|  |  |  |
| --- | --- | --- |
| 1 | Name of the Organisation |  |
| 2 | Name and designation of head of the organization |  |
| 3 | Registered office address |  |
| 4 | Correspondence office address (If different from registered office) |  |
| 5 | Contact no. of Organisation (Please give mobile no. and landline no.) |  |
| 6 | Email Address |  |
| 7 | Website (if any) |  |
| 8 | Registered under Act: (Society / Trust / Non-profit company) |  |
| 9 | Registration detail |  |
| 10 | PAN Details of Organisation |  |
| 11 | 80G Certificate Number & validity date |  |
| 12 | 12A Certificate Number & valid date |  |

1. The scope of work of the organization:
2. Beneficiaries reached by the organisation (demographic details, locations reached for all projects):

**Adult literacy project based specifics**

1. Need assessment for the project:
2. No. of beneficiaries to be reached :
3. Descriptive details on the beneficiaries particularly demographic details, locations and justification for selecting locations)
4. How does the NGO decide to monitor?
5. Details of project: (add rows as required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the district |  | | | |
| No. of villages/ward |  | | | |
| Name of the villages/wards | Centres | Batches in the centre | Beneficiaries in the centre | No of teachers |
| Village 1 ( actual names) | Centre 1 |  |  |  |
| Centre 2 |  |  |  |
| Centre 3 |  |  |  |
| Village 2 ( actual names) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Village 3 ( actual names) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Annexure: Annual report and registration details of NGOs to be attached