (other than loss from race horses) of the current year set off	Current year's Income remaining after set off
			Total Loss (3c of Schedule-HP)	Total Loss (A21 of Schedule-BP)	Total Loss (1i of Schedule-OS)	
		1	2	3	4	5=1-2-3-4
	Loss to be adjusted ->		Nil	Nil	Nil	
i	House property	Nil	Nil	Nil	Nil	Nil
ii	Business (excluding speculation income and income from specified business)	Nil	Nil	Nil	Nil	Nil
iii	Speculation income	Nil	Nil	Nil	Nil	Nil
iv	Specified business income	Nil	Nil	Nil	Nil	Nil
v	Short-term capital gain	Nil	Nil	Nil	Nil	Nil
vi	Long-term capital gain	Nil	Nil	Nil	Nil	Nil
vii	Other sources (excluding profit from owning race horses and winnings from lottery)	Nil	Nil	Nil	Nil	Nil
viii	Profit from owning and maintaining race horses	Nil	Nil	Nil	Nil	Nil
ix	Total loss set-off		Nil	Nil	Nil	
x	Loss remaining after set-off		0	0	0	

**Schedule MAT Computation of Minimum Alternate Tax payable under section 115JB**

1	Whether the Profit and Loss Account is prepared in accordance with the provisions of Parts II of Schedule VI to the Companies Act, 1956 (If yes, write 'Y', if no write 'N')	
2	Whether, for the Profit and Loss Account referred to in item 1 above, the same accounting policies, accounting standards and same method and rates for calculating depreciation have been followed as have been adopted for preparing accounts laid before the company at its annual general body meeting? (If yes, write 'Y', if no write 'N')	
3	Profit after tax as shown in the Profit and Loss Account	3
4	Additions (if debited in profit and loss account)	
	a Income Tax paid or payable or its provision including the amount of deferred tax and the provision therefor	4a
	b Reserve (except reserve under section 33AC)	4b
	c Provisions for unascertained liability	4c
	d Provisions for losses of subsidiary companies	4d
	e Dividend paid or proposed	4e
	f Expenditure related to exempt income under sections 10, 11 or 12 [exempt income excludes income exempt under section 10(38)]	4f
	g Depreciation attributable to revaluation of assets	4g
	h Others (including residual unadjusted items and provision for diminution in the value of any asset)	4h
	i Total additions (4a+4b+4c+4d+4e+4f+4g + 4h)	4i
5	Deductions	
	a Amount withdrawn from reserve or provisions if credited to Profit and Loss account	5a
	b Income exempt under sections 10, 11 or 12 [exempt income excludes income exempt under section 10(38)]	5b
	c Amount withdrawn from revaluation reserve and credited to profit and loss account to the extent it does not exceed the amount of depreciation attributable to revaluation of asset	5c
	d Loss brought forward or unabsorbed depreciation whichever is less	5d
	e Profit of sick industrial company till net worth is equal to or exceeds accumulated losses	5e
	f Others (including residual unadjusted items and the amount of deferred tax credited to P&L A/c)	5f
	g Total deductions (5a+5b+5c+5d+5e + 5f)	5g
6	Book profit under section 115JB (3+4i-5g)	6
7	Tax payable under section 115JB [18.5% of (6)]	7



g	Total deductions (5a+5b+5c+5d+5e + 5f)	5g
6	Book profit under section 115JB (3+4i-5g)	6
7	Tax payable under section 115JB [18.5% of (6)]	7

#### Schedule MATC Computation of tax credit under section 115JAA

1	Tax under section 115JB in assessment year 2014-15 (1d of Part-B-TTI)				1
2	Tax under other provisions of the Act in assessment year 2014-15 (5 of Part-B-TTI)				2
3	Amount of tax against which credit is available [enter (2 - 1) if 2 is greater than 1, otherwise enter 0]				3
4	Utilisation of MAT credit Available [Sum of MAT credit utilized during the current year is subject to maximum of amount mentioned in 3 above and cannot exceed the sum of MAT Credit Brought Forward]				
S. No.	Assessment Year (A)	MAT Credit			Balance MAT Credit Carried Forward (D)=(B3)-(C)
		Gross (B1)	Set-off in earlier years (B2)	Balance Brought forward (B3)=(B2)-(B1)	
i					
	Total				
5	Amount of tax credit under section 115JAA utilised during the year [enter 4 (C)ix]				5
6	Amount of MAT liability available for credit in subsequent assessment years [enter 4(D)ix]				6

#### Schedule AMT Computation of Alternate Minimum Tax payable under section 115JC

1	Total Income as per item 25 of PART-B-TI				1
2	Adjustment as per section 115JC(2)				
	a	Deduction Claimed under any section included in Chapter VI-A under the heading "C—Deductions in respect of certain incomes"	2a		
	b	Deduction Claimed u/s 10AA	2b		
	c	Total Adjustment (2a+ 2b)	2c		
3	Adjusted Total Income under section 115JC(1) (1+2c)				3
4	Tax payable under section 115JC [18.3% of (3)] (In the case of Individual, HUF, AOP, BOI, AJP this is applicable if 3 is greater than Rs. 20 lakhs)				4

#### Schedule AMTC Computation of tax credit under section 115JD

1	Tax under section 115JC in assessment year 2014-15 (1d of Part-B-TTI)				1
2	Tax under other provisions of the Act in assessment year 2014-15 (5 of Part-B-TTI)				2
3	Amount of tax against which credit is available [enter (2 - 1) if 2 is greater than 1, otherwise enter 0]				3
4	Utilisation of AMT credit Available (Sum of AMT credit utilized during the current year is subject to maximum of amount mentioned in 3 above and cannot exceed the sum of AMT Credit Brought Forward)				
S.No	Assessment Year (AY)	AMT Credit			Balance AMT Credit Carried Forward (D)= (B3) -(C)
	(A)	Gross (B1)	Set-off in earlier Years (B2)	Balance brought forward (B3)=(B1)-(B2)	
i	2012-13				
ii	2013-14				
iii	Current AY (enter 1-2, if 1>2 else enter 0)				
iv	Total				
5	Amount of tax credit under section 115JD utilised during the year [total at item no 4Civ]				5
6	Amount of AMT liability available for credit in subsequent assessment years [total at 4Div]				6

#### Schedule SI Income chargeable to tax at special rates [Please see instruction]

Sl No.	Section	<input checked="" type="checkbox"/>	Special rate (%)	Income (i)	Tax thereon (ii)
1		<input type="checkbox"/>			
2		<input type="checkbox"/>			
3		<input type="checkbox"/>			
4		<input type="checkbox"/>			
5		<input type="checkbox"/>			
6		<input type="checkbox"/>			
7		<input type="checkbox"/>			

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11	Total
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Schedule IT Details of payments of Advance Tax and Self-Assessment	
Sl	BSR Code

Sl No	BSR Code	Date of Deposit (DD/MM/YYYY)	Serial Number of Challan	Amount (Rs)
i	NA	NA	NA	

**NOTE** ▶ Enter the totals of Advance tax and Self-Assessment

**NOTE** Enter the totals of Advance tax and Self Assessment tax in Sl. No. 13a & 13d of Part B-TT

Schedule TDS Details of Tax Deducted at Source (TDS) on Income [As per Form 16 A issued by Deductor(s) or Form 26QB]				
Sl No.	Tax Deduction	Name of the	Unique TDS	Unclaimed TDS brought into tax credit

Sl No	Tax Deduction Account Number (TAN) of the Deductor	Name of the Deductor	Unique TDS Certificate Number	Unclaimed TDS brought forward (b/f)		TDS of the current fin. year	Amount out of (6) or (7) being claimed this Year (only if corresponding income is being offered for tax this year)	Amount out of (6) or (7) being carried forward
				Fin. Year in which deducted	Amount b/f			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	NA	NA	NA	NA	Nil	Nil	NA	NA

**NOTE** → Please enter total of column (8) of Form 16A issued by Deductor(s) or Form 26QB

NOTE ▶	Please enter total of column (8) of Schedule - TDS in 13(b) of Part B-TTI		
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Schedule TCS Details of Tax Collected at Source(TCS) [As per Form 27D issued by the Collector (s)]			
Sl	Tax Deduction and	Name of the	Unclaimed TCS Amount

No	Tax Deduction and Tax Collection Account Number of the Collector	Name of the Collector	Unclaimed TCS brought forward (b/f)		TCS of the current fin. year	Amount out of (5) or (6) being claimed this Year (only if corresponding income is being offered for tax this year)	Amount out of (5) or (6) being carried forward
			Fin. Year in which deducted	Amount b/f			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
I	NA	NA	Nil	Nil	Nil		

NA	NA	Nil	Nil
<b>NOTE ▶</b> Please enter total of column (7) of Schedule-TDS in 13c of Part B-TTI			

Schedule FSI Details of Income from outside India and tax relief				
Sl.	Country	Tax	Sl.	Tax

Income Tax		Details of Income from outside India and tax relief									
Sl.	Country Code	Taxpayer Identification Number	Sl.	Head of income	Income from outside India (included in PART B-TI)	Tax paid outside India	Tax payable on such income under normal provisions in India	Tax relief available in India (e)=(c) or (d) whichever is lower	Relevant article of DTAA if relief claimed u/s 90 or 90A		
				(a)	(b)	(c)	(d)	(e)	(f)		
1			i	House Property							
			ii	Business or Profession							
			iii	Capital Gains							
			iv	Other Sources							
			Total								
2			i	House Property							
			ii	Business or Profession							
			iii	Capital Gains							
			iv	Other Sources							
			Total								

**Note ▶** Please refer to the instructions for filling out this schedule.

Schedule TR Summary of tax relief claimed for taxes paid outside India	
1	Details of Taxes paid outside India

Summary of tax relief claimed for taxes paid outside India					
1	Details of Tax relief claimed				
	Country Code	Taxpayer Identification Number	Total taxes paid outside India (total of (c) of Schedule FSI in respect of each country)	Total tax relief available (total of (e) of Schedule FSI in respect of each country)	Section under which relief claimed (specify 90, 90A or 91)
	(a)	(b)	(c)	(d)	(e)
	Total				

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	(a)	(b)	(c)	(d)	91)
					(c)
	Total				
2	Total Tax relief available in respect of country where DTAA is applicable (section 90/90A) (Part of total of 1(d))				2
3	Total Tax relief available in respect of country where DTAA is not applicable (section 91) (Part of total of 1(d))				3
4	Whether any tax paid outside India, on which tax relief was allowed in India, has been refunded/credited by the foreign tax authority during the year? If yes, provide the details below				No
	a	Amount of tax refunded	b	Assessment year in which tax relief allowed in India	
Note: Please refer to the instructions for filling out this schedule.					

#### Schedule FA Details of Foreign Assets

A Details of Foreign Bank Accounts						
Sl No	Country Name	Country Code	Name and Address of the Bank	Name mentioned in the account	Account Number	Peak Balance During the Year (in rupees)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	NA	NA	NA	NA	NA	Nil

B Details of Financial Interest in any Entity					
Sl No	Country Name	Country Code	Nature of entity	Name and Address of the Entity	Total Investment (at cost) (in rupees)
(1)	(2)	(3)	(4)	(5)	(6)
1	NA	NA	NA	NA	Nil

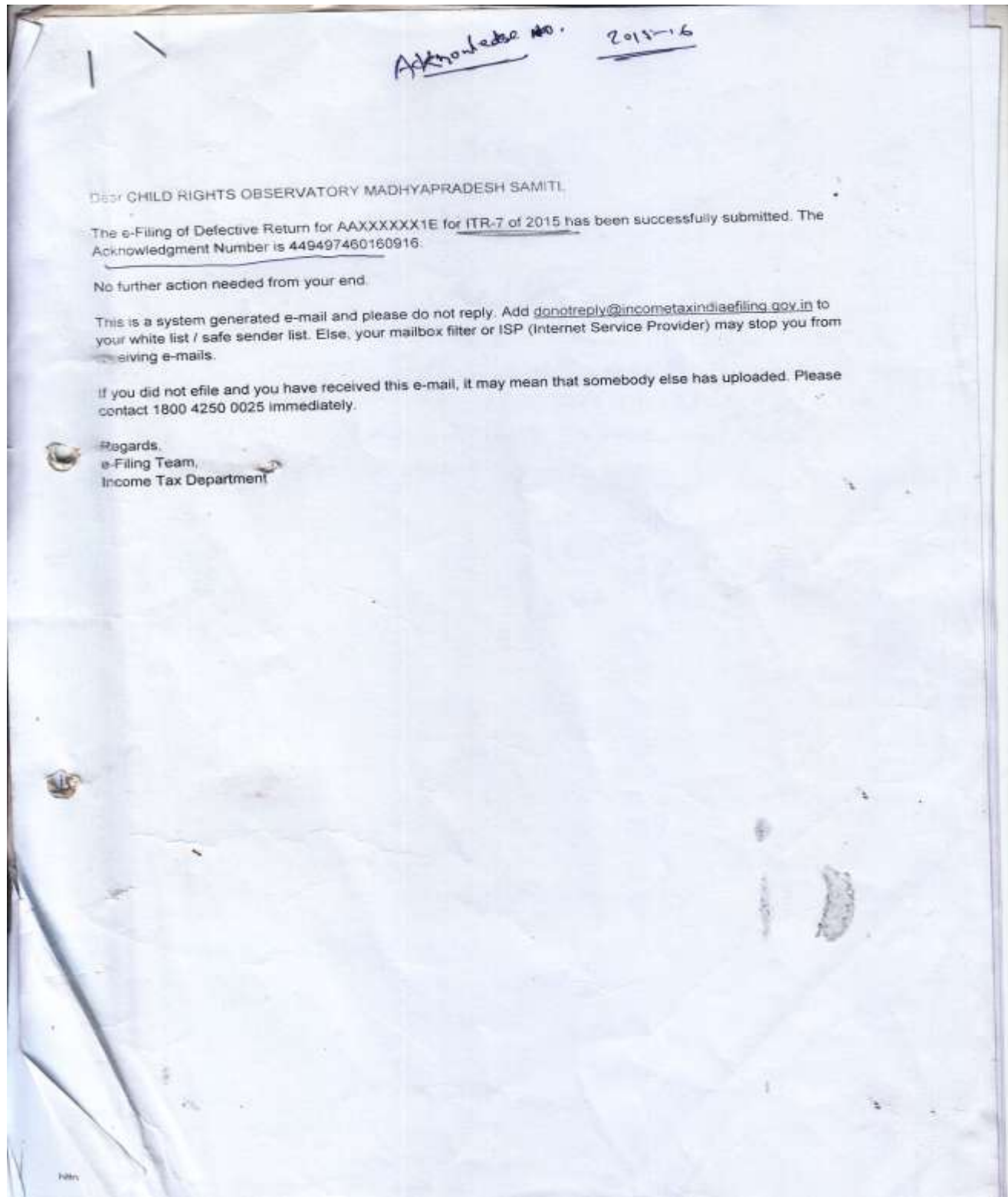
C Details of Immovable Property				
Sl No	Country Name	Country Code	Address of the Property	Total Investment (at cost) (in rupees)
(1)	(2)	(3)	(4)	(5)
1	NA	NA	NA	Nil

D Details of any other Asset in the nature of Investment				
Sl No	Country Name	Country Code	Nature of Asset	Total Investment (at cost) (in rupees)
(1)	(2)	(3)	(4)	(5)
1	NA	NA	NA	Nil

E Details of account(s) in which you have signing authority and which has not been included in A to D above.					
Sl No	Name of the Institution in which the account is held	Address of the Institution	Name of the account holder	Account Number	Peak Balance/Investment during the year (in rupees)
(1)	(2)	(3)	(4)	(5)	(6)
1	NA	NA	NA	NA	Nil

F Details of trusts, created under the laws of a country outside India, in which you are a trustee, beneficiary or settlor						
Sl No	Country Name	Country Code	Name and address of the trust	Name and address of trustees	Name and address of settlor	Name and Address of Beneficiaries
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	NA	NA	NA	NA	NA	NA

Note: Please refer to the instructions for filling up this schedule.





TIN : (Tax Payers Identification Number) 01/01/01/18379/09	Dealer Name : CHILD RIGHTS OBSERVATORY M P Address : E-7, 414,, ARERA COLONY,,,BHOPAL
Name of Act : Other General Economic Services	Concern Period: From Date : To Date:
Bank Scroll No. 06820	Date of Transaction : 26-Oct-2016 Time of Transaction : 09:57:53 PM
Head of A/c details: 1475 - 00 - 200 ( 0000 )	
Amount (In Figures) : 2000.00/-	Amount (In Words) : Two Thousand Rupees Only
CIN No. (Challan Identification Number) :	SBIN000615914752610201606820
Bank Reference No.:	IK000QUINO
Cyber Receipt No. (CRN):	MPT147526102016000079
<b>Caution</b> : Transaction after 20:00:00 hours will be accounted in next working day. Challan search facility is available at <a href="http://www.mptreasury.org">www.mptreasury.org</a>	

Print



# INDIAN INCOME TAX RETURN VERIFICATION FORM

[Where the data of the Return of Income in Form ITR-1 (SAHAJ), ITR-2, ITR-2A, ITR-3, ITR-4S (SU GAM), ITR-4, ITR-5, ITR-7 transmitted electronically without digital signature].  
(Please see Rule 12 of the Income-tax Rules, 1962)

Assessment Year  
**2015 - 16**

PERSONAL INFORMATION AND THE  
DATE OF ELECTRONIC  
TRANSMISSION

Name <b>CHILD RIGHTS OBSERVATORY MADHYAPRADESH SAMITI</b>		PAN <b>AABTC1211E</b>	
Flat/Door/Block No <b>E-7/414-HIG</b>	Name Of Premises/Building/Village		Form No. which has been electronically transmitted <b>ITR-7</b>
Road/Street/Post Office	Area/Locality <b>ARERA COLONY</b>		
Town/City/District <b>BHOPAL</b>	State <b>MADHYA PRADESH</b>	Pin <b>462016</b>	Status <b>AOP(Trusts)</b>
Designation of AO (Ward / Circle) <b>DCIT/ACIT 1(1),BHOPAL</b>		Original or Revised <b>ORIGINAL</b>	
E-filing Acknowledgement Number <b>742622560300815</b>		Date(DD-MM-YYYY) <b>30-08-2015</b>	

COMPUTATION OF INCOME  
AND TAX THEREON

1	Gross Total Income	1	0
2	Deductions under Chapter-VI-A	2	0
3	Total Income	3	0
a	Current Year loss, if any	3a	0
4	Net Tax Payable	4	0
5	Interest Payable	5	0
6	Total Tax and Interest Payable	6	0
7	Taxes Paid	7	0
a	Advance Tax	7a	0
b	TDS	7b	0
c	TCS	7c	0
d	Self Assessment Tax	7d	0
e	Total Taxes Paid (7a+7b+7c +7d)	7e	0
8	Tax Payable (6-7e)	8	0
9	Refund (7e-6)	9	0
10	Exempt Income	10	0
	Agriculture		0
	Others		0

## VERIFICATION

I, **SHEELA SHARAD BHAMBHAL** son/ daughter of **SHARAD ANAND BHAMBHAL**, holding Permanent Account Number **ACBPB7211P** solemnly declare to the best of my knowledge and belief, the information given in the return and the schedules thereto which have been transmitted electronically by me vide acknowledgement number mentioned above is correct and complete and that the amount of total income and other particulars shown therein are truly stated and are in accordance with the provisions of the Income-tax Act, 1961, in respect of income chargeable to income-tax for previous year relevant to the assessment year 2015-16. I further declare that I am making this return in my capacity as **GENERAL SECRETARY** and I am also competent to make this return and verify it.

