The Office of Charity Commissioner

धर्मादाय आयुक्तालय, महाराष्ट्र राज्य

सत्यमेव जयते

DĀTĀ दाता

Digital Administration for Transparency and Accountability

दाता : पारदर्शकता आणि बांधिलकीसाठी संगणकीकृत प्रशासन

GUIDELINES FOR ONLINE SUBMISSION OF APPLICATION UNDER SECTION 41 C AND OBTAINING PERMISSION FOR COLLECTION OF DONATIONS.

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Government of Maharashtra

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Government of Maharashtra

Introduction

Welcome to Charity Organization website. Now we will understand the procedure for online submission of application under Section 41 C.

Caution

While submitting the application for Event 41 C, your Mandal's name shall not be identical with the name of any Country or any State or resembled with any body constituted by the Government or any local authority or which is prohibited under Emblems and Names (Prevention of Improper Use) Act, 1950 such as India / Maharashtra Education Society / Corruption eradication / Human Rights Committee.

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charity.maharashtra.gov.in

Firstly, move on to the charity organization website charity.maharashtra.gov.in

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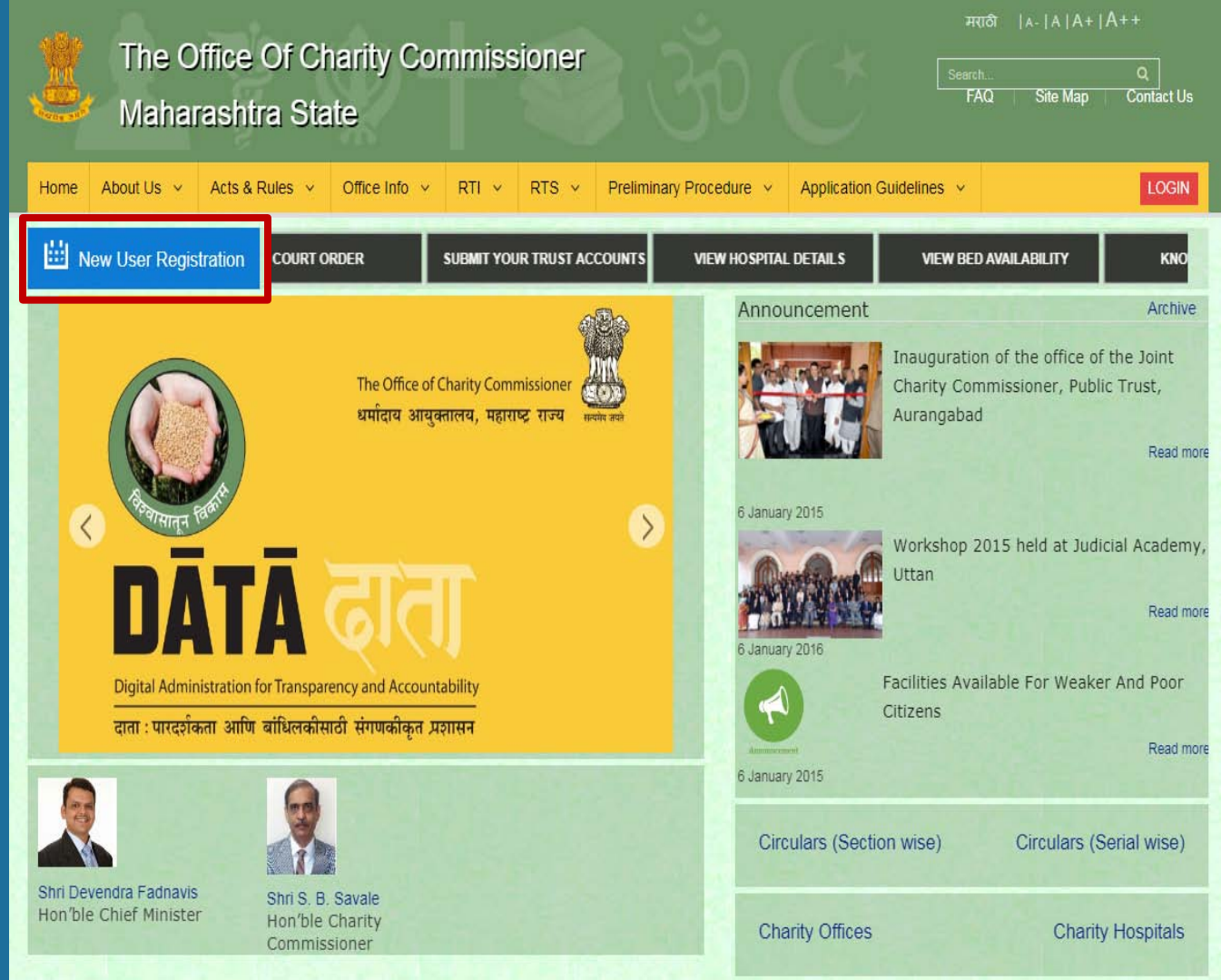
Now click on “New User Registration”.



