

Document For Empanelment Of NGO/Institutions

SUBUDHIPUR RELIEF & WELFARE SOCIETY FOR BACKWARD COMMUNITY A GOVT. REGD. N G O REGN. NO. – S/IL/28883
REGD. OFF: 167, NORTH CABIN ROAD, SUBUDDHIPUR, BARUIPUR, KOLKATA – 700144
CONTACT NO. (OFF) 033-24335677 FAX – 033-24335713, (M) 09903164249/ 8013657107

A. PROFILE OF THE INSTITUTION

a.1 Organization Details

Organization Name	SUBUDHIPUR RELIEF & WELFARE SOCIETY FOR BACKWARD COMMUNITY	Established Date	25-04-2005			
Registration Details: (under which Act & reg. number)	Registered under Societies West Bengal Act XXVI of 1961 Registration No. S/IL/28883					
Address	167, North cabin Road, Subudhipur,	Organization Type (E.g.: NGO / Trust / Company / Society)	Society			
		Exemption	80G & 12A			
		Telephone	033-24335677			
City/Town/Place	Baruipur	Fax	033-24335713			
State	West Bengal	Mobile	9903164249			
Pin code	700144	Website	Nil	e-mail	alwayassadhan1@yahoo.co.in	
Turnover in Rs (F Y)	2014-15	RS 10045269	2013-14	RS 10215573	2012-13	Rs.6086764

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a.2 Offices including branches

City /place	Address	Telephone /fax	Head office ,designation
Baruipur	167, North cabin Road, Subudhipur,	033-24335677 033-24335713	Head office ;Secretary
Mal Dooars	Opp. PWD & Mal post office ; NH 31; District-Jalpaiguri Pin-735221	09378495687 9903164249	Coordinator

a.3 Geographic area-Block/GPs/Villages (name, number and gross population coverage): Number of beneficiary reached?

The organization works in the blocks like Baruipur , Mograhat i& II , Canning I , Sonarpur of south 24 paraganas District and in Mal Block of **Jalpaiguri District** . Total 17 000 beneficiary reached ;

a.4 Experiences

Broad Discipline of practice by the organization (Please tick)				
Public Health Education	<input checked="" type="checkbox"/>	Biomedical Engineering		Public Health Planning
Public Health Management		Public Private Partnership (PPP)		Community Organization <input checked="" type="checkbox"/>
Public Nutrition	<input checked="" type="checkbox"/>	Human Resource Development	<input checked="" type="checkbox"/>	Health Research
Water & Sanitation	<input checked="" type="checkbox"/>	Organizational Development		Health/Social Planning
Disaster Management	<input checked="" type="checkbox"/>	Urban Health		Health Governance/E-Health
Health Communication & Media		Health Information		Evaluation studies
Environment & Health	<input checked="" type="checkbox"/>	Logistics, Supply & Cold Chain		Procurement
Others (all categories mentioned in page 8)				

a.5 Vision/Mission and Core Values Statement:

Vision : Subudhipur relief and welfare Society for Backward Community eagers to educate and support the under privileged people including excluded, marginalized, un-reached rural & tribal poor, destitute women and children , the people affected by any type of disaster for their sustainable livelihood & socio-economic development & improve the health status through SHG/ Micro-credit , Skill & vocational Training , education , health intervention etc having the cooperation of different agencies . The target of the organization is to work with 25000 poor peoples by next 5 years

Mission Statement

The Organization is determined to create a healthy socio-economic environment for the community reconstruction involving people for their own advancement. The people belonging to disadvantages & poor economic status, minority community and other excluded & vulnerable people will be getting opportunity for their growth and development in the changing scenario of modern technological advancement both in rural and urban area.