Sign here **S S Shambhal** Date **30-08-2015** Place **BHOPAL**  
Secretary  
Child Rights Observatory  
Madhya Pradesh

For Office Use Only  
Receipt No

Filed from IP address **182.70.212.133**

Date

Seal and signature of  
receiving official



AABTC1211E0774262256030081591149053D4FA71DB61D5185842C7B13A50F0UE8B

Please send the duly signed Form ITR-V to "Income Tax Department - CPC, Post Bag No - 1, Electronic City Post Office, Bengaluru - 560100, Karnataka", by ORDINARY POST OR SPEED POST ONLY, within 120 days from date of transmitting the data electronically. Form ITR-V shall not be received in any other office of the Income-tax Department or in any other manner. The confirmation of receipt of this Form ITR-V at ITD-CPC will be sent to the e-mail address **comp.in@gmail.com**

M/s CHILD RIGHTS OBSERVATORY MADHYAPRADESH SAMITI  
 CHILD RIGHTS OBSERVATORY MADHYA PRADESH, E-7/414-HIG, ARERA COLONY,  
 BHOPAL, MADHYA PRADESH-462015  
 9425014105  
 Permanent Account No : AABTC1211E  
 Date of Incorporation : 31/10/2007  
 Resident Status : Resident  
 Assessment Year : 2015-2016  
 Return : ORIGINAL  
 Ward/Circle : DCIT/ACIT 1(1),BHOPAL/1

Code :- 210

### Computation of Total Income

Income Heads	Income Before Set off	Income After Set off
Income from House Property	0	0
Income From Business or Profession	0	0
Income from Capital Gains	0	0
Income from Other Sources	0	0
Gross Total Income		0
Exemption of 15% for Rs.		0
Gross Total Income (after Exemption)		0
Less : Deduction under Chapter VIA		0
Total Income		0
Rounding off u/s 288A		0
Income Taxable at Special Rate		0

### TAX CALCULATION

Tax Payable	0
Amount Payable	0
Tax Rounded Off u/s 288 B	0

### COMPREHENSIVE DETAIL

<b>Exemptions</b>		0
u/s 11(1) Income for Charitable or Religious purpose (General)	139030	
Amt deemed to have Been applied for charitable or religious purpose	29667	
u/s 11(2) Accumulation of Income	29084	
Total	0	

### Application of Funds

Less:

U/s 11 (1) Income for Charitable or Religious purpose.		139030
1 revenue expenses as per object of the society	139030	
U/s 11 (2) Accumulation of Income.		29084
1 grant accumulated u/s 11(2)	29084	

Return Filing Due Date : 31/07/2015  
 Due Date Extended upto : 31/08/2015

Return Filing Section : 139  
 Notification No : 225/154/2015

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<b>INDIAN INCOME TAX RETURN ACKNOWLEDGEMENT</b>						Assessment Year <b>2017-18</b>																
[Where the data of the Return of Income in Form ITR-1 (SAHAJ), ITR-2, ITR-3, ITR-4, ITR-5, ITR-6, ITR-7 transmitted and verified electronically]																						
PERSONAL INFORMATION AND THE DATE OF ELECTRONIC TRANSMISSION	Name <b>CHILD RIGHTS OBSERVATORY MADHYA PREDESH SAMITI</b>					PAN <b>AABTC1211E</b>																
	Flat/Door/Block No <b>HIG-414 E-7</b>		Name Of Premises/Building/Village			Form No. which has been electronically transmitted <b>ITR-7</b>																
	Road/Street/Post Office		Area/Locality <b>ARERA COLONY</b>																			
	Town/City/District <b>BHOPAL</b>		State <b>MADHYA PRADESH</b>		Pin/Zip Code <b>462016</b>	Status <b>AOP/BOI</b>																
	Designation of AO(Ward/Circle) <b>Circle DCIT 1(1) BHOPA</b>					Original or Revised <b>ORIGINAL</b>																
	E-filing Acknowledgement Number <b>224305430270917</b>					Date(DD/MM/YYYY) <b>27-09-2017</b>																
	COMPUTATION OF INCOME AND TAX THEREON	1 Gross total income					1 0															
		2 Deductions under Chapter-VI-A					2 0															
		3 Total Income					3 0															
		3a Current Year loss, if any					3a 0															
4 Net tax payable					4 0																	
5 Interest payable					5 0																	
6 Total tax and interest payable					6 0																	
7 Taxes Paid																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">a Advance Tax</td> <td style="width: 10%;">7a</td> <td style="width: 10%;">0</td> </tr> <tr> <td>b TDS</td> <td>7b</td> <td>0</td> </tr> <tr> <td>c TCS</td> <td>7c</td> <td>0</td> </tr> <tr> <td>d Self Assessment Tax</td> <td>7d</td> <td>0</td> </tr> <tr> <td colspan="2">e Total Taxes Paid (7a+7b+7c +7d)</td> <td>7e 0</td> </tr> </table>					a Advance Tax	7a	0	b TDS	7b	0	c TCS	7c	0	d Self Assessment Tax	7d	0	e Total Taxes Paid (7a+7b+7c +7d)		7e 0			
a Advance Tax		7a	0																			
b TDS	7b	0																				
c TCS	7c	0																				
d Self Assessment Tax	7d	0																				
e Total Taxes Paid (7a+7b+7c +7d)		7e 0																				
8 Tax Payable (6-7e)					8 0																	
9 Refund (7e-6)					9 0																	
10 Exempt Income																						
					10 0																	

The return has been electronically uploaded on 27-09-2017 from IP address 122.168.174.182 and has been electronically verified by SHEELA SHARAD BHAMBHAL in the capacity of GEN. SECRETARY having PAN ACBPH7211P on 27-09-2017 19:26:43 from IP address 122.168.174.182 at BHOPAL using Electronic Verification Code 5B0X15MP6I generated through Aadhaar OTP mode.

**DO NOT SEND THIS ACKNOWLEDGEMENT TO CPC, BENGALURU**



## CHILD RIGHTS OBSERVATORY MADHYA PREDOSH SAMITI

Name of Assessee : CHILD RIGHTS OBSERVATORY MADHYA PREDOSH SAMITI  
Address : HIG-414 E-7  
ARERA COLONY BHOPAL-462016  
Date of Incorporation : 31-10-2007  
Permanent Account No. : AABTC1211E  
Ward/Circle/Range : Circle DCIT 1(1) BHOPA  
Return Filing Due Date : 30-09-2017  
Status : Charitable Trust  
Previous Year ended on : 31-03-2017  
Assessment Year : 2017-18  
Aadhar No. :

### COMPUTATION OF INCOME

#### Income from Other Sources

Others			
N12	1968082.00		1968082.00
			<u>1968082.00</u>
<b>Gross Total Income</b>			<u>1968082.00</u>
<b>Total Income</b>			<u>1968082.00</u>
<b>Rounded off as per section 288A</b>			<u>1968080.00</u>
Less : Exemptions u/s 11			
set apart for future	279371.00		
Amount applied for Charitable or religious purposes	1688711.00	1968082.00	
Net Taxable Income			0.00
Tax on Above	NIL		

For CHILD RIGHTS OBSERVATORY MADHYA PREDOSH SAMITI

## FORM NO. 10B

[ See rule 17B ]

Audit report under section 12A(b) of the Income-tax Act, 1961, in the case of charitable or religious trusts or institutions

We have examined the balance sheet of **CHILD RIGHTS OBSERVATORY MADHYA PREDESH SAMITI**, AABTC1211E [name and PAN of the trust or institution] as at **31/03/2017** and the Profit and loss account for the year ended on that date which are in agreement with the books of account maintained by the said trust or institution.

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, proper books of account have been kept by the head office and the branches of the abovenamed trust visited by us so far as appears from our examination of the books, and proper Returns adequate for the purposes of audit have been received from branches not visited by us, subject to the comments given below:

In our opinion and to the best of our information, and according to information given to us, the said accounts give a true and fair view-

(i) in the case of the balance sheet, of the state of affairs of the above named trust as at **31/03/2017** and

(ii) in the case of the profit and loss account, of the profit or loss of its accounting year ending on **31/03/2017**

The prescribed particulars are annexed hereto.

Place **BHOPAL**

Date **31/03/2017**

Name  
Membership Number  
FRN (Firm Registration Number)  
Address

**CA M. DAYAL**

**070872**

**007344C**

**DAYANAND PARISAR, JIL**

**QOR, OPP. KATJU HOSPITA**

**L**

**ANNEXURE**  
**Statement of particulars**

**L APPLICATION OF INCOME FOR CHARITABLE OR RELIGIOUS PURPOSES**

1.	Amount of income of the previous year applied to charitable or religious purposes in India during that year ( ₹ )	1688711
2.	Whether the trust has exercised the option under clause (2) of the Explanation to section 11(1)? If so, the details of the amount of income deemed to have been applied to charitable or religious purposes in India during the previous year ( ₹ )	No
3.	Amount of income finally set apart for application to charitable or religious purposes, to the extent it does not exceed 15 per cent of the income derived from property held under trust wholly for such purposes. ( ₹ )	279371
4.	Amount of income eligible for exemption under section 11(1)(c) (Give details)	No
5.	Amount of income, in addition to the amount referred to in item 3 above, accumulated or set apart for specified purposes under section 11(2) ( ₹ )	0
6.	Whether the amount of income mentioned in item 5 above has been invested or deposited in the manner laid down in section 11(2)(b)? If so, the details thereof.	No
7.	Whether any part of the income in respect of which an option was exercised under clause (2) of the Explanation to section 11(1) in any earlier year is deemed to be income of the previous year under section 11(1B)? If so, the details thereof ( ₹ )	No
8.	Whether, during the previous year, any part of income accumulated or set apart for specified purposes under section 11(2) in any earlier year-	
(a)	has been applied for purposes other than charitable or religious purposes or has ceased to be accumulated or set apart for application thereto, or	No
(b)	has ceased to remain invested in any security referred to in section 11(2)(b)(i) or deposited in any account referred to in section 11(2)(b)(ii) or section 11(2)(b)(iii), or	No
(c)	has not been utilised for purposes for which it was accumulated or set apart during the period for which	No

	it was to be accumulated or set apart, or in the year immediately following the expiry thereof? If so, the details thereof	
--	--	--

## II. APPLICATION OR USE OF INCOME OR PROPERTY FOR THE BENEFIT OF PERSONS REFERRED TO IN SECTION 13(3)

1.	Whether any part of the income or property of the trust was lent, or continues to be lent, in the previous year to any person referred to in section 13(3) (hereinafter referred to in this Annexure as such person)? If so, give details of the amount, rate of interest charged and the nature of security, if any.	No
2.	Whether any part of the income or property of the trust was made, or continued to be made, available for the use of any such person during the previous year? If so, give details of the property and the amount of rent or compensation charged, if any.	No
3.	Whether any payment was made to any such person during the previous year by way of salary, allowance or otherwise? If so, give details	No
4.	Whether the services of the trust were made available to any such person during the previous year? If so, give details thereof together with remuneration or compensation received, if any	No
5.	Whether any share, security or other property was purchased by or on behalf of the trust during the previous year from any such person? If so, give details thereof together with the consideration paid	No
6.	Whether any share, security or other property was sold by or on behalf of the trust during the previous year to any such person? If so, give details thereof together with the consideration received	No
7.	Whether any income or property of the trust was diverted during the previous year in favour of any such person? If so, give details thereof together with the amount of income or value of property so diverted	No
8.	Whether the income or property of the trust was used or applied during the previous year for the benefit of any such person in any other manner? If so, give details	No

## III. INVESTMENTS HELD AT ANY TIME DURING THE PREVIOUS YEAR(S) IN CONCERNS IN WHICH PERSONS REFERRED TO IN SECTION 13(3) HAVE A SUBSTANTIAL INTEREST

S. No.	Name and address of the concern	Where the concern is a company, number and class of shares held	Nominal value of the investment(₹)	Income from the investment(₹)	Whether the amount in col. 4 exceeded 5 per cent of the capital of the concern during the previous year-say, Yes/No
Total					

Place  
Date

**BHOPAL**  
**31/03/2017**

Name  
Membership Number  
FRN (Firm Registration Number)  
Address

**CA M. DAYAL**  
**070872**  
**007344C**  
**DAYANAND PARISAR, II FL**  
**00R, OPP. KATJU HOSPITA**  
**L...**

Form Filing Details

Revision/Original      Original



### Year 2014-15

68

**SHRIVASTAVA DAYAL AND CO.**  
**CHARTERED ACCOUNTANTS**  
**DAYAL**  
**M.Com. FCA**

PHONE : 2778622 (O), 2766430 @  
 DAYANAND PARISAR, II FLOOR  
 OPP. KATJU HOSPITAL  
 BHADBHADA ROAD, BHOPAL

**CHILD RIGHTS OBSERVATORY MADHYA PRADESH**  
**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING MARCH 31, 2015**

EXPENDITURE	AMOUNT	INCOME	AMOUNT
<b>CHILD RIGHTS OBSERVATORY MADHYA PRADESH ACCOUNT</b>			
Travel Cost of Officer	4,480.00	DONATION	161,000.00
Voice of Children	25,500.00	MEMEBERSHIP FEES	15,600.00
Annual Thematic Report	10,000.00	INTEREST FROM BANK	21,180.00
Research Officer	20,000.00		
Advocacy Officer	15,000.00		
Administration & Accounts Officer	9,000.00		
Maintenance Service of Office	21,407.00		
Monthly Meeting & Communication	5,700.00		
Other Activities	7,775.00		
District Level Child Rights Forum Meetings	3,000.00		
Capacity Building- Travel A/c	16,573.00		
Bank Charges	594.00		
Excess of Income over expenditure carried to Balance Sheet	58,751.00		
	<b>197,780.00</b>		<b>197,780.00</b>

EXPENDITURE	AMOUNT	INCOME	AMOUNT
<b>UNICEF GRANT ACCOUNT</b>			
Capacity Building Workshops	93,289.00	GRANT IN AID	
District Level Child Rights Forum Meetings	415,562.00	From UNICEF	2,383,100.00
Engagement of Legislators in C R Issues	65,000.00		
Organise Five Open Children Meet	50,000.00		
Development of Annual Thematic Report on Ch	50,000.00		
Divisional Level Media Meets	91,010.00		
Training of Adolescent Boys & Girls on C R Issu	105,006.00		
Quarterly Meeting of CRO Office Bearers	44,981.00		
Capacity Building of 60 Children's Group in 30 I	150,000.00		
Training of Adolescent Boys & Girls on C R Issu	81,980.00		
Dissemination of IEC Material	30,000.00		
Organise Distt Level Children Meet for Protecti	201,341.00		
Dialogue with out of children on Child Rights Isr	49,986.00		
Programme Support Staff	315,000.00		
Direct Programme Support Staff	126,317.00		
Unutilised UNICEF Grant carried to Balance Sheet	513,628.00		
<b>TOTAL</b>	<b>2,383,100.00</b>	<b>TOTAL</b>	<b>2,383,100.00</b>

  
**President**  
**Child Rights Observatory**  
**Madhya Pradesh**

  
**Secretary**  
**Child Rights Observatory**  
**Madhya Pradesh**

**CERTIFICATE**  
 TO OUR REPORT OF EVEN DATE ANNEXED.

FOR SHRIVASTAVA DAYAL AND CO.  
 CHARTERED ACCOUNTANTS

BHOPAL  
 DATED 20 JULY 2015



DAYAL  
 PARTNER



SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS  
M.DAYAL  
M.Com. FCA

PHONE : 2778622 (O), 2766430 @  
DAYANAND PARISAR II FLOOR  
OPP. KATJU HOSPITAL  
BHADBHADA ROAD, BHOPAL

# CHILD RIGHTS OBSERVATORY MADHYA PRADESH

BALANCE SHEET AS ON MARCH 31, 2015

LIABILITIES	AMOUNT	ASSETS	AMOUNT
INCOME AND EXPENDITURE ACCOUNT		DEPOSIT	
As per last B/s	212,496.75	As per last B/s	1,000.00
Add Surplus for year	58,751.00		
	271,247.75	CLOSING CASH AND BANK	
Unutilised UNICEF Grant	513,628.00	BALANCE	
		Cash In Hand	313.00
		State Bank Of India	94,012.00
		Canara Bank	679,550.75
		Fixed Deposit	10,000.00
			783,875.75
TOTAL	784,875.75	TOTAL	784,875.75

*[Signature]*  
President  
Child Rights Observatory  
Madhya Pradesh

## CERTIFICATE

*[Signature]*  
Secretary  
Child Rights Observatory  
Madhya Pradesh

AUDITED SUBJECT TO OUR REPORT OF EVEN DATE ANNEXED.

FOR SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS



*[Signature]*  
(M.DAYAL)  
PARTNER

BHOPAL  
DATED 20 JULY 2015

Year -2015-16

SHRIVASTAVA DAYAL & CO  
CHARTERED ACCOUNTANTS

PHONE: (O) 2778622 (R) 2766430  
Dayanand Parisar, II Floor,  
Opp. Katju Hospital  
Bhadrhada Road  
BHOPAL

FORM NO. 10B  
(See Rule 17B)

Audit report under section 12A(b) of the Income Tax act, 1961 in the case of Charitable or Religious Trust or Institutions

We have examined the balance sheet of CHILD RIGHTS OBSERVATORY, MADHYA PRADESH, BHOPAL as on 31st March, 2016 and the Income and Expenditure Account for the year ended on that date which are in agreement with the books of account maintained by the said institution.

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, proper books of accounts have been kept by the above named Institution audited by us so far as appears from our examination of the books and report that:

In our opinion and to the best of our information and according to explanations given to us, the said accounts give a true and fair view:

- 1) In the case of the Balance Sheet of the state of affairs of the above named Institution as at 31st March, 2016 and
- 2) in the case of the Income & Expenditure Account of the surplus of its accounting year ending on 31st March, 2016

The prescribed particulars are annexed hereto.