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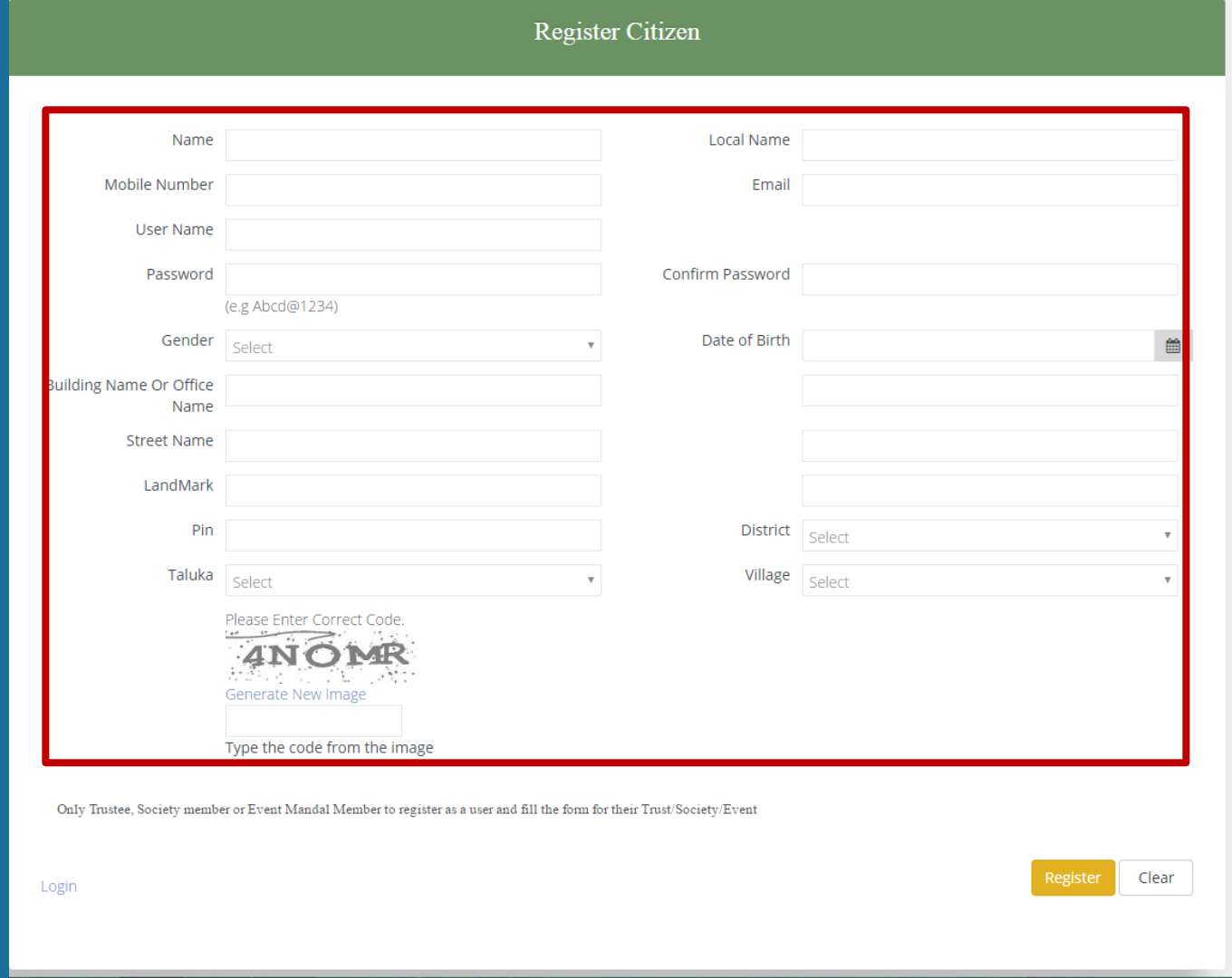
Fill every necessary information in the boxes displayed on the screen for New User Registration.



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In this way, fill up the form properly and also create your own user name and password (note them somewhere for memory).