Core value of the organization are :-

- Justice – we believe that social justice will bring equality
- Transparency – Both in Financial Management & Programme Development
- Respect – we respect the local culture , local beliefs & local participation
- Equality - equal opportunity for all people

a.6 Objectives:

- 1- To start educational institute including library for poorest of the poor
- 2- To organize debate , lecture , seminar discussion on various issues
- 3- To publish issues and literature
- 4- To study ,cultivate and demonstrate the art of Music and dancing
- 5- To help the needy students of all communities for their development and progress
- 6- To help the sick. Aged helpless and indigent persons
- 7- To help and promote SHGs for development of society
- 8- To work for social development through linking of village road , sinking of tube well, digging of pond
- 9- To organize awareness and capacity building for rights and issues
- 10- To work for the people affected by natural calamities and work or disaster management
- 11- To organize crèche , day care center , early childhood care etc. and run child development programme
- 12- To carry out the activities on artisan development livelihood, skill development etc.
- 13- To organize HIV/ AIDS , cancer control programme, blood donation camps mobile medical units and organize science and technology related activities (Detailed is with memorandum of association)**

a.7 Write about the organization. What problems does it seek to address and how? How is it legally constituted (i.e. Society, not-for profit)? (max. 150 words):

Subudhipur relief and welfare Society for Backward Community was established to improve the quality of life of poor people including children, youth & women through sustainable community development activities and educate them so that they can enjoy their rights. In the very inception, the organization carried out some sorts of educational activities & training activities in the villages, but with in a short period (2005-06), the organization realized that there should be some structured programme intervention for achieving its objectives. And from then, the team started to organize the women and facilitate them to form Self Help Groups. Now, the organization works with 12000 women who are in 300SHGs; the poverty eradication programme through Micro-finance, training for the capacity building and awareness generation activities are carried out through SHGs . These are supported by NABARD. The organization believes in local resources mobilization and its optimum uses for community development. Side by side the organization had planed to work for handicapped children and started to materialize the same.

a.7.i Legal Characteristics: Society/Not for profit/Charity/etc : **Society**

a.7.ii Registration Details: **Registration No. S/IL/28883 of 2005-06**

a.7.iii Act under which registered: **Registered under Societies West Bengal Act XXVI of 1961**

a.7.iV Date of Registration : 25-04-2005

a.8 Describe the management team of the Organization (max. 100 words): Names of members of team with designation or key functions

The management team of the organization has been constituted having the members of its Governing board , Project / Programme coordinators who are full paid staff ; Representatives of beneficiaries. The management team generally sits once a month to monitor the work and take appropriate measures for strengthening the programme and see the financial matter. The decisions taken in the management team translates to the field workers by the project/programme head. In the next meeting, the teams see the previous decisions

Name:

Shri sadhan Ch. Mondal
Ms Shuvra Mondal Ghatak
Mrs. Kalyani Ghatak
Goutam Naskar

Designation

Secretary
Treasurer
Coordinator , jalpaiguri
SHG Coordinator

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a.9 Previous Project Profile:

Brief resume of work done in Health/ Development/Social Sector(s) by your organization in the last 5 years as below:

Sl No	Name of Project	Geo graphical area & beneficiary	Objective & Key Strategies	Source of Fund	Amount of Fund received (₹)	Status (Continued/ Discontinued)	Linkages with flagship programmes like NRHM, SSA, ICDS, MGNREGA, welfare provision for aged, disabled, etc	Any administrative action by Govt. taken against the NGO
1	2	3	4	5	6	7	8	9
1	Consumer awareness	Baruipur, 24pgs	Educate the consumer	Dept. of consumer affair, Govt. WB	3800 15900 22100	Continuing	NA	-
2	Road safety	Do	To aware the people on traffic rule	Dept. of Transport, Govt. of WB	200000 200000 200000	Do	NA	-
3	Environment awareness	Do	Aware to people	Dept. of environment, GOI	6000 7500 4800	Do	NA	-
4	Games and sports	Mograhat, south 24pgs	Improve the games and sport	Sports and youth affair, Govt. of WB	45000	Not continuing	NA	-
5	SHG awareness and leadership	Baruipur, Sonarpur, Magrahat -I & ii	Educate to women on	NABARD	25000 50000 450000	Continuing	NA	-