BHOPAL  
DATED : July 20, 2016

FOR SHRIVASTAVA DAYAL AND CO  
CHARTERED ACCOUNTANTS

(CA M. DAYAL)  
M. No. 70872



**ANNEXURE**  
**STATEMENT OF PARTICULARS**  
**CHILD RIGHTS OBSERVATORY, MADHYA PRADESH, BHOPAL- 31-3-2016**  
**APPLICATION OF INCOME FOR CHARITABLE OR RELIGIOUS PURPOSE**

1.	Amount of income of the previous year applied to charitable or religious purposes in India during the year.	Rs.	13,66,105.00
2.	Whether the trust / institution has exercised the option under clause (2) of the explanation to section 11(1)? If so, the details of the amount of income deemed to have been applied to charitable or religious purposes in India during the previous year.		NIL
3.	Amount of income accumulated or set apart/ finally set apart for application to charitable or religious purposes, to the extent it does not exceed 15% of the income derived from property held under trust wholly/ in part only for such purposes.	RS	NIL
4.	Amount of income eligible for exemption under section 11(1)(c). Give details		NIL
5.	Amount of income in addition to the amount referred to in item 3 above, accumulated or set apart for specified purposes under section 11(2)	Rs.	NIL
6.	Whether the amount of income mentioned in item 5 above has been invested or deposited in the manner laid down in section 11(2)(b)? If so, the details thereof.		YES
7.	Whether any part of the income in respect of which an option was exercised under clause (2) of explanation to section 11(1) in any earlier year is deemed to be income of previous year under section 11(1B)? If so, the details thereof.		NO
8.	Whether, during the previous year, any part of income accumulated or set apart for specified purposes under section 11(2) in any earlier year-		
	a) Has been applied for the purposes other than charitable or religious purposes or has ceased to be cumulated or set apart for application thereto, or		NO
	b) Has ceased to remain invested in any security referred to in section (2)(b)(ii) or section 11(2)(b)(iii)		NO
	c) Has not been utilized for purposes for which it was accumulated or set apart during the period for which it was to be accumulated or set part or in the year immediately following the expiry thereof? If So, the details thereof		N.A
II	Application or use of income or property for the benefit of persons referred to in section 13(3)		
1.	Whether any part of the income or property of the trust/ institution was lent or continues to be lent, in the previous year to any person referred to in section 13(3) herein after referred to in this annexure as such person? If so, give details of the amount, rate of interest charged and the nature of security, if any.		NO
2.	Whether any land, building or other property of the trust/ institution was made, or continues to be made, available for the use of any person during the previous year? If so, give details of the property the amount of rent or compensation charged, if any.		NO
3.	Whether any payment was made to any such person during the previous year by way of salary, allowance or otherwise? If so, give details		NO
4.	Whether the services of the trust/ institution were made available to any such person during the previous year? If so, give details thereof together with the remuneration or compensation received, if any.		NO
5.	Whether any share, security or other property was purchased by or on behalf of the trust/ institution during the previous year from any such person? If so, give details thereof together with the consideration paid.		NO
6.	Whether any share, security or other property was sold by or on behalf of the trust/ institution, during the previous year to any such person? If so, give details thereof together with the consideration received.		NO



7. Whether the income or property of the trust/ institution was diverted during the previous year in favour of any such person? If so, give details thereof together with the amount of income or value of property so diverted. NO
8. Whether the income or property of the trust/ institution was used or applied during the previous year for the benefit of any such person in any other manner? If so, give details. NO
- III Investments held at any time during the previous year(s) in concerns in which persons referred to in section 13(3) have a substantial interest: NO

S.No	Name & address of the concern	Where the concern is a company, number & class of shares held.	Normal value of investment.	Income of the investment	Where the amount in c exceeded 5% of the ca of the concern during 1 previous year-say/ Yes No
1	2	3	4	5	6

-----NIL-----

TOTAL

BHOPAL.  
DATED: JULY 20, 2016

FOR SHRIVASTAVA DAYAL & CO.  
CHARTERED ACCOUNTANT  
  
(CA M. DAYAL)  
M No. 70872

SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS  
M DAYAL  
M Com FCA

PHONE : 2778622 (O), 2766430 (R)  
DAYANAND PARISAR, II FLOOR  
OPP. KATJU HOSPITAL  
SHADBHADA ROAD, BHOPAL

CHILD RIGHTS OBSERVATORY MADHYA PRADESH  
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING MARCH 31, 2016

RECEIPTS	AMOUNT	PAYMENT	Sch	* AMOUNT
OPENING CASH AND BANK		CRO		
BALANCE		Salary & Honorarium		28,000.00
Cash In Hand	313.00	Resource Information Centre		23,500.00
State Bank of India	94,012.00	Monthly Meeting & Communication		13,625.00
Canara Bank	6,79,550.75	Legal Consultancy		3,000.00
Fixed Deposit	10,000.00	Audit Fees		3,000.00
	7,83,875.75	Bank Charges		364.50
GRANT IN AID		UNICEF		
From UNICEF	6,95,190.00	Capacity Building Workshops	A	1,37,522.00
		District Level Child Rights Forum Meetings	B	3,58,950.00
		Divisional level children meeting, issue of child marriage	C	20,996.00
		Dialogue with out of school children	D	10,800.00
DONATION	1,000.00	Quarterly meeting of CRO office bearers & CSO Partners	E	51,256.14
INTEREST FROM BANK	18,737.00	Organize District level meeting with school forum children	F	18,590.00
INTEREST ON FDR	4,318.00	Dissemination of IEC material	G	45,000.00
	24,055.00	Programme Staff	H	4,41,000.00
		Direct Programme Support Cost	I	1,20,000.00
		Consultancy and data analysis	J	50,000.00
		State level Advocacy workshop of CSO partners	K	40,500.00
		CLOSING CASH AND BANK		
		BALANCE		
		Cash In Hand		557.00
		State Bank of India		1,10,491.36
		Canara Bank		11,549.75
		Fixed Deposit		14,318.00
				1,37,016.11
TOTAL Rs. ....	15,03,120.75	TOTAL Rs. ....		15,03,120.75

*[Signature]*  
President  
Child Rights Observatory  
Madhya Pradesh

*[Signature]*  
Secretary  
Child Rights Observatory  
Madhya Pradesh

FOR SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS

*[Signature]*  
(M.DAYAL)  
PARTNER

BHOPAL  
DATED 20 JULY 2016





SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS  
DAYAL  
M Com FCA

PHONE : 2778622 (D), 2766430 (R)  
DAYANAND PARISAR, II FLOOR  
OPP. KATJU HOSPITAL  
BHADBHADA ROAD, BHOPAL

CHILD RIGHTS OBSERVATORY MADHYA PRADESH  
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING MARCH 31, 2016

Expenditure	AMOUNT	INCOME	AMOUNT
<b>RO</b>			
Salary & Honorarium	28,000.00	GRANT IN AID	
Resource Information Centre	23,500.00	From UNICEF	6,95,150.00
Monthly Meeting & Communication	13,528.00		
Legal Consultancy	3,000.00	DONATION	1,000.00
Hotel Fees	3,000.00	INTEREST FROM BANK	18,737.00
Bank Charges	364.50	INTEREST ON FDR	4,318.00
			24,055.00
<b>UNICEF</b>			
Capacity Building Workshops	1,37,522.00	Previous Year Unutilised Grant taken into A/c	5,13,628.00
District Level Child Rights Forum Meetings	3,58,950.00		
Divisional level children meeting issue of child marriage	20,996.00	Excess of Expenditure over Income	1,33,231.64
Issue with out of school children	10,800.00	carried to Balance Sheet	
Quarterly meeting of CRO office bearers & CSO Partners	51,256.14		
Organize District level meeting with school forum children	18,590.00		
Dissemination of IEC material	45,000.00		
Programme Staff	4,41,000.00		
District Programme Support Cost	1,20,000.00		
Consultancy and data analysis	50,000.00		
State level Advocacy workshop of CSO partners	40,500.00		
<b>TOTAL</b>	<b>13,66,104.64</b>	<b>TOTAL</b>	<b>13,66,104.64</b>

*(Signature)*  
President  
Child Rights Observatory  
Madhya Pradesh

CERTIFICATE

*(Signature)*  
Secretary  
Child Rights Observatory  
Madhya Pradesh

ISSUED SUBJECT TO OUR REPORT OF EVEN DATE ANNEXED

FOR SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS



*(Signature)*  
(M. DAYAL)  
PARTNER

BHOPAL  
DATED 20 JULY 2016

SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS  
M DAYAL  
M.Com. FCA

PHONE : 2778622 (O), 2766430 (R)  
DAYANAND PARISAR, II FLOOR  
OPP. KATJU HOSPITAL  
BHADBHADA ROAD, BHOPAL

CHILD RIGHTS OBSERVATORY MADHYA PRADESH  
BALANCE SHEET AS ON MARCH 31, 2016

LIABILITIES	AMOUNT	ASSETS	AMOUNT
INCOME AND EXPENDITURE ACCOUNT		DEPOSIT	
As per last B/s	2,71,247.75	As per last B/s	1,000.00
Less : Deficit for the Year	<u>1,33,231.64</u>		
	1,38,016.11	CLOSING CASH AND BANK BALANCE	
Unutilised UNICEF Grant	5,13,628.00		
Less : Utilised this year	<u>5,13,628.00</u>		
		CASH IN HAND	557.00
		SBI	1,10,491.36
		CANARA BANK	11,649.75
		FIXED DEPOSIT	<u>14,318.00</u>
			1,37,016.11
TOTAL RS. ....	<u>1,38,016.11</u>	TOTAL RS. ....	<u>1,38,016.11</u>

*[Signature]*  
President  
Child Rights Observatory  
Madhya Pradesh

CERTIFICATE

*[Signature]*  
Secretary  
Child Rights Observatory  
Madhya Pradesh

ADMITTED SUBJECT TO OUR REPORT OF EVEN DATE ATTACHED

FOR SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS



*[Signature]*  
(M.DAYAL)  
PARTNER

BHOPAL  
DATED 20 JULY 2016

Year 2016-17

**SHRIVASTAVA DAYAL & CO**  
CHARTERED ACCOUNTANTS

PHONE: (O) 4013423(R) 4279727  
Dayanand Parisar, II Floor,  
Opp. Katju Hospital  
Bhadbhada Road  
BHOPAL

**FORM NO. 10B**  
**(See Rule 17B)**

Audit report under section 12A(b) of the Income Tax act, 1961 in the case of Charitable or Religious Trust or Institutions

We have examined the balance sheet of CHILD RIGHTS OBSERVATORY, MADHYA PRADESH, BHOPAL as on 31st March, 2017 and the Income and Expenditure Account for the year ended on that date which are in agreement with the books of account maintained by the said institution.

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, proper books of accounts have been kept by the above named Institution audited by us so far as appears from our examination of the books and report that:

In our opinion and to the best of our information and according to explanations given to us, the said accounts give a true and fair view:

- 1) In the case of the Balance Sheet of the state of affairs of the above named Institution as at 31st March, 2017 and
- 2) In the case of the Income & Expenditure Account of the surplus of its accounting year ending on 31st March, 2017

The prescribed particulars are annexed hereto.

**BHOPAL**  
**DATED : July 31, 2017**



FOR SHRIVASTAVA DAYAL AND CO  
CHARTERED ACCOUNTANTS

(CA M. DAYAL)  
M. No. 70872

SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS  
M.DAYAL  
M.Com. FCA

PHONE : 0755-4013423 (O), 4279727 @  
DAYANAND PARIBAR, 8 FLOOR  
OPP. KATJU HOSPITAL  
BHADSHADA ROAD, BHOPAL

CHILD RIGHTS OBSERVATORY MADHYA PRADESH  
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING MARCH 31, 2017

Expenditure	AMOUNT	INCOME	AMOUNT
CRO			
Salary & Honorarium	46,005.72	DONATION	71,400.00
Resource Centre Rent	18,175.00	INTEREST FROM BANK	15,456.00
Legal & Consultancies	3,000.00	INTEREST ON FDR'S	1,082.00
Local Conveyance	4,775.00	Excess of expenditure over income	
Internet & Telephone & Communication	8,911.00	carried to B/s	58,344.46
Office Maintenance	14,864.00		
Activity Expenses	36,935.00		
Repairing & Maintenance	2,180.00		
Boarding & Lodging Expenses	8,000.00		
Audit Fees	3,000.00		
Bank Charges	636.74		
	<u>1,46,282.46</u>		<u>1,46,282.46</u>

EXPENDITURE ACCOUNT OUT OF GRANT IN AID RECEIVED FROM UNICEF

UNICEF		GRANT IN AID	
Capacity Building Workshops	1,10,000.00	From UNICEF	18,80,144.00
District Level Child Rights Forum Meetings	4,05,745.00		
Technical Support to DCRP's & School Forum	2,82,000.00		
Collection of Field Level Evidence for Production	1,00,010.00		
A Resource Informations & Coordination Centre for District	1,55,995.86		
Children Groups get space and platform to raise Children voice	25,058.00		
Analytical Reports/ Publications on the voice of Children	30,300.00		
CRO MP & Partners will network with 15 Elected Rep's	10,300.00		
State Assembly proceedings/ discussion are screened	6,000.00		
Engagements with PRI members by DCRP's of CRO MP	12,500.00		
Technical Support to engagement with PRI members	2,85,000.00		
Sharing and Dissemination of thematic reports & Publication	8,000.00		
Administration staff (Accounts)	1,17,000.00		
Excess of grant over expenditure			
carried to Balance Sheet	3,45,835.14		
TOTAL	18,80,144.00	TOTAL	18,80,144.00

President

Secretary

CERTIFICATE  
AUDITED SUBJECT TO OUR REPORT OF EVEN DATE ANNEXED  
FOR SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS  
M.DAYAL  
PARTNER

BHOPAL  
DATED 31 JULY 2017

SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS  
M. DAYAL  
M. Com. FCA

PHONE : 0755-4013423 (O), 4279727 @  
DAYANAND PARISAR, II FLOOR  
OPP. KATJU HOSPITAL  
BHADBHADA ROAD, BHOPAL

CHILD RIGHTS OBSERVATORY MADHYA PRADESH  
BALANCE SHEET AS ON MARCH 31, 2017

LIABILITIES	AMOUNT	ASSETS	AMOUNT
INCOME AND EXPENDITURE ACCOUNT		DEPOSIT	
As per last B/s	1,38,016.11	As per last B/s	1,000.00
Less Deficit	<u>58,344.46</u>	ADVANCE RECOVERABLE	8,120.00
UNICEF GRANT UNUTILISED	345835.14		
		CLOSING CASH AND BANK BALANCE	
		CASH IN HAND	4,849.00
		SBI	3,84,013.04
		CANARA BANK	12,124.75
		FIXED DEPOSIT	<u>15,400.00</u>
			4,16,386.79
TOTAL RS.	<u>4,25,506.79</u>	TOTAL RS.	<u>4,25,506.79</u>



CERTIFICATE  
AUDITED SUBJECT TO OUR REPORT OF EVEN DATE ANNEXED



FOR SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS

BHOPAL  
DATED 31 JULY 2017

(M. DAYAL)  
PARTNER



SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS  
M.DAYAL  
M.Com, FCA

PHONE : 9755-4013423 (O), 4279727 @  
DAYANAND PARISAR, II FLOOR  
OPP. KATJU HOSPITAL  
BHADBHADA ROAD, BHOPAL

CHILD RIGHTS OBSERVATORY MADHYA PRADESH  
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING MARCH 31, 2017

RECEIPTS	AMOUNT	PAYMENT	Sch *	AMOUNT
OPENING CASH AND BANK		CRO		
BALANCE		Salary & Honorarium		46,005.72
CASH IN HAND	557.00	Resource Centre Rent		18,175.00
State Bank of India	1,10,491.36	Legal & Consultancies		3,000.00
Canara Bank	11,549.75	Local Conveyance		4,775.00
Fixed Deposit	14,318.00	Internet & Telephone & Communication		8,911.00
		Office Maintenance		14,664.00
GRANT IN AID		Activity Expenses		36,935.00
From UNICEF	18,80,144.00	Repairing & Maintenance		2,180.00
		Boarding & Lodging Expenses		8,000.00
DONATION	71,400.00	Audit Fees		3,000.00
INTEREST FROM BANK	15,456.00	Bank Charges		636.74
INTEREST ON FDR'S	1,082.00			1,46,282.46
		UNICEF		
		Capacity Building Workshops	A	1,10,000.00
		District Level Child Rights Forum Meetings	B	4,05,745.00
		Technical Support to DCRF's & School Forum	C	2,82,000.00
		Collation of Field Level Evidence for Production	D	1,00,010.00
		A Resource Informations & Coordination Centre for District	E	1,55,995.86
		Children Groups get space and platform to raise Children voice	F	25,058.00
		Analytical Reports/ Publications on the voice of Children	G	20,000.00
		CRO MP & Partners will network with 15 Elected Rep's	H	10,000.00
		State Assembly proceedings/ discussion are screened	I	5,000.00
		Engagements with PRI members by DCRF's of CRO MP	J	12,500.00
		Technical Support to engagement with PRI members	K	2,85,000.00
		Sharing and Dissemination of thematic reports & Publication	L	5,000.00
		Administration staff (Accounts)	M	1,17,000.00
		Ram Prasad, Jhabua		8,120.00
		CLOSING CASH AND BANK		
		BALANCE		
		CASH IN HAND		4,849.00
		State Bank of India		3,84,013.04
		Canara Bank		12,124.75
		Fixed Deposit		15,400.00
				4,16,386.79
TOTAL Rs.	21,05,098.11	TOTAL Rs.		21,05,098.11

President  
CHILD RIGHTS  
OBSERVATORY  
M.P.

Secretary  
Child Rights Observatory  
Madhya Pradesh

CERTIFICATE

AUDITED SUBJECT TO OUR REPORT OF EVEN DATE ANNEXED.

FOR SHRIVASTAVA DAYAL AND CO.  
CHARTERED ACCOUNTANTS


BHOPAL  
DATED 31 JULY 2017

SHRIVASTAVA DAYAL AND CO.  
Chartered  
Accountants  
BHOPAL

(M.DAYAL)  
PARTNER


**Annexure -7**

Copy of Budget or Returns or Report filed with Statutory Body (eg. Charity Commissioner / Registrar Of Companies / Registrar Of Societies etc)

  
**CHILD RIGHTS OBSERVATORY, MADHYA PRADESH**

No. : 711  
Date : 11 Nov 2017

प्रति,  
सहायक पंजीयक फर्म्स एवं सोसाइटी,  
जिला,भोपाल  
-मध्य प्रदेश



विषय - चाइल्ड राइट्स ऑब्जर्वेटरी मध्य प्रदेश समिति(Child Rights Observatory Madhya Pradesh) की वर्ष 2016-17 की वार्षिक जानकारी मध्य प्रदेश सोसाइटी रजिस्ट्रेशन अधिनियम 1973 की धारा 27 एवं 28 के अंतर्गत भेजने वायत.

