

Bharat Vikas Parishad _____ PRANT
INFORMATION TO CENTRAL OFFICE (ITCO) IN RESPECT OF Financial Year 2016-17

Sr. No.	Particulars																			
1	<p><u>How Books of accounts maintained:</u> Manual / Computer</p> <hr/> <p>a) <u>If on computer, which software used?</u></p> <p>b) <u>If Manual, Which Books are written?</u></p> <p>c) <u>Receipts issued by Central Office during the year</u> From Sr. No. _____ to _____</p> <p>d) <u>Receipts used by the prant during the year</u> From Sr. No. _____ to _____</p>																			
2	<p><u>Details of Bank Accounts:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Bank name</th> <th style="width: 25%;">Account number</th> <th style="width: 15%;">Type</th> <th style="width: 15%;">Operated - singly / jointly</th> <th style="width: 20%;">Name & Position of the Persons operating</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Bank name	Account number	Type	Operated - singly / jointly	Name & Position of the Persons operating									
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3	<p><u>Details of Donors who gave donation during the year:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sr. No.</th> <th style="width: 25%;">Name & Address</th> <th style="width: 10%;">PAN No.</th> <th style="width: 15%;">Receipt No. & Date</th> <th style="width: 10%;">Cash / Cheque No.</th> <th style="width: 10%;">Amount</th> <th style="width: 25%;">Purpose</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Sr. No.	Name & Address	PAN No.	Receipt No. & Date	Cash / Cheque No.	Amount	Purpose							
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4	<p><u>Details of Fixed Deposits with banks:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Bank & branch</th> <th style="width: 15%;">FD amount</th> <th style="width: 15%;">Date of FD</th> <th style="width: 10%;">Maturity date</th> <th style="width: 10%;">Rate of interest</th> <th style="width: 25%;">Persons authorized to withdraw</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Bank & branch	FD amount	Date of FD	Maturity date	Rate of interest	Persons authorized to withdraw								
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5	<p><u>Details of Donation Paid (Other than to Central Office):</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sr. No.</th> <th style="width: 25%;">Name & Address of the Person</th> <th style="width: 10%;">PAN No.</th> <th style="width: 10%;">Cash / Chq. No.</th> <th style="width: 10%;">Amount</th> <th style="width: 10%;">Paid for</th> <th style="width: 25%;">Out of</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Sr. No.	Name & Address of the Person	PAN No.	Cash / Chq. No.	Amount	Paid for	Out of							
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6	<u>Details of Executive Committee Meetings held during 2016-17 (Total Members - _____):</u>								
	Meeting No.	1	2	3	4	5	6	7	8
	Meeting date								
	Attendance								
	City/ Town								
7	a) <u>Minutes books, if any, written upto-</u>								
	b) <u>Which National Programs sponsored during the year?</u>								
	c) <u>No. of Souvenirs/other publications brought out during the year</u>								
8	<u>Person in-charge of keeping Books of Accounts, Bank Statements, Bills, Receipt Books, Payment & Other Vouchers, etc. relating to FY 2016-17 for next 8 years:</u>								
	Name:								
	Designation:								
	Address:								
	Mobile No.								
	Email address:								
	His Signature								
9	<u>Details of AGM/EGM held during the year, which adopted the accounts for the year ended 31st March 2016:</u>								
	Date of Notice				Date of Meeting				
	Place		Attendance		out of				

	President	General Secretary	Treasurer	Auditor
Signature				
Name				
Contact No.				
Name & Contact No. of Office bearer of 2016-17				

DATE: