

ABOUT THE APPLICANT ORGANIZATION

Name of the applicant organization: **VISHWAS SANSTHAN**

Address: BHAGWANT KAUR COLONY,
CANAL ROAD,
DISTRICT- RAEBARELI - 229001
UTTAR PRADESH, (INDIA)
Phone No. 0535-2202345,
Mob. No. 09415090705, 09956348855
Email: vishwasngo@gmail.com
Web site: <http://vishwasngo.org>

Legal status of the agency: Registered as a non-profit voluntary organization under the Indian Societies Registration Act 1860 vide the following registration details:-

- Registration Number 3306 - 1998-99, Dated 27th March, 1999
- Valid up to- 26th March, 2024.

Apart from the above it has also registered under FCRA vide registration number: 136670022 dated 22nd March, 2004 and under Section 12A & 80 G of Income Tax Act. Copies of registration certificates are attached here with for reference.

PAN	: AAJVV0434D
TAN	: LKNV06337C
12AA	: 149/2006-07, Dated: 27, September 2007
80 G	: 144/2008-09, Dated: 29, October 2009
FCRA	: 136670022, Dated: 22, March 2004
Unique Id	: UP/2009/0019559
CSR Hub Code	: A/01/13/12/425, Dated: 22, September 2014
ISO 9001:2008	: VVS190914Q2122, Dated: 18, September 2014

Background of the organization

Vishwas Sansthan, the implementing agency, was established in the year 1996-1997 as a society incorporated under the Indian Societies Registration Act 1860 vide registration no...3306 - 1998-99 granted by Registrar of Societies, Firms & Chits, Lucknow. This registration was being renewed from time to time and the current validity is up to 26th March, 2024. It is being managed by a dedicated team of social activists and volunteers with the objectives of meeting the socio-economic developmental needs of the deprived and poorer sections of the society particularly in rural areas. Ever since its inception it has been involved in carrying out various developmental programmes most of which have been funded by various departments of the government both at the Centre and the State (U.P). The areas of developmental activities include programmes for women and child welfare, training and employment oriented programmes for women and youths with emphasis on minorities and backward castes, health care, cottage and handicraft development, programmes for sustainable agriculture, water and sanitation. Apart from this, the activities of the organization also include research studies, evaluations, capacity building trainings, and organizing seminars, campaigns for holistic development of rural areas, non-formal education to school dropouts and non-school going children and also well management of drinking water and its resources, and conservation of environment.

Most of the aforesaid programmes, so of which are still ongoing, have benefited thousands of people of all ages in the rural and urban areas of the state of Uttar Pradesh. These activities have enabled the organization to earn an unblemished reputation and it enjoys high credibility and recognition at all levels - not only with the beneficiaries in programme areas but also with donor agencies and government authorities. Preference has always been given to women, children and youths of poor and excluded communities in all these programmes at the proposed project areas and at other places where the organization is engaged.

Infrastructure setup and management structure of the organization

The organization's infrastructural setup is very strong for implementing developmental programmes successfully. The affairs of the Society are being run by a board consisting of 07 members. The office bearers are the President, Vice President, Secretary/Managing Director & Treasurer and the remaining 03 are committee members. The board meets regularly on quarterly basis. The board

members, besides playing advisory role in the organization, are also involved with thematic areas of the organization.

The board passes necessary resolution before submitting programmes and projects for approval to the donor departments/agencies. In matters of recruitment and appointments, procurement of equipments and materials and monitoring financial and programme matters the board exercises necessary control, supervision and direction for achieving optimum results.

- **Human resources**

As regards human resource is concern, the society has staff strength of 4 persons, out of which 2 are working in administrative office and 4 are engaged in the field activities. Among 4 administrative staff 2 are female and out of 2 field functionaries 2 are engaged in various field level activities including vocational/skill development training and the remaining in office work. Out of the total staff strength of 4 persons 2 are female. The organization is further supported by more than 10 volunteers positioned in various project locations. Moreover, the services of a team of 2 highly experienced experts are also available to the organization. The organization is also in collaboration with various departments and agencies for meeting requirements of resource persons, hiring of qualified and experienced consultants/experts and trainers.