Register Citizen

Name	Anil	Local Name	अनिल
Mobile Number	8422924533	Email	anil_kadam2005@yahoo.co.in
User Name	Anil		
Password	••••••

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For Security reason, type figure, number seen on the screen, as it is.

Register Citizen

Name	Anil	Local Name	अनिल
Mobile Number	8422924533	Email	anil_kadam2005@yahoo.co.in
User Name	Anil		
Password	••••••

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Click on “Register” button.

Register Citizen

Name	Anil	Local Name	अनिल
Mobile Number	8422924533	Email	anil_kadam2005@yahoo.co.in
User Name	Anil		
Password	••••••

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Your form will be registered and you will get the respective message.

Register Citizen

Data has been saved successfully

		Local Name	
Mobile Number		Email	
User Name			
Password	(e.g Abcd@1234)	Confirm Password	
Gender	Select	Date of Birth	
Building Name Or Office Name			
Street Name			
LandMark			
Pin		District	Select
Taluka	Select	Village	Select

Generate New Image

Type the code from the image

Only Trustee, Society member or Event Mandal Member to register as a user and fill the form for their Trust/Society/Event

Login

Register Clear

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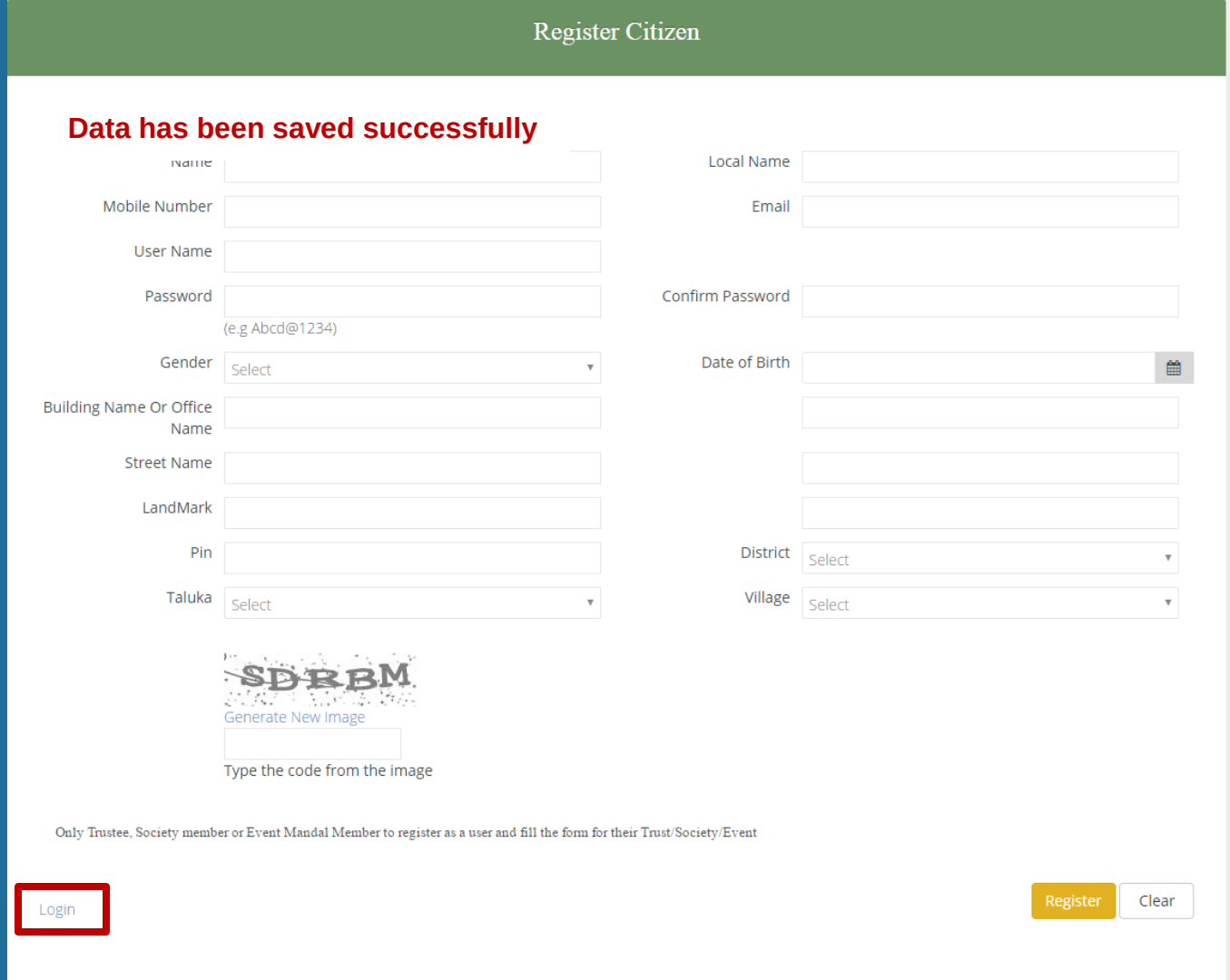
Now click on “login”.