कंडिका-1 चाइल्ड राइट्स ऑब्जर्वेटरी मध्य प्रदेश समिति की वार्षिक साधारण सभा की बैठक 27 -09-2017 को आयोजित की गयी. नई कार्यकारिणी के चुनाव के लिए साधारण सभा की बैठक 26 -10-2017 को आयोजित की गयी. प्रपत्र सात में अनुमोदित सूची एवं धारा 27 अंतर्गत जानकारी निर्धारित प्रपत्र में प्रस्तुत.

कंडिका -2 मध्य प्रदेश सोसाइटी रजिस्ट्रेशन अधिनियम 1973 की धारा 28 अंतर्गत संपरीक्षा द्वारा संपरीक्षित आय -व्यय का विवरण भी संलग्न है.

धारा 27 एवं 28 की समस्त जानकारी एवं अनुमोदित सूची विलम्ब शुल्क राशी 4040/- रुपये के साथ प्रस्तुत है.

D

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Seven Hills School Premises, E-6, Arera Colony Bhopal-462016, Email : [cromp.in@gmail.com](mailto:cromp.in@gmail.com)  
Tel. : 0755-2560466, 4064186 Website : [www.cro-mp.org](http://www.cro-mp.org)

**संलग्न प्रपत्र प्रष्ठ संख्या-**

1-संलग्न प्रपत्र सात

2-राशी 4040/-बिलम्ब शुल्क एवं सूचि अनुमोदन हेतु (चालान संख्या  
SBIN0006159147501120703116 and SBIN0006159471011201703413)


3-उपस्थिति पत्रक आम सभा वार्षिक बैठक दिनांक 25 सितम्बर 2017  
एवं कार्यवाही विवरण

4-उपस्थिति पत्रक आम सभा बैठक दिनांक 26 ओक्टूबर 2017

5-अनुमोदित नई कार्यकारिणी की सूची

6-वार्षिक प्रतिवेदन, 2016-17

7-संपरीक्षा द्वारा संपरीक्षित आय एवं व्यय विवरण 2016-17



सचिव

Secretary  
Child Rights Observatory  
Madhya Pradesh

प्रत्यक्ष-सूचना  
(नियम 11 देखिये)  
रजिस्ट्रार, फर्म एवं सोसायटी को मध्यप्रदेश सोसायटी रजिस्ट्रीकरण अधिनियम, 1973 की  
धारा 27 के अधीन शासी निकाय सूची की जानकारी प्रस्तुत करने का  
निर्देशन पत्र (प्रोफार्मा)

1.	संस्था का नाम व पूरा पता	चाइल्ड राइट्स ऑब्जर्वेटरी मध्य प्रदेश समिति सेवेन हिल्स परिसर, ई-6अरेरा कॉलोनी भोपाल
2.	रजिस्ट्रेशन क्रमांक एवं दिनांक	01/01/01/18379/07 दिनांक 31/10/2007
3.	उपस्थित कुल सदस्यों की संख्या, उनके नाम तथा पते संलग्न करें।	34 एवं 33, सूचि संलग्न है
4.	रजिस्ट्रीकृत नियमों तथा विनियमों के अनुसार शासी निकाय की अवधि।	तीन वर्ष
5.	वर्तमान निर्वाचन की तारीख और उपस्थिति सदस्य संख्या एवं गणपूर्ति क्या थी।	26-10-2017 उपस्थित सदस्य -33 गणपूर्ति -33
6.	विद्यमान पदाधिकारियों ने पूर्व पदाधिकारियों से किस तारीख को कार्यभार ग्रहण किया, एक सूची, उनके नाम, पते तथा उपजीविकाएं उनके हस्ताक्षर सहित संलग्न करें।	26-10-2017 सूचि संलग्न है
7.	पूर्व निर्वाचन की तारीख	10-07-2014
8.	सोसायटी के नियमों तथा विनियमों के अनुसार वार्षिक साधारण सम्मेलन का मास तथा तारीख।	वर्ष में एक बार, तिथि निश्चित नहीं
9.	अंतिम वार्षिक सूची कब प्रस्तुत की गई थी, यदि प्रस्तुत नहीं की गई हो तो उसका क्या कारण है।	5 नवम्बर 2016, पत्र क्रमांक 785
10.	इस वर्ष के वार्षिक साधारण सम्मेलन के कार्यवृत्त, तारीख सहित संलग्न करें।	वर्ष 2016-17 के लिए 25-09-2017 को साधारण सभा का कार्यवृत्त संलग्न है
11.	मध्यप्रदेश सोसायटी रजिस्ट्रीकरण अधिनियम, 1973 की धारा 27 के अधीन सूची की वार्षिक फीस रुपये 400/- रसीद/चालान क्रमांक J/020410390 तारीख 11/9/2012 द्वारा जमा कर दी गई है। चालान की मूल प्रति संलग्न है।	Rs. 4040/- SBIN0006159147501120703116 and SBIN0006159471011201703413) Bank ref .No. IK000IYSQI1 and IK00IYSUK5 Cyber receipt- MPT14510112017000107 and MPT14510112017000109 CNR

मैं श्रीमती शीला भम्बल पुत्री स्व. श्री शरद आनंद भम्बल आयु 76 वर्ष प्राधिकृत पदाधिकारी के रूप में एतद द्वारा यह घोषणा करता हूँ कि उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान तथा विश्वास से सत्य है और यह जानता हूँ कि कोई मिथ्या जानकारी देना अधिनियम की धारा 38(2)के अधीन दण्डनीय होगा।

हस्ताक्षर अध्यक्ष/सचिव

Secretary  
Child Rights Observatory  
Madhya Pradesh



Annexure -8

Copy of FCRA Certificate under 2010 Act (If N.A) applicable. If not applicable, to be mentioned

**Registered**

N0.II/21022/66(0011)/2013-FCRA-II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
\*\*\*\*

NDCC-II Building,  
First Floor(FCRA Wing),  
Opposite to Jantar Mantar,  
Jai Singh Road,  
New Delhi-110001  
Dated :26/04/2013

To ✓

**The Chief Functionary,  
Child Rights Observatory Madhya Pradesh  
HIG-414 E-7 Arera Colony  
BHOPAL,Bhopal  
Madhya Pradesh-462016**

Subject: Registration under Foreign Contribution (Regulation) Act, 2010.

Sir/Madam,

With reference to your application dated 15/01/2013 requesting registration under the Foreign Contribution (Regulation) Act, 2010, I am directed to say that your Association has been registered under-Section 11 (1) of the Act as follows:-

Registration Number : **063160204**  
Nature : **Educational Social**

2. In terms of section 18 of the Foreign Contribution(Regulation) Act,2010 read with Rules 17 of the Foreign Contribution (Regulation) Rules, 2011, You are advised to send intimations within the prescribed time to the Central Government of the amounts of each foreign contribution received by you, the source and the manner in which the foreign contribution was utilised, as per the provisions of the Act and the Rules. An association is required to furnish the return even when the particulars are 'NIL'. The FC-6 form may be submitted on line on this Ministry's website [http://mha.nic.in/fcraweb/fc\\_online.htm](http://mha.nic.in/fcraweb/fc_online.htm) using the user name (**crampbpl**) used for online submission. The Bank Account mentioned in your application should be used for receiving foreign contribution and no other amount should be credited to this account. The Association should immediately intimate to this Ministry and obtain written confirmation regarding any change in the name of the Association, its address and Bank/Bank Account.

3. The association cannot bring out any publication (registered under PRB Act, 1867) or act as correspondent, columnist, editor, printer or publisher of a registered newspaper or engage in the production or broadcast of audio news or audio visual news or current affairs programmes through electronic mode or any other electronic form or any other mode of mass communication at a later stage thereby attracting provisions of the Section 3(1) (g) and (h) of the FC(R) Act, 2010. In addition to this, the association is forbidden from getting involved in any activity of political nature.

4. You are requested to note the provisions of Section 7 of FC(R) Act, 2010 and Rule



24 of FC(R) Rules, 2011 and ensure that before any funds are passed on to any person/association in India that the recipient is (i) eligible to accept foreign contribution under the Act, i.e., recipient association is registered under the Act, or has obtained Prior Permission of the Government under Section 11 of the Act, and (ii) the person/association is not prohibited under the Act.

5. You are requested to familiarize yourself with the provisions of Foreign Contribution (Regulation) Act, 2010 and Foreign Contribution (Regulation) Rules, 2011, available at this Ministry's website 'mha.nic.in' to ensure strict compliance of the Act/Rules. Failure to comply with any of the provisions of said Act/Rules will make you liable for action under the relevant provisions of the Foreign Contribution (Regulation) Act, 2010.

6. This certificate of Registration is valid for a period of five years from the date of registration under the Act.

Yours faithfully

*V. Viswanathan*  
(V VISWANATHAN)

Under Secretary to the Govt. of India

Tel. No. 23438041

(Please visit our website at <http://mha.nic.in>)

N0.II/21022/66(0011)/2013-FCRA-II

Copy to:

**The Manager**

**Canara Bank**

**Ravishanakar Nagar Arera Colony, Bhopal, Bhopal(dist)**  
**Madhya Pradesh**

With the request to confirm that SB/CA Account no. 1471101012365 has been opened by the above association exclusively for receiving foreign contribution. In terms of the Foreign Contribution (Regulation) Act, 2010 read with Rule 16 of the Foreign Contribution (Regulation) Rules, 2011, the Bank is also requested to send intimations regarding inward remittances received by the association, in the manner prescribed therein, as also annual report regarding receipt of foreign contribution by the association to this Ministry.

*sd*  
(V VISWANATHAN)

Under Secretary to the Govt. of India

Tel. No. 23438041

Annexure 8A -Cancelled cheque of FCRA and Non – FCRA bank accounts



भारतीय स्टेट बैंक

State Bank Of India

[02887]-MAHAVIR NAGAR (BHO PAL)  
E-3113 AREERA COLONY, BHO PAL  
BHO PAL, BHO PAL, MADHYA PRADESH 462016  
Tel : 755 2422482 Fax : M/S Code : SBIN0001867 SWIFT :

अवधि 3 महीने के लिए वैध | VALID FOR 3 MONTHS ONLY

D

D

M

M

Y

Y

Y

Y

PAY

NON - FCRA A/c

को या उनके आदेश पर OR ORDER

रुपये RUPEES

अदा करें ₹

अ. सं.  
A/c No.

33028862988

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT

PREFIX

1515600025

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

CHILD RIGHTS OBSERVATORY M.P.

Please sign above

॥ 201975॥ 46 200 20151 013228॥ 31

केनरा बैंक



Canara Bank

अंश कॉलोनी, पोपल - 462016  
Arera Colony, Shepal - 462016  
2014 MSHCQ

Valid for three months only from the date of instrument

य सं | SB

D

D

M

M

Y

Y

Y

Y

IPSC : CNRB0001471

Pay

FCRA - A/c

या धारक को Or Bearer

रुपये रुपये

अदा करें ₹

अ. सं.  
A/c No.

1471101012865

"Payable at par at all our Branches in India"

Please sign above

॥ 727530॥ 46 2015004॥ 31

## Annexure 8B-Copy of acknowledgement of latest filed FCRA return

### Form FC-4 [See rule 17(1)]

The Secretary to the Government of India,  
Ministry of Home Affairs,  
Foreigners Division (FCRA Wing)  
"First Floor NDCC-II Building,"  
1, JAI SINGH Road  
New Delhi - 110001

**Subject: Account of Foreign Contribution for the year ending on the 31st March, 2017**

**1. Association FCRA registration number and name:**

- (i). Number : 063160204  
(ii). Name : Child Rights Observatory Madhya Pradesh

**2. Details of receipt and utilisation of foreign contribution :**

**i. Foreign Contribution received in cash/kind(value):**

a) Brought forward foreign contribution at the beginning of the year(Rs.)	0.00
b) Interest or other receipt during the year	0.00
c) Foreign Contribution received during the financial year	
i) Directly from a foreign source	0.00
ii) as transfer from a local source	0.00
d) Total Foreign Contribution (a+b+c) (Rs.)	0.00

\* i.e. interest accrued on foreign contribution, or any other income derived from foreign contribution, e.g. sale proceeds from assets created from contribution, or interest thereon during the year

**ii (a). Donor wise detail of foreign contribution received in excess of rupees 20,000:**

**(b). Cumulative purpose-wise amount of all foreign contribution donation received :**

**(iii). Details of Utilization of foreign contribution:**

a. Total Utilization* for projects as per aims and objectives of the association (Rs.)	0.00
b. Total Administrative Expenses as provided in Rule 5, FCRA 2011 (Rs.)	0.00
c. Total invested in term deposits(Rs.)	0.00
Total Purchase of fresh assets(Rs.)	0.00
Total utilization in the year(Rs.) (a+b+c+d)	0.00

\* It is affirmed that the utilisation of foreign contribution is not in contravention of the provisions contained in proviso to Section 9(e) and Section 12(4)(f) of the Act which states that the acceptance of foreign contribution is not likely to affect prejudicially.

- (A) the sovereignty and integrity of India; or  
(B) the security, strategic, scientific or economic interest of the state; or  
(C) the public interest; or  
(D) freedom or fairness of election to any legislature; or

(E) friendly relations with any foreign state; or

(F) harmony between religious, racial, social, linguistic or regional groups, castes or communities

iv. Balance of unutilized foreign contribution, in cash/bank, at the end of the year(Rs.) :

0.00

v. Total number of foreigner working/salaried/ in honorary capacity.

0.00

3. (a) Details of designated Fc bank account for receipt of Foreign Contribution ( As on 31st March of the year ending):

SLNo	Name of Bank	Branch Address( With pincode)	IFSC Code	Account No
1	State Bank of India	Plot No. 89, Pb No. 1, c-s, Ravishankarnagar Arera Colony., Bhopal 462 016, Bhopal, Madhya Pradesh, Bhopal	CNRB0001471	XXXXXXXX2365

3. (b) Details of all utilization bank accounts for utilization of Foreign Contribution (As on 31st March of the year ending)

SLNo	Name of Bank	Branch Address( With pincode)	IFSC Code	Account No
1	Canara Bank	Plot No. 89, Pb No. 1, c-s, Ravishankarnagar Arera Colony., Bhopal 462 016, Bhopal, Madhya Pradesh, Bhopal	CNRB0001471	XXXXXXXXXX2365

#### Declaration

I hereby declare that the above particulars furnished by me are true and correct

I also affirm that the receipt of foreign contribution and its utilization have not been violative of any of the provisions of the Foreign Contribution (Regulation) Act, 2010, rules, notifications/ orders issued there under from time to time and the foreign contribution was utilized for the purpose(s) for which the association was granted registration/ prior permission by the Central Government.

*[Signature]*

Signature of the Chief Functionary

President  
Child Rights Observatory  
Madhya Pradesh

*Return is being  
Submitted dated  
9th Nov. 2017  
Medani*



Annexure 9 :-Proof of Address - Property Tax Receipts or Sales Deed or Rent Agreement or Bank Statement (any one)

**BSNL LANDLINE** **भारत संचार निगम लिमिटेड** **भारत संचार निगम लि.**

कार्यालय महाप्रबंधक, दूरसंचार, सी.टी.ओ. बिल्डिंग, टी.टी. नगर, भोपाल ( म.प्र. )

Supplier's Address: D/o Chief General Manager Telecom Dist Bhopar (M.P.) Bhopal-462015, Madhya Pradesh

Name & Communication Address of the Customer: **CHILD RIGHTS OBSERVATORY M P**

Telephone Bill/Tax Invoice

Customer ID: 1100063308

Account Number: 1000309948

Invoice Number: WDCMP0001588639

Invoice Issue Date: 04/12/2017

Invoice Period: 01/11/2017 to 30/11/2017

Due Date: 26/12/2017

Customer Type: INDIVIDUAL

Phone Number: 0755-2560466

Reverse Charge Applicability: No

State: Madhya Pradesh(MP)(23)

Customer GSTIN: 100090

Deposit: 1000.00

Loyalty Point: 32

Credit Limit: 3000.00

**Account Summary**

Previous Balance	Last Payment	Adjustments	Current Charges	Account Balance	Amount Payable
341.78	0.00	10.00	464.36	816.14	817.00

Amount in Words: Eight Hundred Seventeen Rupees and Zero Paise

HSN/SAC Code: 9984

**Summary of Current Charges**

Charges	Amount(Rs)
Recurring Charges	290.00
One Time Charges	0.00
Usage Charges	352.80
Discount	-250.00
Tax	72.36
<b>Total Charges</b>	<b>464.36</b>

**Tax Details**

Description	Tax Rate	Amount (Rs.)
CGST	3.00%	36.18
SGST/UTGST	3.00%	36.18
<b>Taxable Amount</b>		<b>402.00</b>
CGST		402.00
SGST/UTGST		402.00

To avail the Input Tax Credit under GST regime, update your GSTIN details to BSNL CSC or visit <http://gst-in-update.wdc.bsnl.co.in/GSTUPDATE/>

**Accounts Officer (TR)**  
This is a computer generated bill and does not require any Signature

**Plan PLAN-290**

**Adjustments**

Adjustment Description: Penalty For Late Payments Mosh-SAC-9984

Total Charges (Rs.)

**Recurring Charges**

Product: LANDLINE-SAC-9984

Plan: PLAN 290

Period: 01/11/17 to 30/11/17

Qty: NA

Rate: NA

Charges: 290.00

Total Charges (Rs.)

**Usage Charges**

Units	Duration/Vol	Gross Amt	Disc	Net Amt
302	03:52:51	312.00	0.00	312.00
30	00:24:14	36.00	0.00	36.00
1	00:00:34	1.20	0.00	1.20
3	00:02:15	3.60	0.00	3.60
<b>Total Charges (Rs.)</b>		<b>352.80</b>		<b>352.80</b>

**Discounts**

Discount Type: LL FREE CALLS 205-1.2

Period: 01/11/17 to 30/11/17

Discounts: -250.00

Total Discounts (Rs.)