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	p Training /SHPI	Blocks	saving Bank linkage					
6	Krishi Mela	Baruipur	Farmer's meet	NABARD	88964	Not continui ng	NA	-
7	Environ ment activities	Baruipur	Educate the people	Dept. of Environme nt , Govt. of WB	50000 45000	continui ng	NA	-
8	Condens e course for women	Baruipur	Educate the women through non- formal educati on	Central social welare board	119750	Continui ng	NA	-
9	Short term vocation al Training	Baruipur	To train up the youth for IGP	West Bengal state council for technical and vocational traing	154196	Not continui ng	NA	-
10	Swabala mban (training)	Baruipur	Skill training for women	WDU, Govt of WB	224700	Continui ng	NA	-
11	Program me on Rabindr anath Tagore	Magrahat	To aware the people	Ministry of Culture	125000	Not continui ng	NA	-
12	Program me on Swami Vivekan anda's 150 th Birth Anniver sary	Baruipur	To aware the people	Ministry of Culture	200000	Not continui ng	N A	-

a.10 Any Innovation of Service? Write about the various innovations the organization has made in the past. To what extent has the organization introduced new approaches or offered new solutions to healthcare problem? (50 words)

No

A. ORGANISATIONAL ELEMENTS

b.1 Related to Governance

Does the Organization have an Independent Board?	Yes	Yes	No	
Frequency of Board Meetings – Date of last meeting	Once in a month 05.07-2014			
In last 2 years what was the shortest gap between meetings? (In months)	1 month			
In the last 2 years what was the longest gap between meetings? (In months)	1.17 month			

b. 2 Board members:

S. No	Name / Address	Occupation (or past occupation, if retired)	Relation to other senior office bearer, including Board/CEO/staff	Money value of all benefits received from board function, annually
1	Haran naskar	Social work	Official	Nil
2	Bijoy K sardar	Service – lecturer	Do	Nil
3	Sadhan ch. Mondal	Business / social service	Do	Rs 60000/-
4	MsRekha Naskar	Social Service	Do	Nil
5	Ms. Shuvra Mondal	Business / social work	Do	Rs. 36000/-
6	Abdur Rakib Laskar	Service /teacher	Do	Nil
7	Shri Goutam Naskar	Service / teacher	Do	Nil
8	Ms Chandrima Mukherjee	Social work	Do	Rs 12000/-
9	Ms. Gita Sardar	Social work	Do	Rs 12000/-

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b.3 Chief Executive/Functionary:

Name	Shri Sadhan Ch Mondal			
Date of appointment				
Is Chief Executive the Founder of the Organization?	Yes	Yes	No	
Does Chief Executive work full time with the organization?	Yes		No	No
If No, then what is the other occupation; provide details (indicate monthly percentage of time provided)	70%			
Is S/He member of any network-Govt. or otherwise; if yes, names	No			
Chief Executive's Contact Details:				
Phone	9903164249			
Email	alwayassadhan1@yahoo.co.in			

b. 4 Names and Positions of Second Line managers

SL No	Name	Current Position	Appointed since	Date Joined
1	ShuravMondal	Treasurer	4 years	April 12,2008
2	Mrs. Kalyani Ghatak	Coordinator , jalpaiguri Unit	3 years	January 3,2009
3	Goutam Naskar SHG Coordinator	SHG coordinator	2 years	January 20,2010

B. FINANCE AND ADMINISTRATION ELEMENTS

c.1 Grant Receipts from Central or State Government:

Does your organization receive government grant?	Yes	Yes	No	
Registration Details: (Society Act & Reg. Number)	Registered under Societies West Bengal Act XXVI of 1961 Registration No. . S/IL/28883 of 2005-06			
Date of Registration:	25-04-05			
Has latest return been filed? Period and date of filing	Yes Financial Year : 2013-14			

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	Renewal submitted on 02.05.2014 valid up to 01.05.2015
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c.2 Details of Past Budgets: (Details of last 3 years)

Financial Years	Total Income (` in Lakhs) -Receipt	Total Expenditure (` in Lakhs) - Payment
2013-14	10045269	9802078
2012-2013	10215573	10073946
2011-2012	6086764	6038217
2010-2011	1520303	1486106
2009-2010	3438571	3426361

c.3 Details of Past and Present Institutional Donors: (For 3 years) List attached

Financial year	Donor Agency/ Govt Body	Foreign /Indian	Total Contribution (` in Lakhs)	% of Income	Purpose of Grant/ Donation
2013-14	Ministry of Culture, Govt. of West Bengal		RS 11.22	47.37	Activities on related department
2012-13	NABARD,SFR, CSWB, State Consumer Affairs, Council tech. education , District welfare dept.,Ministry of culture etc				
2011-12	-----				
2010-11	NABARD,SFR, CSWB, State Consumer Affairs, dept. transport , dept. dept.,Ministry of culture etc		RS3.18	20.40	Activities on related department