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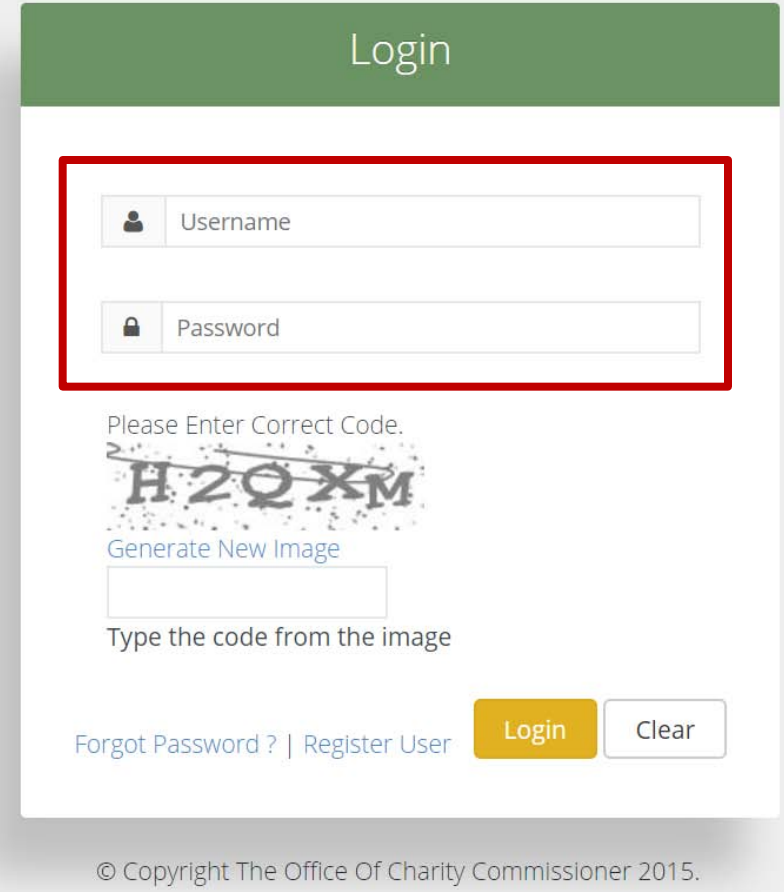
Here, type your registered user name and password.



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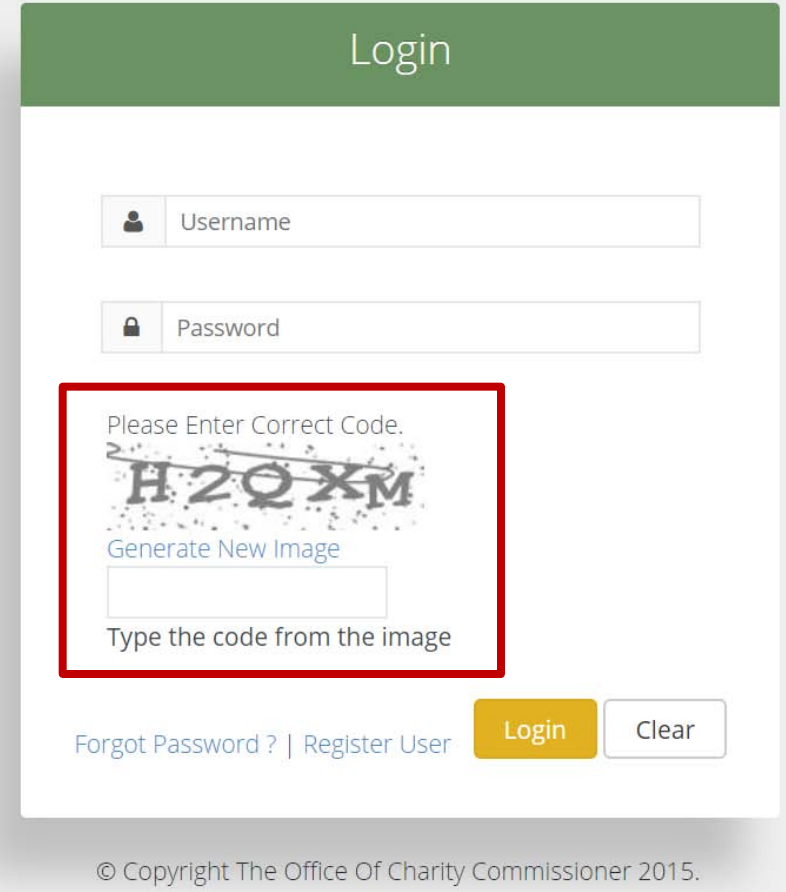
For Security reason, type figure, number seen on the screen, as it is.