**Original For Recipient/Duplicate For Supplier**

**Counter Foll**

Bhopal Telecom District

**Invoice No.: WDCMP0001588639**

**Invoice Date: 04/12/2017**

**Due Date: 26/12/2017**

**Account No.: 1000309948**

**Phone No.: 0755-2560466**

**Amount Due: 817.00**

Mode of payment: ☐ Cash ☐ Cheque/DD ☐ Credit / Debit Card ☐ E-payment ☐ EFT

Cheque/DD No. \_\_\_\_\_ Dated: \_\_\_\_\_ Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Please Charge Rs. \_\_\_\_\_ Against Card no. \_\_\_\_\_ ☐ Visa ☐ Masters ☐ Diners ☐ Amex

Expiry Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Card Holder's Name: \_\_\_\_\_

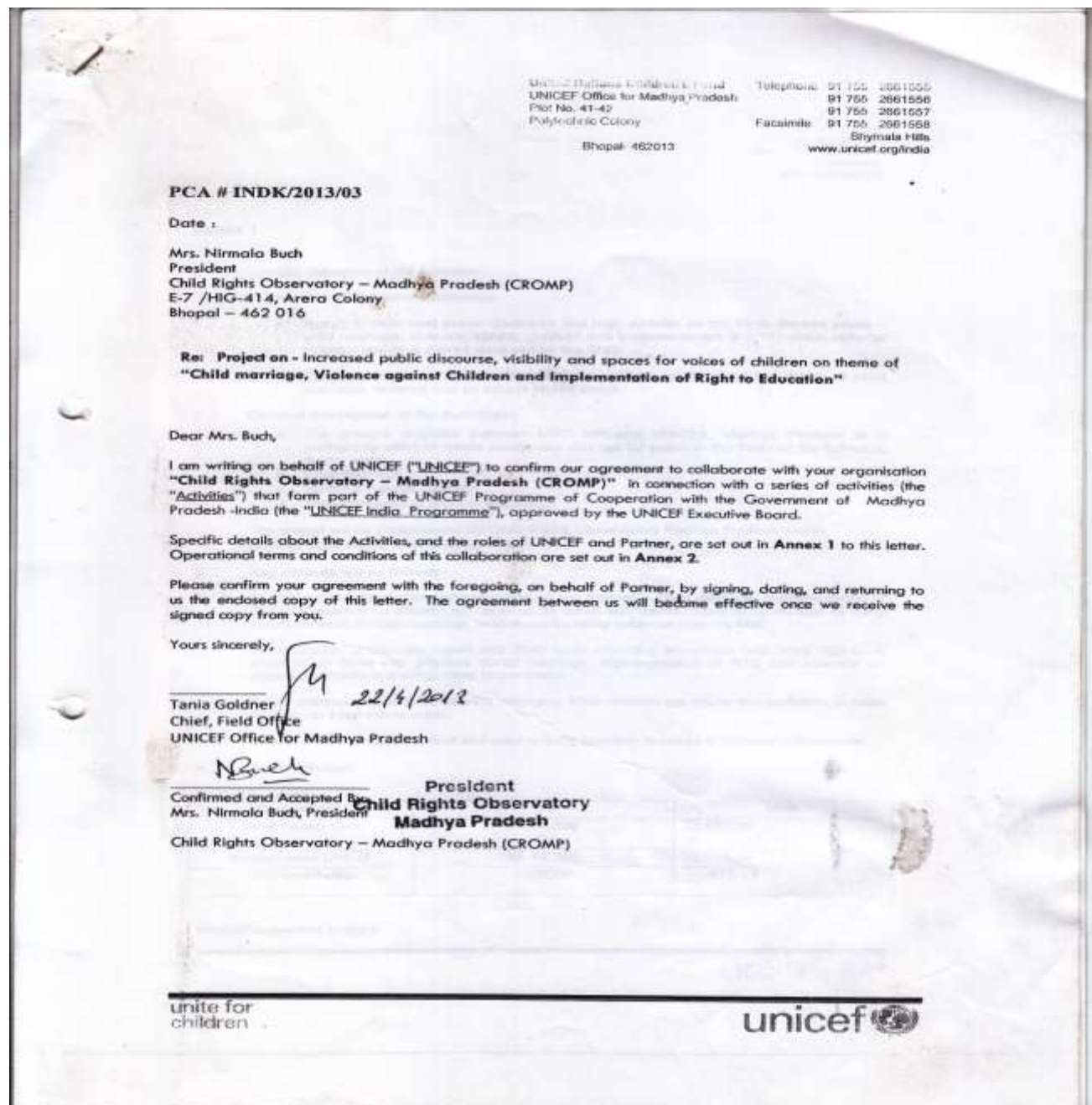
Please make crossed Cheque/DD Pay to the order of \_\_\_\_\_

Page 1 of 1



Annexure - 10 Grant Letter or Sanction Letter from funding agency for the last three years (for projects mentioned in the application)

Year - 2013-14



## ANNEX 1

### 1. Specific outcomes of the Activities:

#### Framework of Outputs/ Outcomes

- a. Result 1: Increased public discourse and high visibility on the three themes areas – child marriage, violence against children and implementation of RTE, which calls for stronger action at district level and by the State.
- b. Result 2: Increased spaces for voices of children to speak on the issues of child marriage, violence and on school environment.

### 2. General description of the Activities:

- a. The present proposal between CRO MP and UNICEF, Madhya Pradesh is a partnership effort to create awareness and call for action in the State on the following theme areas -
- b. Child Marriage
- c. Violence Against Children
- d. Implementation of Right to Education

The project will be implemented by Child Rights Observatory Madhya Pradesh and its network of 25 district level child rights forums.

### 3. Key outputs are as follows-

At least ten issues of child rights/violation on key themes – Child marriage, implementation of RTE and violence on children are taken up for action with district / State administration by CRO and its network through meetings, workshops by using evidence from the field.

Dissemination of thematic report and State level advocacy workshops help bring high level attention on three key priorities (Child marriage, implementation of RTE and violence on children) in media and within State Government.

Active children groups in 25 districts engaging 3000 children get space and platforms to raise concern on three theme areas.

Voices of Children documented and used to bring attention to voices of children/ adolescents.

### 4. Agreed Budget

Budget Summary		
Components	INR	USD
Total Project Cost	18,95,300	34,859.29
Support from UNICEF	18,45,300	33,939.66
CRO contribution	50,000	919.62

UNICEF supported budget-

unicef

Expenditure head	Total (In INR)	Total (In USD)
Programme Cost	1677,300	30,649.73
Programme support cost	126,000	2317.45
Indirect programme support cost	42,0000	772.46
<b>Total</b>	<b>18,45,300.00</b>	<b>33,939.66</b>

5. Implementation of the Activities will start on 25th of April 2013 and will continue till 24<sup>th</sup> March, 2014.
6. Each Party will make a contribution to implementation of the Activities, as follows.
  - a. Partner will contribute: INR 50,000.00
  - b. UNICEF will contribute: INR 18, 45,300.00
7. UNICEF will provide a grant of supplies and equipment and a grant of cash to Partner so that it can make the contribution referred to in paragraph 6(a) above.
  - i) The supplies and equipment will be in an amount not to exceed: No supplies
  - ii) The cash will be in an amount not to exceed Rs. 1845,300.00 (USD 33,939.66)
  - iii) The supplies and equipment, and cash, will be transferred in the following stages:

Cash would be transferred on a quarterly basis as per the enclosed timeline and budget and work plan. First transfer would be in the form of DCT on signing of the PCA and receipt of the request with activities and timelines for the first quarter.

8. Partner will provide UNICEF with reports about the progress and the final achievements of the Activities on the following schedule:

Reports:	Date
Narrative and Financial	June 2013
Narrative and Financial	September 2013
Narrative and Financial	December 2013
Final Report	March 2013

SSPA/INDR/2015/05

## Attachment 2 of PCA Guidelines: Format for Small Scale Funding Agreement

Based on the Country Programme Action Plan between the Government of [country] and UNICEF, UNICEF agrees to co-operate with [name of the organisation] as described below.

### 1. Workplan results to which the small-scale funding agreement contributes:

RWP IR 4.5 Activity 2 – Key decision makers and influencers are able to use information and knowledge to inform policies, planning and budgets with child rights focus.

### 2. Activity or activities to be carried out with the small-scale funding agreement:

**Objective 1:** To Enhance public visibility on the following areas –Implementation of RTE, Routine Immunization and Child marriage.

#### Outputs

**Output 1** – Fifteen issues of child rights on key themes – Child marriage, implementation of RTE and Routine immunization, children are taken up for action with district / State administration by CRO and its network through meetings, workshops by using evidence from the field.

#### Key activities -

1. One capacity building workshops for district level CSOs partners on key themes/ issues and an action plan worked out. –One Day
2. CRO to handhold district level child rights forum to use field level data, stories, to raise concern with district administration and contribute to State advocacy efforts.
3. A resource Information and coordination center at CRO Bhopal for district level child rights forums helps in disseminating information to DCRFs and maintains regular interaction with DCRFs.

**Output 2** –Dissemination of thematic report and State level advocacy workshops help bring high level attention on three key priorities (Child marriage, implementation of RTE, corporal punishment and routine immunization) in media and within State Government.

#### Key activities -

1. Media highlights / analysis are shared with NGO forums and media, to help bring attention to children issues (Child marriage, implementation of RTE, routine immunization & corporal punishment) being reported in media.
2. One divisional level children meeting on the issues of child marriage, right to education focusing corporal punishment and routine immunization. –One Day
3. Two quarterly meetings for sharing of program experiences, review and discussion on future plan of action with CRO office bearers and CSOs

**Objective 2:** To create a platform for dialogue and strengthen spaces for voices of children to speak on the issues of child marriage, routine immunization, implementation of RTE focusing corporal punishment and quality of schools.

**Output 1:** Active children groups in 25 districts engaging 900 children get space and platforms to raise concern on three theme areas.

*13/7/15*  
*SHEERA NAMBIAR*



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PCA # INDK/2014/01

27 May, 2014

Mrs. Nirmaia Buch,  
President Child Rights Observatory – Madhya Pradesh  
E-7/ HIG-414 Arera Colony  
Bhopal – 462 016

Re: Strengthening and enhancing spaces for children on theme of child marriage, violence against children, corporal punishment and implementation of right to education.


Dear Mrs Buch,


I am writing on behalf of UNICEF ("UNICEF") to confirm our agreement to collaborate with your organisation ("UNICEF" or "Partner") in connection with a series of activities (the "Activities") that form part of the UNICEF Programme of Cooperation with the Government of Madhya Pradesh (the "UNICEF Programme"), approved by the UNICEF Executive Board.

Specific details about the Activities, and the roles of UNICEF and Partner, are set out in **Annex 1** to this letter. Operational terms and conditions of this collaboration are set out in **Annex 2**.

Please confirm your agreement with the foregoing, on behalf of Partner, by signing, dating, and returning to us the enclosed copy of this letter. The agreement between us will become effective once we receive the signed copy from you.

Yours sincerely,

  
Manish Mathur  
Officer in Charge – UNICEF field office for Madhya Pradesh

  
Confirmed and Accepted  
Nirmaia Buch  
President Child Rights Observatory – Madhya Pradesh  
E-7/ HIG-414 Arera Colony, Bhopal – 462 016  
**Child Rights Observatory**  
**Madhya Pradesh**

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#### **Outputs**

**Outputs 1 - At least ten issues of child rights/violation on key themes - Child marriage, implementation of RTE and violence on children are taken up for action with district / State administration by CRO and its network through meetings, workshops by using evidence from the field.**

#### **Key activities -**

1. Two capacity building workshops for district level CSOs partners on key themes/ issues and an action plan worked out.
2. CRO to handhold district level child rights forum to use field level data, stories, to raise concern with district administration and contribute to State advocacy efforts.
3. 60 DCRFs meetings organized in 30 districts in the State which help in raising concern and bringing out statements on the issue of child marriage, violence against children especially corporal punishment and implementation status of Right to Education.
4. A resource Information and coordination center at CRO Bhopal for district level child rights forums helps in disseminating information to DCRFs and maintains regular interaction with DCRFs.
5. Report on analysis of questions raised in state assembly in two sessions of 2014.
6. One workshop will be organized to disseminate the report on analysis of questions raised in assembly with WCD committee of state assembly, MLAs, academicians and CSOs.
7. Organize open forum in five upper primary government schools, for children to express their experiences, views and suggestions towards implementation of RTE in their schools, child marriage, violence against children. This forum meet will be organized in Sehore and Betul districts. Present them to their SMC, Gram Panchyat and Gram Sabha.

**Output 2 -Dissemination of thematic report and State level advocacy workshops help bring high level attention on three key priorities (Child marriage, implementation of RTE and violence on children) in media and within State Government.**

#### **Key activities -**

1. CRO brings out annual thematic report which raises high level concern on the thematic areas like implementation of RTE and violence on children and child marriage.
2. One State level workshop of CSO partners, engaging State Commissions MLAs and Government Departments to use field level evidence to raise concern.
3. Media highlights / analysis are shared with NGO forums and media, to help bring attention to children issues (Child marriage, implementation of RTE and violence on children focusing corporal punishment) being reported in media.

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UNICEF Office for Madhya Pradesh	91 755 2661556
Plot No. 41-42	91 755 2661557
Polytechnic Colony	Facsimile: 91 755 2661558
Shymala Hills	
Bhopal-462013	<a href="http://www.unicef.org/india">www.unicef.org/india</a>

4. Two divisional level media meet organized in outlying districts, for engaging media with civil society on the issues of child marriage, right to education and violence against children focusing corporal punishment.
5. Organize one mass mobilization event at state level for sharing of district level experiences of school forum
6. Four quarterly meetings for sharing of program experiences, review and discussion on future plan of action with CRO office bearers and CSOs.

**Objective 2: To create a platform for dialogue and strengthen spaces for voices of children to speak on the issues of child marriage, violence against children focusing corporal punishment and quality of schools.**

**Output 1: Active children groups in 30 districts engaging 900 children get space and platforms to raise concern on three theme areas.**

1. Capacity building of 60 children's groups (approximately 900 children) in 30 districts through intra group children's meeting.

Engaged children's group contribute by their writings, drawings, news reports which form a part of children publications brought out by CRO. Training of 40 adolescents (both boys and girls) on child protection, corporal punishment and violence issues. **adolescents.**

1. Publication of children voices in form of articles, news etc. is collated on theme area (Child marriage, implementation of RTE and violence on children focusing corporal punishment) from various districts and is published.
2. Publications of booklet on school forum - Experiences and reach.
3. Organize Eight 8 district level meeting (3-4 districts in one meeting) to share issues and experiences of School Forums.
4. Five dialogues will be conducted at district/block level with out of school children.
5. Publication of children voices from Five upper primary government schools, for children to express their experiences, views and suggestions towards implementation of RTE in their schools, child marriage, violence against children their villages.

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## ANNEX 1

### 1. Specific outcomes of the Activities:

**Result 1:** Enhanced public visibility on the following areas – child marriage, violence against children, corporal punishment and implementation of RTE.

**Result 2:** A platform will be created for dialogues to strengthen voices of children to speak on the issues of child marriage, violence against children, corporal punishment and implementation of right to education.

### 2. General description of the Activities:

The present proposal between CRO MP and UNICEF, Madhya Pradesh is a partnership effort to create awareness and call for action in the State on the following theme areas -

- Child Marriage
- Violence Against Children & Corporal Punishment
- Raise concern on Implementation of Right to Education

The project will be implemented by Child Rights Observatory Madhya Pradesh and its network of 30 district level child rights forums. CRO MP is an advocacy organization to bring attention to priorities of children in the State. It works on the following aims -

- To raise concern on violations, increase discourse within State and provide independent platform to civil societies working for children.
- Collating evidences from field, using secondary data on children, to learn, understand, speak and act collectively.
- Increased platforms for children to voice their concern on issues which matter to them.
- Reviews of policies, schemes, & laws related to children.
- Promote coordination among State and CSOs to bring children issues and remedial actions to forefront

### 3. More detailed description of the Activities:

**Objective 1:** To Enhance public visibility on the following areas – child marriage, violence against children focusing corporal punishment in schools and implementation of RTE.

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4. Agreed Budget

Total estimated budget	Rs. 2523,100.00 (US \$ 41752.44 app)
Contribution requested from UNICEF	Rs. 2383,100.00 (US \$ 39435.70 app)
Contribution of CRO	Rs. 140,000.00 (US \$ 2316.73)

Budget for year 2015 is subject to the budget availability in the year 2015

5. Implementation of the Activities will start on May 27, 2014 and the Activities will be fully implemented no later than May 26, 2015 (the "Final Completion Date").
6. Each Party will make a contribution to implementation of the Activities, as follows.
  - (a) Partner will contribute:
    - (i) Technical assistance: Technical
    - (ii) Supplies: Nil
    - (iii) Other inputs: INR 140,000.00
  - (b) UNICEF will contribute:
    - (i) Technical assistance: Technical support
    - (ii) Monitoring and Evaluation: As per HACT plan and monitor on indicators
    - (iii) Other inputs: INR 23, 83, 100.00
7. UNICEF will provide a grant of supplies and equipment and a grant of cash to Partner so that it can make the contribution referred to in paragraph 6(a) above.
  - (i) The supplies and equipment will be in an amount not to exceed: Nil
  - (ii) The cash will be in an amount not to exceed: INR 23,83,100.00
  - (iii) The supplies and equipment, and cash, will be transferred in the following stages:

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**Category of Item Transferred/Amount/Date:**

May 2014 – INR 394,000.00  
August 2014 – INR 622,300.00  
November 2014 – INR 852,300.00  
February 2015 – INR 514,500.00

8. Partner will provide UNICEF with reports about the progress and the final achievements of the Activities on the following schedule:

Cash Transfer Modalities	
Method of Cash Transfer	Direct Cash Transfer
Frequency of Distribution	Quarterly – May 2014, August 2014, November 2014 and February 2015
Frequency of Financial Reporting	Quarterly– August 2014, November 2014, February 2015 and May 2015

## ANNEX 2

1. Partner is a civil society organisation and shares UNICEF's values and principles, and has a special ability to undertake activities that are crucial for implementing the UNICEF Programme. Partner is not profit-oriented and is non-partisan. UNICEF and Partner share a commitment to the principles set out in the Universal Declaration of Human Rights, the Convention on the Rights of the Child, and the Convention on the Elimination of All Forms of Discrimination Against Women. They are both committed to the principles of Government ownership of the development agenda reflected in the Paris Declaration of Aid Effectiveness. Partner shares UNICEF's commitment to fostering an active local civil society in and to supporting capacity-building efforts for local civil society organisations. They are mindful of local custom and culture. Both UNICEF and Partner are committed to participatory and sustainable development and to providing assistance impartially. They acknowledge their accountabilities to those whom they assist and those who provide support to their work. They are committed to ensuring that they do not expose intended beneficiaries, including children, to any form of discrimination, abuse or exploitation. Partner has a special expertise in the area of and is therefore able to collaborate in the effective implementation of the UNICEF Programme.

2. Partner will contribute to implementation of the Activities by providing the inputs allocated to it in ANNEX 1 in full cooperation with UNICEF, including by: (a) commencing work on the inputs allocated to it in ANNEX 1 promptly upon signing this Agreement; (b) completing the delivery of those inputs with diligence and efficiency; (c) co-operating with UNICEF and other partners in connection with visits to the site or sites where the Activities are being implemented, including for monitoring, oversight and evaluation purposes; (d) providing the reports required in ANNEX 1 in a timely manner to UNICEF's satisfaction, and furnishing all other information covering the Activities and the use of any supplies and

11. Partner further assures UNICEF that it will comply with all applicable local laws governing its operations including labour laws. It will comply with all contractual obligations it enters into including those relating to rent and payment of debts.