The organization has already got a panel of key personnel with expertise in implementation of developmental projects including water & sanitation, health care, education and livelihood enhancement trainings, empowerment and other issues related to women and youths and they are engaged for execution of projects as per requirement. A detailed ORGANOGRAM of the organization is attached herewith.

- **Financial Management**

As far as financial management is concerned, the organization is guided by transparency in operations. Computerized accounting system is in place and tally software is implemented for accounting purposes. Monthly financial statement is prepared to monitor the financial status of each project. All the accounts (Cash book and ledgers) are maintained on daily basis. For different projects, separate books of accounts, records are maintained and the same are audited by an external auditor. Its annual accounts maintained in computerized environment are audited by Chartered Accountant and annual reports are also made every year.

The organization has bank accounts in nationalized banks and further need based bank accounts are opened and operated by the organization. Periodical reports are generated for MIS purpose and submitted to project sanctioning authorities as per guidelines.

- **Rapport and liaison of the organization**

The organization maintains good rapport and liaison with various government departments at all levels who have been always helping the organization in implementing programmes. It also continues to maintain good liaison with all the funding organizations who have supported the organizations not only in the past but also under the ongoing programmes. Further at the grass root level also close coordination is maintained with PRIs, CBOs, Social activists, community leaders etc.

Procurement Policies and Procedures

The organization has a set policy and procedure for purchases of various materials and equipments for trainings and office functions, under which at least three quotations are invited from three different vendors for the same product. A comparative study is done of the prices quoted by the vendors for assessing the competitiveness based on the product-quality, cost of transportation, distance between office/project location and vendors, after-sales service, maintenance, etc. After this study a bid analysis statement will be prepared and put before the procurement committee of the organization which consists of members of management committee chaired by its President for finalization and approval. Thereafter, necessary orders are placed on the vendors or representatives are deputed for procurement of the items as the situation warrants.

Human Resource Policy of the organization

The Human Resource policy of the organization is based on sound management principles. The organization has a selection committee which consists of the members of management committee and consultants engaged by the organization for the purpose.

It approaches co-organizations mainly for meeting its requirement of staff. In case of non-availability, advertisement is issued in local dailies inviting applications for the specified jobs. All applications so received are scrutinized and short listing of

suitable candidates is done who are in due course called for tests and personal interviews.

The selection committee handles the tests, interviews and finalization of the candidates for appointment. Programme staffs are appointed on contractual basis entrusted with specific responsibility for their respective fields and are also given orientation training.

As regards leave policy, one casual leave per month is permitted for each member of the staff. Further, sick leave can be availed of with prior approval from the chief functionary.

All the gazetted holidays are observed as closed days by the organization. However, if necessary, staff will be called for celebration of important days.

As per HR policy, any staff member who wishes to leave the organization has to give advance notice of one month indicating his such intention or otherwise he has to pay an honorarium of one month to the organization in lieu of the notice period. On its part, the organization reserves the right to terminate the services of any staff member by giving one month's notice or payment of one month's honorarium in lieu of notice.

Financial Manual of the Organization

The NGO has its financial policy for ensuring transparency and accuracy. Monthly financial statement is prepared to monitor the financial status of each project. All the accounts related data and information are maintained in tally software. Qualified and experienced accounting staffs are engaged for this purpose. The organization maintains separate books of accounts for both programmes and the society's administration. Internal monitoring of financial transactions is ensured by the organization on regular basis and an annual auditing of accounts is done by a reputed Chartered Accountant.

The organization has bank accounts in nationalized bank and further need based bank accounts are opened and operated by the organization. Periodical reports are generated for MIS purpose and submitted to project sanctioning authorities as per guidelines.

ORGANOGRAM – VISHWAS SANSTHAN - RAEBARELI – U.P.