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2009-10	NABARD,SFR, CSWB, State Consumer Affairs, Council tech. dept. transportation education , District welfare , dept of sport dept.,Ministry of culture etc		RS2.18	6.11	Activities on related department
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c.4 Details of Own Resources including corpus, if any:

Financial Year	Nature of Resources	Total Contribution (` in Lakhs)	% of Income
2013-14	Donation , subscription , contribution etc.	Rs..69.89	59.63
2012-13	Donation , subscription , contribution etc.	Rs.67.72	66.29
2011-12	Donation , subscription , contribution etc.	Rs.35.86	58.92
2010-11	Donation , subscription , contribution etc.	RS12.4	79.6
2009-10	Donation , subscription , contribution etc.	RS33.55	97.82

c.5 Any Community account (e.g. SHGs, Cooperatives, and Federations). Where any Board/Staff member is signatory

Name of Community	Bank name, branch, a/c no.	Operation since when	Amount in Credit-Rs.	Future plans (of NGO with regard to the group)

NO.

c.6 Details of Major Assets:

S. No	Asset	Value (` in Lakhs)	Source of Funds
1	Land &	24.05	Donation
2	Building & land		
3	furniture	.65	Own
4	Electrical instruments	.37	Own
5	Medical Equipments	1.01	Own
6	Computer	1.65	Own
7	Utensils and others	1.09	Own

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c.7 Audits:

Does the organization have a regular internal audit system? In-house / External-Name and address	Yes		No	No
Period for which last internal audit report is available	NA			
Does the organization have a statutory auditor?	Yes	Yes	No	
Name and address of the statutory auditor?	Basu Pramanick & Associates 145/21 Kalipada Mukerjee Road , Kolkata-8			
Year since when the above firm has been the organization's statutory auditor	2005 -06			
Does the organization publish/bring into public domain, the annual accounts?	Yes	Yes	No	
What form in which the annual accounts has been brought to public domain?	AGM			
Latest year for which accounts published	2013-2014 F Y			
Does the organization share its financial statements with the target communities? If yes, how?	Yes	Yes , In the various committees meeting	No	

c.8 Procedures:

Appropriate cash disbursement system?	Yes	Yes	No	
Payments supported with original bills etc	Yes	Yes	No	
Regular bank statements available?	Yes	Yes	No	
Periodic reconciliation of accounts?	Yes	Yes	No	
Fixed assets records maintained?	Yes	Yes	No	
Inventory records maintained?	Yes	Yes	No	
Accounts - manually maintained or computerized?	Man	Manually	Comp	
Cash/bank book- manual or computerized	Man	Man	Comp	
Is cash in the physical control of the person who authorizes payments?	Yes	Yes	No	
Are salaries above Rs 1000/- pm paid by a/c payee cheque/ direct account transfer?	Yes		No	No

c.9 Information Systems and Technology:

Does the organization use up-to-date computers?	Yes	Yes	No	
Is there a system of internal and external backups of data in place?	Yes	Yes	No	
Are all machines adequately protected with anti -virus software	Yes	Yes	No	
Are these computers also used	Yes		No	No

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by the target community?				
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C. HUMAN RESOURCES ELEMENTS

d.1 Number of Staff:

Contract type:	Number of staff:
Full time	08
Part time	02
Volunteers (unpaid)	08
Trainees	00
Other	00
Female staff as % of total staff	60
Staff with disabilities as % to total staff	00

d.2 Policies and Procedures

Does the organization have an organ gram?	Yes	Yes	No	
Does the organization have a recruitment policy?	Yes	Yes	No	
Does the organization have a published salary scale?	Yes	Yes	No	
Are appropriate job descriptions in place?	Yes	Yes	No	
Does the organization have a staff appraisal system?	Yes	Yes	No	
Is the organization committed to staff development?	Yes	Yes	No	
Are all statutory personnel regulations complied with? PF/Gratuity/TDS etc.	Yes		No	No
Minimum wages act and other statutory obligations followed?	Yes		No	No

D. PROGRAM ELEMENTS

e.1 Approach to Development (describe briefly):