12. This agreement will go into effect the day UNICEF receives a copy counter-signed by Partner, and will end on the completion of all action required following the final completion of the Activities, unless one of the Parties gives the other thirty (30) calendar days' written notice of termination.

13. UNICEF also has the right to suspend or terminate this Agreement on fourteen (14) calendar days' written notice in each of the following situations: (a) if implementation of the Activities has not commenced within a reasonable time after the date this Agreement becomes effective; (b) if it concludes that Partner does not share its commitment to the principles referred to in paragraph 1 of this Annex 2; (c) if it decides there has been a breach of the obligations set out in paragraphs 6 and 7 of this Annex 2; (d) if it decides that the assurance in paragraph 10 of this Annex 2 was not or is not true; (e) if it decides that Partner or any of its Personnel has engaged in any corrupt, fraudulent, collusive, or coercive practices in connection with this Agreement or the implementation of the Activities; (f) if funding for the Activities is no longer available to UNICEF; and (g) if, following consultations with the Host Government and other stakeholders as appropriate, it decides to suspend or cancel implementation of the Activities by Partner or to suspend or cancel implementation of the Activities altogether.

14. The Party receiving a notice of suspension or termination will immediately take all necessary steps to suspend or terminate (as the case may be) its activities in an orderly manner so that continued expenses are kept to a minimum. Immediately upon sending or receiving a notice of termination UNICEF will cease all disbursement of funds to Partner. Immediately upon sending or receiving a notice of termination, Partner will not make any forward commitments, financial or otherwise, in connection with implementation of the Activities. Unless otherwise agreed in writing by UNICEF, all unspent funds provided by UNICEF under this Agreement will be returned to UNICEF within thirty (30) days of such notice of termination; provided however that if UNICEF exercises its right to terminate this Agreement under paragraph 13 (a), (b), (c), (d) or (e) of this Annex 2, UNICEF will have the right to require Partner to repay to UNICEF such amount of money, up to the total amount paid to Partner by UNICEF prior to the date of the notice of termination, as UNICEF shall determine. It is understood that expenditures by Partner in accordance with this Agreement prior to the date of the notice of termination will not be required to be repaid. The payment owing by Partner will be made promptly upon receipt of UNICEF's notice to pay. If UNICEF, in consultation with the Host Government as necessary, decides that the Activities will be implemented by another organisation, Partner will cooperate with UNICEF and the other institution in the orderly transfer of responsibilities and of unused supplies and equipment provided by UNICEF and unspent funds provided by UNICEF.

15. Partner is only allowed to use the UNICEF name, logo and emblem with UNICEF's prior written permission, and only in connection with the Activities.

16. The privileges and immunities of the United Nations (including UNICEF) are not waived.

17. Any disputes between will be resolved through friendly negotiation at the country level unless the Parties agree on an alternative method of resolving any particular dispute.

18. This agreement can only be changed through a written amendment signed by both Parties.



SSFA/INDR/2015/05

## Attachment 2 of PCA Guidelines: Format for Small Scale Funding Agreement

Based on the Country Programme Action Plan between the Government of [country] and UNICEF, UNICEF agrees to co-operate with [name of the organisation] as described below.

### 1. Workplan results to which the small-scale funding agreement contributes:

RWP IR 4.5 Activity 2 – Key decision makers and influencers are able to use information and knowledge to inform policies, planning and budgets with child rights focus.

### 2. Activity or activities to be carried out with the small-scale funding agreement:

Objective 1: To Enhance public visibility on the following areas –Implementation of RTE, Routine Immunization and Child marriage.

#### Outputs

Outputs 1 – Fifteen issues of child rights on key themes – Child marriage, implementation of RTE and Routine immunization, children are taken up for action with district / State administration by CRO and its network through meetings, workshops by using evidence from the field.

#### Key activities -

1. One capacity building workshops for district level CSOs partners on key themes/ issues and an action plan worked out. –One Day
2. CRO to handhold district level child rights forum to use field level data, stories, to raise concern with district administration and contribute to State advocacy efforts.
3. A resource Information and coordination center at CRO Bhopal for district level child rights forums helps in disseminating information to DCRFs and maintains regular interaction with DCRFs.

Output 2 –Dissemination of thematic report and State level advocacy workshops help bring high level attention on three key priorities (Child marriage, implementation of RTE, corporal punishment and routine immunization) in media and within State Government.

#### Key activities -

1. Media highlights / analysis are shared with NGO forums and media, to help bring attention to children issues (Child marriage, implementation of RTE, routine immunization & corporal punishment) being reported in media.
2. One divisional level children meeting on the issues of child marriage, right to education focusing corporal punishment and routine immunization. –One Day
3. Two quarterly meetings for sharing of program experiences, review and discussion on future plan of action with CRO office bearers and CSOs

Objective 2: To create a platform for dialogue and strengthen spaces for voices of children to speak on the issues of child marriage, routine immunization, implementation of RTE focusing corporal punishment and quality of schools.

Output 1: Active children groups in 25 districts engaging 900 children get space and platforms to raise concern on three theme areas.

13/7/15  
SHEENA NAMBIAR



1. One publication of children voices in form of articles, news etc. is collated on theme area (Child marriage, implementation of RTE focusing corporal punishment and immunisation) from various districts and is published.
2. Organize one district level meeting with school forum children (2 districts in one meeting) to share issues and experiences of School Forums. –One day
3. One dialogue with out of school children at district/block level.

**3. Expected results/outputs to be achieved:**

- Fifteen issues of child rights on key themes – Child marriage, implementation of RTE and Routine immunization, children are taken up for action with district / State administration by CRO and its network through meetings, workshops by using evidence from the field
- One publication of children voices in form of articles, news etc. is collated on theme area (Child marriage, implementation of RTE focusing corporal punishment and immunisation) from various districts and is published
- Active children groups in 30 districts engaging 900 children get space and platforms to raise concern on three theme areas

**4. Starting and ending dates for implementation of the activities: July 15, 2015 to Dec 31, 2015**

**5. UNICEF will contribute the following resources:**

- a) Funds (US\$ or equivalent): INR 695,190.00 (USD )
- b) Supplies: Nil
- c) Technical assistance: Technical support
- d) Other inputs:

**6. Child Rights Observatory MP will contribute the following matching resources:**

- a) Funds: INR 20,000.00
- b) Staff/people: Nil
- c) Equipment/in kind: \_\_\_\_\_
- d) Other :CRO has established network with NGOs which will be engaged for achieving the objective.

**7. (If applicable) Portions of the small-scale support will be transferred by UNICEF in the following stages:**

Amount/Date : July 2015 INR 351,530.00 ✓

Amount/ Date : November 2015 : 343,610.00

**8. The Organisation will provide the following reports at or near the given dates:**

Reports:	Date:
Narrative	November 2015 & January 2016
Basic/simplified financial	November 2015 & January 2016

**9. The resources provided by UNICEF will only be used by [name of the organisation] in pursuit of the results as agreed to in 1 – 3 above.**

**10. The attached Project Proposal and Budget are part of this agreement.**

**11. UNICEF and the Organisation will cooperate to monitor the results of this programme**

13. This agreement can only be changed through an agreed modification in writing.

14. Place and date: Bhopal – June 29, 2015

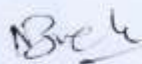
Signed:



(Trevor Clark)  
Chief UNICEF, Madhya Pradesh



Signed:



(Nirmala Buch, President CRO - MP)  
Child Rights Observatory – Madhya Pradesh

**President  
Child Rights Observatory  
Madhya Pradesh**

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Shymala Hills  
Bhopal- 462013 www.unicef.org/india

## PROGRAMME COOPERATION AGREEMENT

BETWEEN

**CHILD RIGHTS OBSERVATORY- MADHYA PRADESH**

AND THE

**UNITED NATIONS CHILDREN'S FUND**

FOR THE

**IMPLEMENTATION OF UNICEF-FUNDED PROGRAMME RELATING TO THE STRATEGIC PLAN IN INDIA**

*Note to UNICEF user: Replace with "Strategic Plan in the [Name of UNICEF Region]" in case the form is used by Regional Office*

**CHILD RIGHTS OBSERVATORY – MADHYA PRADESH** and the United Nations Children's Fund (referred to jointly as the "Parties" and each separately as a "Party"), hereby agree as follows:

### ARTICLE I DEFINITIONS

In this Agreement, the expression:

1. "United Nations Children's Fund" or "UNICEF" means the subsidiary organ of the United Nations established by the General Assembly pursuant to resolution 57(I) of 11 December 1946.
2. "Implementing Partner" or "IP" means **CHILS RIGHTS OBSERVATORY – MADHYA PRADESH, E-7/414, Arera Colony, Bhopal – 462015, Madhya Pradesh**
3. "Programme" means the UNICEF programme for India, approved by the Executive Board of the United Nations Children's Fund for the period 2013 to 2017, including any subsequent extension of the ongoing Programme as approved by either the Executive Director or the Executive Board.
4. "Programme Document" means the formal document (in standard format) attached to this Agreement, which is concluded by the Parties and reflects expected results, detailed activities, timeframes and budget, and defines what is to be accomplished. The Programme Document is the basis for requisitioning, committing and disbursing funds to carry out planned activities and for their monitoring and reporting.

unite for  
children

unicef 



5. "Programme Document Progress Report" or "PDPR" means UNICEF's standard form of Workplan progress report, available at [http://www.unicef.org/about/partnerships/files/Programme\\_Document\\_Progress\\_Report.docx](http://www.unicef.org/about/partnerships/files/Programme_Document_Progress_Report.docx) or at such other URL as may be decided from time to time by UNICEF.

6. "HACT" means the Harmonized Approach to Cash Transfer of the United Nations Development Group ("UNDG"), available at [https://undg.org/main/undg\\_document/undg-hact-framework-2014/](https://undg.org/main/undg_document/undg-hact-framework-2014/) or at such other URL as UNDG may from time to time decide.

7. "FACE form" means the UNDG's standard Funding Authorization and Certificate of Expenditure Form, a copy of which is available at [http://www.unicef.org/about/partnerships/files/9\\_Annex\\_J\\_FACE.xlsx](http://www.unicef.org/about/partnerships/files/9_Annex_J_FACE.xlsx) or at such other URL as UNICEF may from time to time decide.


8. "e-FACE" means UNICEF's electronic data entry facility for the information contained in FACE forms, when available.

9. "Headquarters support costs" means those costs incurred by the IP which cannot be unequivocally attributed to a specific activity implemented by the IP in accordance with this Agreement, including any Programme Document.

10. "Authorized Officer" means one of the following officers of the IP:

Full name: Mrs. Nirmala Buch

Title: President

Sample signature:  President  
Child Rights Observatory  
Madhya Pradesh

SIGN →

UNICEF user: Add details regarding further Authorized Officers as needed.

It is understood, for the avoidance of doubt, that any removals from or amendments to the (list of) Authorized Officer(s) identified above shall require a written amendment to this Agreement in accordance with section 20.0 of the General Terms and Conditions for Programme Cooperation Agreements appended hereto.

11. "non-expendable equipment" means any item that cost two thousand five hundred US dollars (US\$2,500) or more, including costs of initial delivery and handling, and which has a service lifetime of at least three (3) years.

12. "Government" means the Government of India



*Note to UNICEF user: Add details regarding further Governments in cases where a partner operates in more than one country of a multi-country programme. For Strategic Plan PCA delete paragraph 12.*

13. "Country" means **India**

*Note to UNICEF user: Add details regarding further countries in case in cases where a partner operates in more than one country of a multi-country programme.*

## ARTICLE II AGREEMENT DOCUMENTS

1. This Agreement consists of the following documents:
  - (a) This Agreement;
  - (b) The General Terms and Conditions for Programme Cooperation Agreements appended hereto;
  - (c) Any Programme Documents concluded hereunder; and
  - (d) Any Special Conditions established with regard to a particular programme, IP, or Programme Document, attached to this Agreement.

*Note to UNICEF user: Any Special Conditions must be approved in advance by FRG. FRG will consult as necessary with Director PPF or PFP (as applicable based on source of funding), the Comptroller, Director Supply Division, and the Legal Adviser OED.*

## ARTICLE III PURPOSE AND SCOPE

1. This Agreement shall govern the implementation by the IP of the relevant parts of the Programme (including humanitarian response in the Country) through one or several Programme Documents. It describes the relationship between the Parties and the Parties' responsibilities.

## ARTICLE IV GENERAL RESPONSIBILITIES OF THE PARTIES

1. The Parties will work together in a spirit of cooperation and partnership, with the responsibilities and accountabilities set out in this Agreement, to implement the Programme Documents in full in a timely, efficient, and effective, manner.
2. The Parties agree to carry out their respective responsibilities in accordance with the provisions of this Agreement, including the Programme Documents.
3. The Parties shall keep each other informed of all relevant activities pertaining to the implementation of the Programme Documents, and shall hold consultations when either Party considers it appropriate, including any circumstance that may affect the achievement of the results of the Programme and the Programme Documents.

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Bhopal- 462013 www.unicef.org/india

4. The Parties shall fulfill their commitments with the fullest regard for the terms and conditions of this Agreement and the principles of the United Nations.

#### **ARTICLE V RESPONSIBILITIES OF THE IP**

1. The IP will contribute to the implementation of each Programme Document covered by this Agreement by undertaking the responsibilities allocated to it in this Agreement, in full cooperation with UNICEF, and will do so in accordance with the budget, schedule, and other details set out in the Programme Document, including by:

- (a) Commencing work on the responsibilities allocated to it in the Programme Document promptly upon signing the Programme Document (but in no case prior to signing this Agreement) and, as applicable, receipt of the first installment of the cash, supplies and equipment to be transferred to it by UNICEF;
- (b) Making its designated contributions of technical assistance, services, supplies and equipment towards the implementation of the Programme Document as provided for under this Agreement, including the Programme Document;
- (c) Completing its responsibilities with diligence and efficiency, and in conformity with the requirements set out in the Programme Document (including in connection with the schedule and budget);
- (d) Providing the reports required under this Agreement in a timely manner and satisfactory to UNICEF, and furnishing all other information covering the Programme Document and the use of any cash, supplies and equipment transferred to it by UNICEF that UNICEF may reasonably ask for;
- (e) Exercising the highest standard of care when handling and administering the cash, supplies and equipment provided to it by UNICEF, and ensuring that its personnel will conduct itself with the highest standards of integrity and care in the administration of public assets including money.

2. In addition to the obligations set out in paragraph 1 above,

- (a) The IP will maximize the use of any tax exemptions or exemptions from customs duties, excise or import taxes, available to it in the Country or elsewhere, with regard to the purchase, importing, registration, or use of supplies and equipment purchased using funds provided by UNICEF under this Agreement and shall consult with UNICEF in that regard.
- (b) The IP will establish and maintain a system for monitoring progress of the implementation of the Programme Document using the defined results, including outputs, indicators and targets as set out in the Programme Document.
- (c) The IP will accommodate monitoring visits of representatives of any donors that are contributing to the costs of implementing the Programme Document. UNICEF will give the IP reasonable prior notice of any such visits.



**ARTICLE VIII**  
**INPUTS BY UNICEF TOWARDS**  
**IMPLEMENTATION OF PROGRAMME DOCUMENTS**

**(A) Cash Transfer by UNICEF to/on behalf of IP**

General provisions:

1. UNICEF will provide the IP with cash assistance for the activities as stipulated in the Programme Documents (the "Cash Transfer"), subject to the availability of funds and the terms of this Agreement. UNICEF's assistance to the IP will not exceed the amounts included in the Programme Documents. UNICEF will provide the cash assistance to the IP following three Cash Transfer modalities (the "Cash Transfer Modalities" and each a "Cash Transfer Modality"):

(a) Advance payment by UNICEF to IP (referred to in the HACT as "Direct Cash Transfer");

(b) Reimbursement by UNICEF to IP (referred to in the HACT as "Reimbursement"); and

(c) Payment by UNICEF on IP's behalf to IP's vendor or supplier (referred to in HACT and in this Agreement as "Direct Payment").

2. The Cash Transfer shall be done in installments as requested by the IP on the FACE form and supporting itemized cost estimate representing the cash requirements to undertake the activities identified in the Programme Documents or as otherwise decided by UNICEF (the "Cash Transfer Installments" and each one of them separately a "Cash Transfer Installment").

3. In each Cash Transfer request, the IP will provide UNICEF with a written request for a Cash Transfer Installment in an amount equal to the IP's cash needs for the Quarter relating to the activities as specified in the Programme Document. The first such written request is to be submitted when the IP provides UNICEF with a signed copy of this Agreement and the Programme Document. The request will be signed by an Authorized Officer.

Cash Transfer procedures:

3. Cash Transfer Installments will be transferred to or, where the Direct Payment modality is used, on behalf of the IP solely to contribute to the implementation of the Programme Documents. The IP agrees that the funds so transferred will be used exclusively for the implementation of the Programme Documents.





4. UNICEF will make each Cash Transfer Installment to or, where the Direct Payment modality is used, on behalf of the IP in response to a written request from the IP, in accordance with the following procedures:

Procedures for requests for Cash Transfer Installments under all three Cash Transfer Modalities:

(a) Unless otherwise indicated by UNICEF in writing, every three calendar months during the term of this Agreement ("Quarter") the IP will provide UNICEF with a written request for the Cash Transfer Installment in an amount equal to the IP's cash needs for that Quarter relating to the activities as specified in the Programme Document. The IP will do so using the FACE form and Itemized Cost Estimate. The request will be signed by an Authorized Officer.

(b) The first written request, using the FACE form, may be made as soon as this Agreement and the Programme Document have been signed by both Parties. If such written request is in proper form and complete, UNICEF will determine the amount to be transferred and will transfer that amount to or, where the modality of Direct Payment is used, on behalf of the IP within a reasonable time.

(c) Unless otherwise decided by UNICEF, the second and each subsequent written request, using the FACE form, may not be made before expenditures have been reported to UNICEF, using the FACE form, and activity progress has been reported using the PDPR. If such second or subsequent request is received in a timely fashion and is in proper form and complete, UNICEF will determine the amount to be transferred and will transfer that amount to or, where the modality of Direct Payment is used, on behalf of the IP within a reasonable time.

Additional procedures applicable only to Direct Payment modality:

(d) The request for a Direct Payment is submitted using the FACE form and shall in all cases include the vendor's complete details and banking information in a format specified by UNICEF at the time of Programme Document finalization.

(e) For both Direct Payment and Reimbursement modalities, the requested expenditures should have been previously authorized through the FACE form by UNICEF.

