

LIST OF DOCUMENTS, EXPLANATION AND INFORMATION TO BE FURNISHED ALONG WITH THE APPLICATION FORM IN CASE OF EXTENSION CASES.

- i. A copy of last certificate(s) issued to donor(s) in Form No. 58A/ 58B.
- ii. Annual Status/Progress Reports for the entire period of approval, till date of application, in the prescribed form No.58D (THE COLUMNS SHOULD BE APPROPRIATELY FILLED UP; APPLICATIONS MAY BE REJECTED IN CASES WHERE FORM-58D IS NOT FILLED UP CORRECTLY).
- iii. A brief report on the activities carried out/work done on the project so far along with photographs indicating the extent of development/work carried out. In case the proposed target for the period for which approval had been granted are not achieved, reasons therefor should be given with necessary justification.
- iv. Audited accounts for the period for which approval was last given, with separate accounts for the project approved u/s 35AC. (IN CASE SEPARATE ACCOUNTS ARE NOT/HAVE NOT BEEN SUBMITTED, APPLICATIONS MAY BE REJECTED AND EARLIER APPROVAL GRANTED MAY BE WITHDRAWN WITHOUT FURTHER REFERENCE).
- v. The separate accounts for the period of approval should specifically indicate free service/ concessional service given to the weaker section/ beneficiaries
- vi. Complete details of beneficiaries from weaker sections of the society indicating therein their names, postal addresses, occupations and details of benefits extended in monetary terms. In case, they do not account for at least 50% of the total beneficiaries of the project; being one of the conditions of its approval; the reasons for the same may also be furnished.
- vii. In case of request for enhancement of the approved cost of the project, the reasons / justifications for the same may also be furnished, along with details of the funding pattern after proposed extension of the project, if any, and the details of additional infrastructure and manpower etc. required, if any.
- viii. Approval u/s 80G for the extended period, if any.

Note:-

1. File number must be mentioned in all the communications to ensure speedy processing.
2. The information asked for must be furnished point wise and comments like 'as per annexure', 'refer to project report' 'details given separately' etc. must be avoided as such replies create difficulty in preparation of appraisal reports. In cases, where replies are not given specifically to the point, relevant and significant facts may be missed, which may adversely affect the evaluation process.