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GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, NADIA
(DOMA, SECTION)
MINORITY BHAWAN, KRISHNAGAR, NADIA

NOTICE

Applications are invited from the bonafide, eligible and willing N.G.Os for maintenance and operationalization of hostel administration of the following hostels within 31st January, 2017 in the prescribed Proforma.

Eligibility criteria for NGOs:

- Registered NGO as per Society Registration Act. 1961 or similar Act.
- Registered Office must be in Nadia District.
- Having last three years external audited report.
- Having renewal certificate of last FY-15-16.
- Having work experience on related field or other development Sector.

Mode of Application:

- Application to be made in official pad of NGO, Computer printed & not hand written.
- All the required information must be provided as per prescribed format.
- All the testimonials in support of Registration Certificate, External audit report, Renewal Certificate, Annual Report, PAN Card, TAN, if any, working experience in the field in question must be submitted along with the application with self attested by the President/Secretary of the concerned NGO.

Selection criteria: Number of years of work experience in the field in question in the district & other development sector.

Name of Hostels:

Sl.No.	Name of the Hostel with Address	Remarks
1	Girls' Hostel at Matchpota of Vill & P.O.: Matchpota, P.S.: Nakashipara, Dist.: Nadia	
2	Girls' Hostel at Bilkumari of Vill & P.O.: Bilkumari, P.S.: Nakashipara, Dist.: Nadia	
3	Girls' Hostel at Shikarpur of Vill & P.O.: Shikarpur, P.S.: Karimpur-I, Dist.: Nadia	
4	Girls' Hostel at Dighalgram of Vill & P.O.: Dighalgram, P.S.: haringhata, Dist.: Nadia	

1. The Envelop must be super scribed on the top in CAPITAL LETTER as "APPLICATION FOR SELECTION OF NGOS FOR MAINTANCE & OPERATIONALIZATION OF HOSTEL ADMINISTRATION" Incomplete application is liable to be rejected.
2. Competent authority will not be responsible for any postal delay.
3. NGOs before applying should carefully read the instruction & ensure that they fulfil eligibility criteria at the time of submission of application.
4. District level selection committee reserves the right to alter modus of engagement at any stage, if needed.
5. Applications are to be submitted at the office of District Office Minority Affairs, Krishnagar, Nadia within the office hours at any working day or by post within 15th January-2017

Additional District Magistrate (Dev.), Nadia

Dated.: 27/12/2016

Memo No.: 789/17/DOMA

Copy forwarded for information and necessary action to:

1-4. Sub-Divisional Officer (All)

5-21. Block Development Officer (All)

22. P.A. to the District Magistrate, Nadia for placing it before the kind authority.

Additional District Magistrate (Dev.), Nadia

APPLICATION FORM FOR NGO

1. NAME OF THE NGO :
2. FULL ADDRESS OF REGISTERED OFFICE IN NADIA DISTRICT :

Village/Road.....
 Post Office
 Police Station.....
 District
 Pin Code No.....

3. Web site(if any) :
4. E. mail address :
5. Phone No(Office) :
6. Registered No. of NGO :
7. Year of Registration :
8. VOTER CARD NO. OF :
- I. President of NGO :
- II. Secretary of NGO :
9. PAN CARD NO. :
10. TAN NO. (if any) :
11. Year of last renewal :
12. Date of last AGM :
13. EXTERNAL AUDIT REPORT OF LAST 3 YEARS :-

Sl. No.	Financial years(FY) of Audit (Last to First)	Total Fund/Donation Received in Rs.	Total expenditure in Rs.

14. Choice of Hostel :
15. WORK EXPERIENCE :

Sl.No.	Name of the working field/ Sector.	Name of the Sponsorship	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Total (dd/mm/yyyy)

GRAND TOTAL

ENCLOSURE: Self attested photo copies in support of testimonials attached:

Sl. No.	Documents(Self Attested cleared Xerox copy)	Documents submitted Yes/No
1.	Registration Certificate of NGO	
2.	Address Proof	
3.	Voter Card of President of NGO	
4.	Voter Card of Secretary of NGO	
5.	PAN CARD	
6.	TAN (if any)	
7.	Last renewal certificate	
8.	Proceedings/Resolution/Minutes of last AGM	
9.	Last 3 years External Audit Reports	
10.	Documents on Work Experiences	
11.	Other documents , if any.	

DECLARATION:

We do hereby declare that the particulars furnished as above all statements are:

- i) True, correct and complete to the best of our knowledge.
- ii) Defeated, if any our application shall be liable to be summarily cancelled/Terminated by the authority without any notice.

We, the undersigned also understand that the concerned authority having reserve the right to reject our application upon selection based on working experience and required documents as desired by the competent authority.

Place :

Date :

Full signature of President of NGO.

Full signature of Secretary of NGO