Special terms and conditions for Cash Transfer Installments:

5. Any request for a Cash Transfer Installment by the IP will fulfill the following criteria to the satisfaction of UNICEF, failing which UNICEF may decide not to honor the request in whole or in part:



- (a) The amount and purpose of the request will correspond to the provisions of the Programme Document, including its activities, schedule and budget;
  - (b) The request will be reasonable and justified under principles of sound financial management, in particular the principles of value for money and cost-effectiveness;
  - (c) There are to be no other grounds for believing the expenditure is in contravention of this Agreement, including the Programme Document; and
  - (d) Subject to paragraph 4(d) above, prior Cash Transfer Installments will have been reported on to UNICEF's satisfaction in accordance with Article X of this Agreement.
6. UNICEF may decide to adjust the amount of any Cash Transfer Installment where it has reason to do so, including:
- (a) To take into consideration the general progress made to date under the Programme Document; or
  - (b) To offset any unspent or unreported balance remaining with the IP from any previous Cash Transfer Installment
7. UNICEF will only be required to transfer to or, where the Direct Payment modality is used, on behalf of, the IP the amount UNICEF determines is due under the terms of this Agreement. The IP agrees that UNICEF will not be liable to the IP or any third party, including the IP's vendor or supplier, for any amounts that UNICEF determines are not in compliance with this Agreement.
8. (a) The administration by the IP of the Cash Transfer shall be carried out under its own financial regulations, rules and procedures, which UNICEF has reviewed and assessed and found to be appropriate.
- (b) Where, in accordance with HACT, UNICEF provides a Cash Transfer prior to the review and assessment of the IP's financial regulations, rules and procedures, then in the event UNICEF subsequently determines that the IP's financial regulations, rules and procedures are not appropriate, UNICEF shall give written notice to the IP and in such case UNICEF may require return of unspent Cash Transfers already provided to the IP and may decide to implement the Programme Document or any parts thereof (including any procurement activities) directly.
9. Where the IP buys goods or services from the Cash Transfer, the IP shall do so giving due consideration to the following principles:
- (a) Best value for money;





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Bhopal- 462013 [www.unicef.org/india](http://www.unicef.org/india)

- (b) Fairness, integrity and transparency;
- (c) Competition.

10. The Cash Transfer other than Direct Payments shall be made by UNICEF to the following bank account of the IP:

Bank name: **[State Bank of India]**  
Bank address: **[Mahaveer Nagar, 10 N0. Market, Arera Colony, Bhopal]**  
Account title: **[CHILD RIGHTS OBSERVATORY – MADHYA PRADESH]**  
Account No.: **33028862968**  
Routing Details, including SWIFT/IBAN (if applicable): **SBIN0003867**  
Bank contact person: **[Branch Manager]**

**(B) Transfer of supplies/equipment by UNICEF to IP**

11. Supplies and equipment transferred to the IP by UNICEF will be used exclusively for the implementation of the Programme Document, unless UNICEF agrees otherwise.

12. The IP will become owner of the supplies and equipment when it receives them. In the event that UNICEF agrees to store the supplies and equipment for the IP or hold them on the IP's behalf, the IP will become owner of those supplies and equipment as agreed between UNICEF and the IP. Exceptionally, UNICEF may decide in writing that UNICEF shall remain the owner of the supplies and equipment transferred to the IP by UNICEF.

13. UNICEF may, in its absolute discretion, decide that supplies and equipment already transferred to the IP should be deployed by the IP for implementation of another Programme Document, or reassigned to another implementing partner in connection with implementation of the Programme Document or another Programme Document. The IP will promptly comply with UNICEF's decision and in the latter case, the IP agrees that, notwithstanding the provisions of Article VIII, paragraph 12 above, it shall upon written instructions by UNICEF transfer ownership of the supplies and equipment to the successor implementing partner designated by UNICEF.

14. The IP shall exercise the highest standard of care when using and administering such supplies and equipment, and the IP shall place UNICEF markings thereon in consultation with UNICEF.

15. Vehicles, if any, made available to the IP by UNICEF will be transferred on loan only. Such vehicles will be provided to IP once the Parties sign the standard UNICEF vehicle loan agreement, a copy of which will be provided to the IP.



**ARTICLE IX  
RECORD KEEPING**

1. The IP agrees to maintain books and records that are accurate, complete and up-to-date.

Cash Transfer:

2. The IP's books and records will clearly identify all Cash Transfer Installments received by the IP as well as disbursements made by the IP under this Agreement, including the amount of any unspent funds. Without limiting the foregoing, the IP is required to maintain:

(a) Records showing which transactions recorded in its accounting system represent the expenditures reported for each line on the FACE forms and any income earned by the IP in relation to Advance Payments (Direct Cash Transfers) made by UNICEF;

(b) Original documentation including bills, invoices, receipts and any other relevant documentation, which shall be kept by the IP for a period of five(5) years after the completion of the last Programme Document or the termination of this Agreement, whichever happens later. Such documentation shall include but not be limited to purchase orders, suppliers' invoices, contracts, delivery notes, leases, payment vouchers, bank statements, airline tickets, gasoline coupons, payroll records, employment contracts, attendance lists, expenses claims, petty cash receipts, journal vouchers, procurement files documenting competitive and fair selection, and any other relevant supporting documentation. Unless agreed in advance with UNICEF, the IP shall ensure that all vouchers related to the utilization of Cash Transfers carry clear notation showing a reference to the Programme Document. The IP understands that a written statement by the IP that money has been spent is insufficient and cannot replace the original documentation to support expenditures.

Supplies/equipment:

3. The IP will maintain records of supplies and equipment purchased from the Cash Transfer or transferred to the IP in accordance with Article VIII (B) of this Agreement. Detailed inventories shall be taken by the IP and kept for a period of five(5) years after the completion of the last Programme Document or the termination of this Agreement, whichever happens later.



## ARTICLE X REPORTING REQUIREMENTS

1. The IP will deliver to UNICEF the reports set out below. Narrative reports will, if possible, be provided in English, French, or Spanish.

### (A) Financial reporting

#### Financial reporting using FACE form:

2. (a) Unless otherwise agreed between the Parties in writing, the IP will submit FACE forms at the end of every Quarter, using the FACE form. Should a FACE form not be submitted within six (6) months from the last Quarter, UNICEF will, unless agreed otherwise, suspend any further cash transfers to the IP, or on behalf of the IP.

(b) The final FACE form will be submitted no later than thirty (30) calendar days after the end of the Programme Document.

#### (c) The FACE form:

(i) will only include expenditures that are identifiable and verifiable. (The term "identifiable" includes that the expenditures are recorded in the IP's accounting system and that the accounting system shows which transactions represent the expenditures reported for each line on the FACE form. The term "verifiable" includes that the expenditures may be confirmed by the records in Article IX.)

(ii) will only include those expenditures that are directly attributable to the implementation of the activities included in the Programme Document;

(iii) will only include expenditures that have actually been incurred and borne by the IP;

(iv) will not include any expenditures that are ineligible for Cash Transfer ("Ineligible Expenditures", as stipulated in sub-paragraph 2(c) of this Article X, below);

(v) will include the balance of any unspent funds remaining from any previous Cash Transfer Instalments; and

(vi) will include any refunds or adjustments received by the IP against any previous Cash Transfer Instalments.

(d) UNICEF will have access, upon request, to all documents and records that support or may be deemed to support the information contained in the FACE form.

#### Ineligible Expenditures:

(e) The following are Ineligible Expenditures (as determined by UNICEF in its sole discretion) and, therefore, will not be included in the FACE form:

(i) Expenditures not made for activities, or not necessary for the implementation of the activities, included in the Programme Document;



- (ii) Expenditures for value added tax ("VAT") unless the IP can reasonably demonstrate to UNICEF that it is unable to recover the VAT;
- (iii) Expenditures covered by or relating to another Programme Document;
- (iv) Expenditures paid or reimbursed to the IP by another donor or entity;
- (v) Expenditures in relation to which the IP has received an in-kind contribution from another donor or entity;
- (vi) Support costs, if any, exceeding the support cost rate referred to in Article VI, paragraph 2, of this Agreement;
- (vii) Expenditures that are not verifiable by records as provided in Article IX of this Agreement (other than support costs, if any, referred to in Article VI, paragraph 2 of this Agreement);
- (viii) Salaries for IP's employees exceeding the rates payable by UNICEF for comparable functions performed by locally-recruited staff members at the relevant duty station;
- (ix) Salaries for IP's internationally recruited employees exceeding the rates payable by UNICEF for comparable functions performed by internationally recruited staff members at the relevant duty station;
- (x) Expenditures in respect of fees for individual consultants retained by the IP exceeding those payable by UNICEF for comparable services rendered by individual consultants;
- (xi) Expenditures for travel, daily subsistence and related allowances for the IP's employees or consultants exceeding those payable by UNICEF to its staff members or consultants, as applicable;
- (xii) Amounts that represent accruals of costs not expenditures actually incurred by the IP;
- (xiii) Expenditures that merely represent financial transfers between administrative units or locations of the IP, for example as payment for services provided by one administrative unit of the IP to another;
- (xiv) Expenditures that are not reasonable and justified under principles of sound financial management, in particular the principles of value for money and cost-effectiveness;
- (xv) Expenditures that relate to obligations that were entered into after the end date of the relevant Programme Document;
- (xvi) Debt and debt service charges;
- (xvii) Foreign exchange loss;
- (xviii) Fines or levies payable to the authorities related to timeliness of payment of VAT or custom payments required by law;
- (xiv) Expenditures made in contravention of any of the terms of this Agreement.

3. All financial reporting to UNICEF will be performed by the IP in the currency in which the Cash Transfer was made. The IP is not required to convert transactions into United States Dollars or any other currency.

Use of FACE e-tool:

4. In addition to using the FACE form, the IP may enter the information contained in the FACE form into the FACE e-tool, once available, if requested by UNICEF.

**(B) Progress reporting**

5. The IP will submit to UNICEF narrative progress reports against the planned activities contained in the Programme Document, using the PDPR. Unless otherwise agreed between the Parties in writing, these reports will be submitted at the end of every Quarter. The final report will be submitted no later than thirty (30) calendar days after the end the Programme and will be provided together with the FACE form.

**(C) Additional reporting**

1. Additional reporting requirements will be specified in the Programme Document. The IP will provide ad hoc reporting as may be requested by UNICEF from time to time. UNICEF will make every reasonable effort to minimize ad hoc reporting requests.

**ARTICLE XI  
ACTIONS UPON COMPLETION  
OF ACTIVITIES UNDER A PROGRAMME DOCUMENT**

1. (a) Upon completion of the IP's activities under a Programme Document, the IP shall refund to UNICEF the unspent balances of all Cash Transfers under that Programme Document (which shall be reported on the final FACE form submitted by the IP) and all other amounts of money it is not entitled to.

(b) Upon completion of the IP's activities under a Programme Document, the IP shall return to UNICEF all unused supplies and equipment provided by UNICEF as inputs for programme implementation but not used.

(c) Such refunds and returns shall be effected no later than ninety (90) calendar days after the end date of the Programme Document or the effective date activities have ceased, whichever occurred earlier.

2. Upon winding up of the IP's activities under a Programme Document, the Parties shall consult as to the disposition of all non-expendable property provided by UNICEF or acquired from the Cash Transfer to or, insofar as the Direct Payment modality was used, on behalf of the IP, with regard





to that Programme Document. UNICEF may decide that such non-expendable property shall be transferred for use by another implementing partner. In that case, the IP shall, upon written instructions by UNICEF, transfer ownership of such property to the implementing partner designated by UNICEF.

#### ARTICLE XII PRIVILEGES AND IMMUNITIES; RESOLUTION OF DISPUTES

1. In accordance with Article 16 of the General Terms and Conditions for Implementing Partner Agreements, nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including UNICEF.

2. The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of this Agreement or the breach, termination, or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the Parties in writing.

3. Any dispute, controversy, or claim between the Parties arising out of this Agreement or the breach, termination, or invalidity thereof, unless settled amicably under the preceding paragraph, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Agreement, order the termination of the Agreement, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Agreement, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 34 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Agreement, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.



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### ARTICLE XIII FINAL PROVISIONS

1. This Agreement shall enter into force on the date it is signed by both Parties. It shall expire on the last day of the Programme unless terminated earlier in accordance with Article 11 of the General Terms and Conditions attached to and incorporated in this Agreement.

IN WITNESS WHEREOF, the undersigned, duly authorized by the respective Parties, have signed this Agreement.

*N Buch*  
For the Implementing Partner:

Name: **[Mrs. Nirmala Buch]**

Title: **[President]**

For the United Nations Children's Fund:

Name: **[Mr. Manish Mathur]**

Title: **[OIC, Madhya Pradesh Field Office]**

Signature: \_\_\_\_\_

Date: *N Buch*

Email: **[cromp.in@gmail.com]**

**President  
Child Rights Observatory  
Madhya Pradesh**

Signature: *31/3/16*

Date:

Email: **[mmathur@unicef.org]**



Partner Name: CHILD RIGHTS OBSERVATORY

### Itemized Cost Estimate (ICE)

Request Period: 01 April 2016 to 31 Dec. 2017

Programme doc ref: Advocacy for creating concern using voices from field on child rights with focus on school education, gender discrimination, and new born care.

						Quarterly Activity Budget in INR (UNICEF Contribution)								
Item No.	Item Description	Unit	Quantity	Unit price (cost)	Total Amount	Partner's Contribution (in INR)	Q-1: Apr-Jun 2016	Q-2: Jul-Sep 2016	Q-3: Oct-Dec 2016	Q-4: Jan-Mar 2017	Q-1: Apr-Jun 2017	Q-2: Jul-Sep 2017	Q-3: Oct-Dec 2017	Total UNICEF Contribution (in INR)
1	One capacity building workshop at state level for DCRs partners on key themes' issues and an action plan worked out Two days.													
1.1	Venue (Rs. 1000/- per day @ 2 days)	Workshop	1	20,000	20,000		20,000							20,000
1.2	Participants food during workshop (at 2 days)	Workshop	30	400	12,000		12,000							12,000
1.3	Participants Stay @ 2 days	Workshop	30	800	24,000		24,000							24,000
1.4	Observation Participants Travel Exp.	Workshop	30	950	28,500		28,500							28,500
1.5	Participants kit	Workshop	30	100	3,000		3,000							3,000
1.6	LCD Projector, mike, flip and other equipment (at 1 day - pd)	Workshop	1	2,000	2,000		2,000							2,000
1.7	Photocopy	Workshop	1	1,500	1,500		1,500							1,500
	<b>Sub-total</b>				<b>110,000</b>		<b>110,000</b>							<b>110,000</b>
2	District level child rights forum use field level data, stories, to raise concern with district administration and contribute to State advocacy efforts.													
2.1	Support cost for monthly meetings including travel	29 Districts		28,400	710,000		101,428.57	101,428.57	101,428.57	101,428.57	101,428.57	101,428.57	101,428.57	710,000
2.2	Communication expenditure	29 Districts		400.00	10,000	10,000								10,000
	<b>Sub-total</b>				<b>720,000</b>	<b>10,000</b>	<b>101,428.57</b>	<b>101,428.57</b>	<b>101,428.57</b>	<b>101,428.57</b>	<b>101,428.57</b>	<b>101,428.57</b>	<b>101,428.57</b>	<b>720,000</b>
3	Technical support to DCRs and school forums-													
3.1	Remuneration of Research Officer	24 Months	1	23,500.00	483,000	0	7000	7000	7000	7000	7000	7000	7000	493,000
	<b>Sub-total</b>				<b>483,000</b>		<b>7,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>493,000</b>
4	Collection of field level evidence for production of five fact finding reports on thematic issues in production and dissemination													
4.1	Designing tools for data evidence collection	7 districts	1000	10000	10,000		10,000							10,000
4.2	Field Work cost	7 districts	2000	40000	80,000			40,000				40,000		80,000
4.3	Report Writing	7 districts	1000	10000	10,000					10,000			10,000	10,000
4.4	Designing and Printing cost of report	7 districts	1000	40000	80,000					40,000			40,000	80,000
	<b>Sub-total</b>				<b>260,000</b>		<b>10,000</b>	<b>40,000</b>		<b>50,000</b>	<b>10,000</b>	<b>40,000</b>	<b>50,000</b>	<b>260,000</b>
5	A resource information and coordination centre for district level child rights forums and school forums													
5.1	Communication, Internet, Stationery and Maintenance service for office	24 Months	1	12,000.00	273,000		10,000	10,000	10,000	10,000	10,000	10,000	10,000	273,000
	<b>Sub-total</b>				<b>273,000</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>273,000</b>
6	Children groups in 29 districts get space and platform to raise voice of children.													
6.1	Travel cost of DCRs members	29 DCRs	1	000	29,000	0				29,000				29,000
6.2	Documentation	29 DCRs	1	000	29,000	29,000								29,000







## Annexure 12:- Programme and Organizational Capacity

Attached in hard copy with application form

Annexure -13 -Knowledge Created by the Organisation –hard copy publications, research content, booklets, pamphlet, awareness and advocacy materials etc to be mandatorily attached (please attach maximum 3)

Attached in hard copy with application form

## Annexure 14

Demand draft numbered dated 30<sup>th</sup> December 2017 amounting to Rs. 2,000/- only in favour of Tata Institute of Social Sciences, Mumbai

भारतीय स्टेट बैंक  
Issuing Branch: SBI J P HOSPITAL BHOPA  
कोड नं. /CODE No: 30367  
Tel No: 0755-2557697

मांगद्राफ्ट  
DEMAND DRAFT

Key: VUBBEW  
Sr. No: 368384

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D D M M Y Y Y Y

मोटे जानेपर TATA INSTITUTE OF SOCIAL SCIENCE

ON-DEMAND PAY Two Thousand Only

रुपये RUPEES

अदा करें ₹ 2000.00

IOI 000461537811 Key: VUBBEW Sr. No: 368384 AMOUNT BELOW 2001(2/4)

भारतीय स्टेट बैंक  
STATE BANK OF INDIA  
आवकरी शाखा / DRAWEE BRANCH: MUMBAI MAIN BRANCH  
कोड नं. /CODE No: 00300

अनुमोदित हस्ताक्षर  
Anshumali Mishra  
BRANCH MANAGER

वैधता अवधि केवल 2 माह के लिए है।  
VALID ONLY IF COMPUTER PRINTED  
VALID FOR 2 MONTHS ONLY

मिशन नं. 12071

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Annexure 14 - Any Third Party External Evaluation Report of Organisation's Work with full details of Evaluating Agency