Describe: Participatory development approach is the motto of the organization for development of poor. We believe that the poor people, for whom the organization carry out the development activities are the key stakeholders in entire development scenario. Their participation from planning to assessment must be ensured. We encourage them in the selection of beneficiaries in the new area also.				
Development strategy of the organization or equivalent in place?	Yes	Yes	No	
Development strategy or	Yes	Yes	No	

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equivalent regularly updated?				
Phase-out strategy planned?	Yes	Yes	No	

e.2 List broad features of your organization's approach/strategy in field intervention (describe briefly):

Local Resource mobilization along with outside resources for all development works in the target locations is one of the major feature of the organization. Others are:

- involvement of local people/groups, functionaries to ensure cent percent people participation
- Keeping close relationship with supporting agencies for accessing constant support both financial and technical.
- The organization is keeping touch with technical experts for quality development and resource mobilization in a long term process for fulfilling its objectives.

e. 3 Core Programs Implemented:

Program Description	Funding Source and amount
SHPI Institution (programme for economic development through SHGs)	NABARD, Kolkata RS 500000.00 (2011-12)
Swabalamban (training for women)	Women undertaking , Govt. of W.B through Social welfare dept. District of South 24 pgs (11-12)RS.224700
TCGS (programme on Rabindranath Tagore)	Ministry of culture, GOI: RS125000.00
Short term Vocational training for youth	West Bengal state Council for Technical education, Govt. of west Bengal Rs 154196.00
150 th Birth day celebration of Swami Vivekananda	sponsored by Information & Cultural Dept, Govt. of West Bengal Rs.200,000.00

e.4 Explain briefly your organization's development plan for next 5 years:

Future plan of the organization			
<p>The organization has prepared a 5 years long term plan considering its strength of existing capacity including human resources, infrastructures and communities: The following table will speak on that:</p>			
Area of intervention	Geographical location	Target	Strategies
Livelihoods & Economic development for poor & marginalized communities	Baruipur , Mograhat Blocks and Some part of Sundarbans of south 24 parganas district and Mal block in Jalpaiguri District	15000	Collaboration with government & non-government departments
Child & women health	Baruipur , Mograhat Blocks and Some part of	5000	-The members of SHGs and their

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		Sundarbans of south 24 parganas district and Mal block in Jalpaiguri District		children will come in the programme - Involving SHGs and form a federation. Financial support from Banks and financial institute
	Development of traditional Artisan	Mal Block & Siliguri Municipality	2000	Cluster development
	Environment , water and sanitation	Baruipur , Magrahat Blocks and Some part of Sundarbans of south 24 parganas district and Mal block in Jalpaiguri District	5000	. Collaboration with government & non-government departments
	Human resource development	Collaboration with government & non-government departments	500	Establishing training institute with modern facilities

e.5 Recent External Evaluations/Research/Publications:

Program	Evaluator (name etc. and commissioned by)	Date/ Period	Comments
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NO

e.6 Awards/ Recognitions received from Government and other Organizations .

NO

e.7 Organizational References: Please provide three references for the organization.

S. No	Name & Designation	Address	location	Phone	Email
1	MS. Tanushri Mukherjee, DDO , NABARD, South 24 pgs	“Abhilasa” 6, Royed st. Kolkata -16	Kolkata	033-22552350	nabardkol@dataone.in
2	Ashok Kr. Roy, Secretary , CSWB, GOI	Central social welfare Board Bhavani Bhawan , Kolkata-27	Kolkata	9830301682	akroyapo@gmail.com
3	Tushar Kanti Chottopadhyay District Social Welfare officer , south 24pgs	Office of The District magistrate , South 24pgs , Zilla Parishad , Kolkata-27	Alipore	9433656683	-
4	Satya Ranjan Mondal	Block Social Welfare Officer, Baruipur Block, South 24 Parganas	Baruipur	9874860982	

UNDERTAKING (to be compulsorily filled in by the applicant) On this 15th of Nov , 2013, I hereby agree and accept that all information given above is true to the best of my

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knowledge and if found false or misappropriate, shall be liable to disqualification from empanelment with the Department.

Date 10.07.2014

Signature:

Name: Shri Sadhan Ch Mondal

Designation: Secretary

Organization: **Subuddhipur relief and welfare Society for Backward Community**

Official Seal