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

Memo NO 173/DOMA

NOTICE

date 09.03.2023

Applications are invited from the bonafied, eligible and willing N.G.Os for maintenance and operationalization of Minority hostel administration of the following hostels within 30/03/2023 in the prescribed Proforma.

Eligibility Criteria for NGOs:

- Registered NGOs as per Society Registration Act, 1961 or similar Act in force.
- Registered Office must be in Nadia District.
- Having last three years external audited report.
- Having renewal certificate of last FY-2021-22.
- Having work experience on related field or other development Sector.

Mode of Application:

- Application to be made in official pad of NGO with stamped & signed as per format attached herewith.
- All the required information must be provided as per prescribed format.
- All the testimonial 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:

- 1) Working Experience at Educational Sector.
- 2) Facility/Benefit to be provided by NGOs to the students/Hosteler/Boarder. (Agreement may be executed with 15 days if Hostel allotted).
- 3) Authorised representative may be called at Selection Committee Meeting if required.

Name of Hostels:

Sl. No.	Name of the Hostel with Address	Bed Capacity
1	Boys Hostel attached to Govt. General Degree Collage at Debagram under Kaliganj Development Block at Nadia.	50 Bedded
2	Girls Hostel attached to Govt. General Degree Collage at Tehatta under Tehatta I Development Block at Nadia.	50 Bedded


1. The envelope must be super scribed on the top in CAPITAL LETTER as "APPLICATION FOR SELECTION OF NGOs FOR MAINTENANCE & OPPERATIONALIZATION 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 the District Officer Minority Affairs, Nadia, Minority Bhawan, Krishnagar, Nadia within the office hours at any working day or by post within 30/03/2023 at 4 pm.
6. NGO, must be abide by all Govt. Norm regarding running of Hostels framed by DME time to time.
7. Initially Engagement may be done for One year (which may be renewed if authority deem fit).
8. For details terms & conditions contact office of the District Magistrate(DOMA Section), Minority Bhawan,

Memo No.: 173/1(27)/DOMA

Dated: 09 / 03 / 2023

Copy forwarded for information & taking necessary action to:

- 1-4. Sub-Divisional Officer (All)
5. District Officer Minority Affairs, Nadia.
- 6-23. Block Development Officer (All)
24. DIO, NIC for necessary web uploading at district Web Portal.
25. Officer-in-Charge/Principal, Govt. General Degree Collage at Debagram.
26. Officer-in-Charge/Principal, Govt. General Degree Collage at Tehatta.
27. P.A. to District Magistrate, Nadia.


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. Website (if any) :
4. E-mail address :
5. Phone No. (Office) :
6. Registered No. of NGO :
7. Year of Registration :
8. Aadhaar CARD NO. OF :
I. President of NGO
II. Secretary of NGO
9. PAN CARD NO. :
10. TAN NO. :
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.

GRAND TOTAL

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)

Benefit to be provided by NGOs to the students: - (Attached Separate Sheet).

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 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 President of NGO