REPORT  
ON MICRO  
ASSESSMENT AS PER  
HACT GUIDELINES

2500205087

CHILD RIGHTS OBSERVATORY  
MADHYA PRADESH,  
BHOPAL

**S.P. Chopra & Co.**

Chartered Accountants

31-F, Connaught Place

New Delhi - 110001

Subject Area	Yes	No	N/A	Review	Remarks / Comments
at what frequency?					
6.2 Does the system support reporting AWP related expenditures?	✓				
6.3 Does the reporting system have the capacity to link the financial information with the AWP's programme implementation? If separate systems are used to gather the information, what controls are in place to reduce the risk that the programme implementation information is synchronized with the financial information?	✓				
6.4 Does the IP comply with the financial management reporting requirements within the agreements?	✓				
6.5 Are financial management reports used by management?	✓				
6.6 Are financial reports generated by the automated accounting system or are they prepared by spread sheets or some other means?				✓	Financial reports are generated thru accounting software – tally
<b>Risk Assessment (Reporting and Monitoring)</b>					
	H	M	L		<b>Circle assessed risk for Subject Area</b>
<b>7. Information Systems</b>					
7.1 Is the financial management system computerized?	✓				Financial records are maintained in Accounting software – Tally 7.2 version.
7.2 Are the staff adequately trained to maintain the system?	✓				Accounts Officer is trained in maintain records in Tally.
7.3 Does the management organization and processing system safeguard the confidentiality, integrity, and availability of data?	✓				Records are kept in safe custody under lock and key. Backup of Tally is taken on regular intervals. Backup CDs are kept in safe custody under lock and key.
<b>Risk Assessment (Information Systems)</b>	H	M	L		<b>Circle assessed risk for Subject Area</b>

*Amara*  
*Amara Jivani*  
*Finance Assistant*  
 16/01/2013

					auditors in prior audit reports.
6. Reporting and Monitoring					✓ The reporting systems have the capacity to link the financial information with the AWP's programme implementation.
7. Information Systems					✓ The financial management system is computerized. Backup is taken on regular intervals
<b>Inherent Risk</b>					
<small>List major specific issues identified in the assessments of the country's public financial management system (macro assessment), or specific risks related to the nature or operation of the implementing Partner</small>					
<b>Overall Risk Assessment</b>					

H – High

M – Moderate

L – Low

H

M

L



# Financial Management Questionnaire

Subject Area	Yes	No	N/A	Review	Remarks / Comments
<b>1. Implementing Partner (IP)</b>					
1.1 Is the IP legally registered? Please note the legal status /registration of the entity.	✓				CRO is registered under Society Registration Act 1973 on 31.10.2007 (Registration Copy attached).
1.2 Has the IP received UN resources in the past?	✓				Copy of Registration.pdf
1.3 Does the IP have statutory reporting requirements? Please describe.	✓				From UNFPA for organising workshop Income Tax Return is filed annually Annual Return for the assessment year 2012 – 2013 (cover page) attached.  Annual Return.pdf
1.4 Is the governing body of the IP independent?	✓				TDS (NIL) Return is filed Quarterly Nil return for Quarter 4 of 2012 (October to December) paid on January 14 <sup>th</sup> , 2013 (cover page) attached.  TDS Nil Return - Q4.pdf Agency have recently (in January 2013) applied for 80G and FCRA
1.5 Is the organization structure appropriate for the work to be carried out under UN cooperation?	✓				General Body Executive Committee Members.pdf  By laws.pdf

Subject Area	Yes	No	N/A	Review	Remarks / Comments
<b>Risk Assessment (Implementing Partner)</b>	<b>H</b>	<b>M</b>	<b>L</b>		<b>Circle assessed risk for Subject Area</b>
<b>2. Funds Flow</b>					
2.1 Can the IP receive and transfer funds?	✓				Agency has its official bank accounts in Canara Bank. Wherein major transactions takes place. Cover Page of Bank Pass Book attached.
2.2 Are the arrangements to transfer the funds to the IP satisfactory?	✓				Bank Pass Book - cover page.pdf
2.3 Have there been major problems in the past in receipt of funds by the IP, particularly where the funds flow from the Government/Ministry of Finance?		✓			In past CRO have received funds from UN Organisations. Agency has not received funds from the Government/Ministry of Finance. Details of funds received by IP since 2008 attached.
2.4 In the past, has the IP had any problems in the management of disbursements from a member of the UN country team? Please describe.		✓			Details of Funds received from all A/c
2.5 How does the IP access its funds?				✓	Through donations
2.6 How does the IP issue payments?				✓	Payments are made thru Direct Bank Transfers (NEFT) / Cheques are issued and cash for small value payments
2.7 If some activities will be implemented by NGOs or CBOs, does the IP have the necessary reporting and monitoring mechanisms to track the use of funds?	✓				Monitoring frame work in place - monitoring of budget item wise against expenditure
<b>3. Staffing</b>	<b>H</b>	<b>M</b>	<b>L</b>		<b>Circle assessed risk for Subject Area</b>
3.1 Is the organizational structure of the accounting department appropriate (include adequately qualified and	✓				There are Four employees recruited in the organisation. Account section comprises of one full time staff member -

Subject Area	Yes	No	N/A	Review	Remarks / Comments
experienced staff) for the level of financial volume? Attach an organizational chart.					Accounts Officer, Mr. Deepesh Yadav.
3.2 Is the level and competencies of staff appropriate for the level of financial volume? Identify the staff for the accounts department, including job title and responsibilities. Attached job descriptions for all posts (including vacant posts) and provide CVs of key accounting staff.	✓				Organogram.pdf Treasurer – Mr. Raghuraj Singh, also overviews day to day transactions of the Office. Accounts Officer, Mr. Deepesh Yadav holds Master's Degree in Commerce with over all work experience of more than 5 years and working with CRO Since 2008.
3.3 Are accounts and finance staff familiar with UN procedures related to cash transfers?	✓				CV - Accounts Officer.pdf Agency is working with UN since last few years and the staff is aware of UN procedures
3.6 Is the IP anticipating any vacancies (e.g. retirement, rotation) within the duration of the agreement?		✓			
3.7 Is there a training program for new and existing finance and accounting staff? Please describe.					Accountant – Mr. Deepesh Yadav and Project Officer – Mr. Prashant participated in the capacity building training organized by UNICEF on October 17, 2012.
<b>Risk Assessment (Staffing)</b>					
	H	M	L		Circle assessed risk for Subject Area
<b>4. Accounting Policies and Procedures</b>					
4.1 Does the IP have an accounting system that allows for the proper recording of financial transactions from UN Agencies, including allocation of expenditures in accordance with the respective components, disbursement categories, and source of funds, i.e. Chart of Accounts?	✓				
4.2 Are cost allocations to the various funding sources made accurately and in accordance with established agreements?	✓				
4.3 Are the general ledger and subsidiary ledgers reconciled and balanced?	✓				



Subject Area	Yes	No	N/A	Review	Remarks / Comments
4.4 Are all accounting and supporting documents retained in accordance with agreements in a defined system that allow authorized users easy access?	✓				
<b>Segregation of Duties</b>					
4.5 Are the following functional responsibilities performed by different units or persons: (a) authorization to execute a transaction; (b) recording of the transaction; and (c) custody of assets involved in transactions?	✓				Segregation of duties observed: Certification of invoices is done by Accounts Officer – Mr. Deepesh Yadav; Recommended by Research Officer – Mr. Prashant Rawat; Approved by Treasurer - Mr. Raghuvar Singh; Signatories – IP have four official signatories – President, secretary and two board members, documents are jointly signed by any two designated officials for processing.
4.6 Are the functions of ordering, receiving, accounting for, and paying for goods and services appropriately segregated?		✓			Segregation of duties is observed in finance, however due to skeleton staff there were few overlaps observed in other areas.
4.7 Are bank reconciliations prepared by someone other than those who make or approve payments?		✓			Bank reconciliation Statements is prepared by Accounts Officer and signed by Treasurer on a monthly basis. Copy of last BRS prepared for the month of December 2012 attached.
<b>Budgeting System</b>					
4.8 Do the budgets lay down physical and financial targets?	✓				BRS Dec. pdf
4.9 Are budgets prepared for all significant activities in sufficient detail to provide a meaningful too with which to monitor subsequent performance?	✓				Agency is funded majorly by UNICEF in the past thru signed PCA. Deliverables are clearly mentioned in the agreement between the two parties.
4.10 Are actual expenditures compared to the budget with reasonable frequency, and explanations required for significant variations from the budget?	✓				Variance analysis is done in case of over/under utilization with reason of variance mentioned in the comment column.
4.11 Who is responsible for the preparation and approval of				✓	Budget is prepared in consultation with Accounts Officer.



Subject Area	Yes	No	N/A	Review	Remarks / Comments
budgets?					research Officer, Advocacy Officer and Treasurer, which is then approved by President.
4.12 Are procedures in place to plan activities, collect information from the units in charge of the different components, and prepare the budgets?	✓				
4.13 Are the plans and budgets of activities realistic, based on valid assumptions, and developed by knowledgeable individuals?	✓				
<b>Payments</b>					
4.15 Do invoice processing procedures provide for:					
• Copies of purchase orders and receiving reports to be obtained directly from issuing departments?	✓				
• Comparison of invoice quantities, prices, and terms with those indicated on the purchase order and with records of goods actually received?	✓				
• Comparison of invoice quantities with those indicated on the receiving reports?	✓			✓	
• Checking the accuracy of calculations?	✓			✓	No mathematical errors observed.
4.16 Are all invoices stamped <b>PAID</b> , dated, reviewed and approved, and clearly marked for account code assignment?	✓				Invoice are affixed with PAID stamps
4.17 Do controls exist for the preparation of the payroll and are changes to the payroll properly authorized?	✓				Salaries to the staff members are in accordance to the agreed budgets and are paid thru cheques.
<b>Policies and Procedures</b>					
4.18 Describe the basis for accounting (e.g. cash, accrual)?				✓	Cash Accounting System.
4.19 Are internationally accepted accounting standard followed? If so, which standard?	✓				The financial statements have been prepared under historical cost conventions in accordance with the generally accepted accounting principles.
Summary of Audit Report.pdf					

Subject Area	Yes	No	N/A	Review	Remarks / Comments
4.20 Does the IP have adequate policies and procedures manual to guide activities and ensure staff accountability?	✓				Accounts & Finance - Human Resource manual - cover page, Manual - cover page.
4.21 Are manuals distributed to appropriate personnel?	✓				
<b>Cash and Bank</b>					
4.22 Indicate in remarks/comments section the names and positions of authorized signatories on the bank accounts.					Official Bank Signatories are President - Mrs. Nirmala Buch, Secretary - Dr. Sheela Bhamhal, Board Members - Mr. Lalit Shastri and Mr. Mukesh Sinha.
4.23 Does the implementing partner maintain an adequate, up-to-date cashbook, recording cash receipts and payments?	✓				Cash / bank book are updated on a daily basis in computerised system.
4.24 Do controls exist for the collection, timely deposit, and recording of cash receipts at each collection location? Are receipts deposited on a timely basis?	✓				
4.25 Are bank and cash reconciled on a monthly basis?	✓				Bank Reconciliation is done on a monthly basis. Physical cash verification was conducted and found to be accurate.
4.26 Are all unusual items on the bank reconciliation reviewed and approved by a responsible officer?	✓				Open items in BRS is reviewed and approved by a responsible officer; Treasurer - Mr. Raghuraj Singh
<b>Safeguard Over Assets</b>					
4.27 Is there a system of adequate safeguards to protect assets from fraud, waste or abuse?	✓				
4.28 Are subsidiary records of fixed assets and inventories kept up to date and reconciled with control accounts?	✓				Mostly assets are donated by UNICEF funds during 2008 to 2011, which were tagged as "donated by UNICEF". All assets were recorded in asset register maintained and updated by IP
4.29 Are there periodic stock-taking of fixed assets and inventories?	✓				Fixed assets and inventories are physical verified on six monthly basis.
4.30 Are assets sufficiently covered by insurance policies?					
<b>Other Offices or Entities?</b>					
4.31 Are there any other regional offices participating in	✓				

\* Other offices or entities refer to sub-offices of the implementing partners and/or respective parties.

Subject Area	Yes	No	N/A	Review	Remarks / Comments
Implementation?					
4.32 Has the IP established controls and procedures for flow of funds, financial information, accountability, and audits in relation to the other offices or entities? Please describe approval process.			<input checked="" type="checkbox"/>		
4.33 Does information among the different offices/Agencies flow in an accurate and timely fashion?			<input checked="" type="checkbox"/>		
4.34 Are period reconciliations performed among the different offices/Agencies?			<input checked="" type="checkbox"/>		
<b>Other</b>					
4.35 Has the implementing partner advised employees, beneficiaries, and other recipients to whom to report if they suspect fraud, waste, or misuse of Agency resources or property?		<input checked="" type="checkbox"/>			
<b>Risk Assessment (Accounting Policies &amp; Procedure)</b>	<b>H</b>	<b>M</b>	<b>L</b>		<b>Circle assessed risk for Subject Area</b>
<b>5. External Audit</b>					
5.1 Is the IP financial statement audited regularly by an independent auditor? Who is the auditor	<input checked="" type="checkbox"/>				Financial Statements of IP are audited annually by an independent auditor - M Dayal and Company. Audit reports of last three years attached
5.2 Are there any recommendations made by the auditors in prior audit reports or management letters that have not yet been implemented? If yes, is there a plan to implement these?		<input checked="" type="checkbox"/>			Audit Reports - last 3 yrs (cover page).pdf Significant Accounting Policies and Notes on Accounts as on March 31, 2011 attached.
<b>Risk Assessment (External Audit)</b>	<b>H</b>	<b>M</b>	<b>L</b>		<b>Circle assessed risk for Subject Area</b>
<b>6. Reporting and Monitoring</b>					Summary of Audit Report.pdf
6.1 Are timely financial statements prepared for the entity and	<input checked="" type="checkbox"/>				Quarterly reports are prepared and shared.



Subject Area	Yes	No	N/A	Review	Remarks / Comments
at what frequency?					
6.2 Does the system support reporting AWP related expenditures?	✓				
6.3 Does the reporting system have the capacity to link the financial information with the AWP's programme implementation? If separate systems are used to gather the information, what controls are in place to reduce the risk that the programme implementation information is synchronized with the financial information?	✓				
6.4 Does the IP comply with the financial management reporting requirements within the agreements?	✓				
6.5 Are financial management reports used by management?	✓				
6.6 Are financial reports generated by the automated accounting system or are they prepared by spread sheets or some other means?				✓	Financial reports are generated thru accounting software - tally
<b>Risk Assessment (Reporting and Monitoring)</b>					
	H	M	L		Circle assessed risk for Subject Area
<b>2. Information Systems</b>					
7.1 Is the financial management system computerized?	✓				Financial records are maintained in Accounting software - Tally 7.2 version.
7.2 Are the staff adequately trained to maintain the system?	✓				Accounts Officer is trained in maintain records in Tally
7.3 Does the management organization and processing system safeguard the confidentiality, integrity, and availability of data?					Records are kept in safe custody under lock and key. Backup of Tally is taken on regular intervals. Backup CDs are kept in safe custody under lock and key.
<b>Risk Assessment (Information Systems)</b>	H	M	L		Circle assessed risk for Subject Area

*Amma*  
*Amrika Jivani*  
*Finance Assistant*  
 16/01/2013



Annexure 16 Photocopy of latest Board Meeting Minutes and Photocopy of latest Board Meeting Minutes Letter(s) of recommendation/ accreditation/ affiliation from individuals/institutions

**Child Right Observatory, Madhya Pradesh**

**Minutes of the Executive Committee Meeting, 21 December 2017**

**Venue: CROMP, Bhopal**

Executive Committee Meeting of CROMP was held on 21 December 2017 at CROMP office. Following members were present in the meeting:

Name	Designation
1. Mrs. Nirmala Buch	President
2. Dr. Sheela Bhambal	General Secretary
3. Mr. Raghuraj Singh	Treasurer
4. Ms. Rashmi Saraswat	Joint Secretary
5. Mr. Sunil Shukla	Member
<b>Following members could not attend the meeting:</b>	
6. Professor Uday Jain	Vice President
7. Mr. N.K. Singh	Member
8. Mr. Rajendra Kothari	Member

President welcomed the participants, thereafter discussion as per the meeting agenda began.

**Agenda 1 - Confirmation of minutes of last meeting**

The minutes of last Executive Committee meeting were presented for discussion and comments before the confirmation. After discussion minutes of last meeting were confirmed.

**Agenda . 2 Work Plan for the year 2018-19**

Proposal for the year 2018-19 was presented for discussion and suggestions. Following changes and activities were suggested to incorporate in the proposal before submitting to UNICEF:

**Quality of Education**

- 1- Select five primary schools and five middle schools in Sehore district for the activities.

**Corporal Punishment:**

1. Conduct a quick survey on Corporal Punishment in 10 districts of MP to understand whether incidents of corporal punishment are increasing or decreasing or such incidences are not reported by children and parents. In the survey it should also be attempted to understand

- awareness level of the children, teachers and parents and how the teachers are dealing with children without corporal punishment. In the study ten schools from each districts (5 PS and 5 MS) should be selected with equal proportion of rural and urban schools (50:50 percents)
2. Organize district and state level orientation workshops for teachers by subject expert for their capacity building on 'how to handle children and work with them to maintain discipline and progress without corporal punishment'.
  3. It was also suggested to prepare a report on Corporal Punishment based on the program activities, including discussion with parents, children, teachers and field level survey findings.

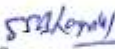
#### **Dropout Girls:**

1. Make an association of the mainstreamed dropout girls, who will share their experience and challenges with media, officials, NGOs and other stakeholders. At the end of the exercise prepare a report on their achievements and experience.
2. Add more activities for girls volunteer group and it was suggested to add safety of girls.
3. Themes of the proposed annual report should be mentioned in the proposal and it was suggested to incorporate the themes, corporal punishment, learning outcome and safety of girls.

#### **3. Any other subject with permission of Chair Person**

President suggested that there is lacking in analysis of the dropout girls. In the analysis age wise and class wise variation should be covered and explain reasons for the same. Meeting was adjourned with the vote of thanks.

Signature:

  
Secretary

CHILD RIGHTS OBSERVATORY, M.P.  
Sevon Hills School Premises  
Near Sul Bendi, B-6, Arora Colony  
BHOPAL-4733-2680408, 4034186

Annexure 17 Any Audio-Visual Document(s) that Provides Evidence of the Organisation's Work

**YouTube's Inks**

- (1 ) <https://www.youtube.com/watch?v=ztoq2fOmAls>
- (2) <https://www.youtube.com/watch?v=4IN5RxTyMsc&t=8s>
- (3) [https://www.youtube.com/watch?v=Sns\\_NyUJzQQ](https://www.youtube.com/watch?v=Sns_NyUJzQQ)
- (4) <https://www.youtube.com/watch?v=Yud9V0HkXzA>