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Now click on “Login”.

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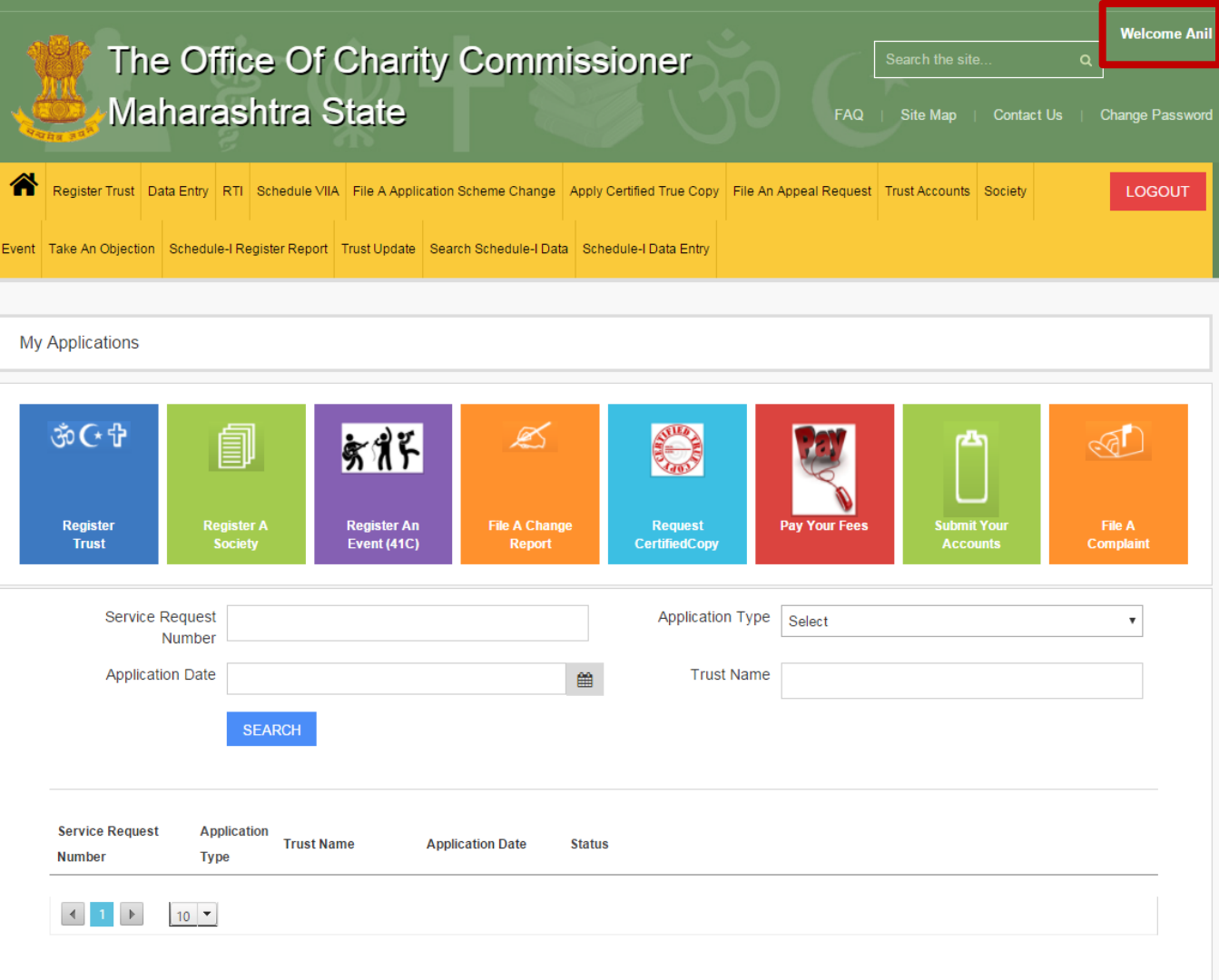
Now you are on your Home Page.



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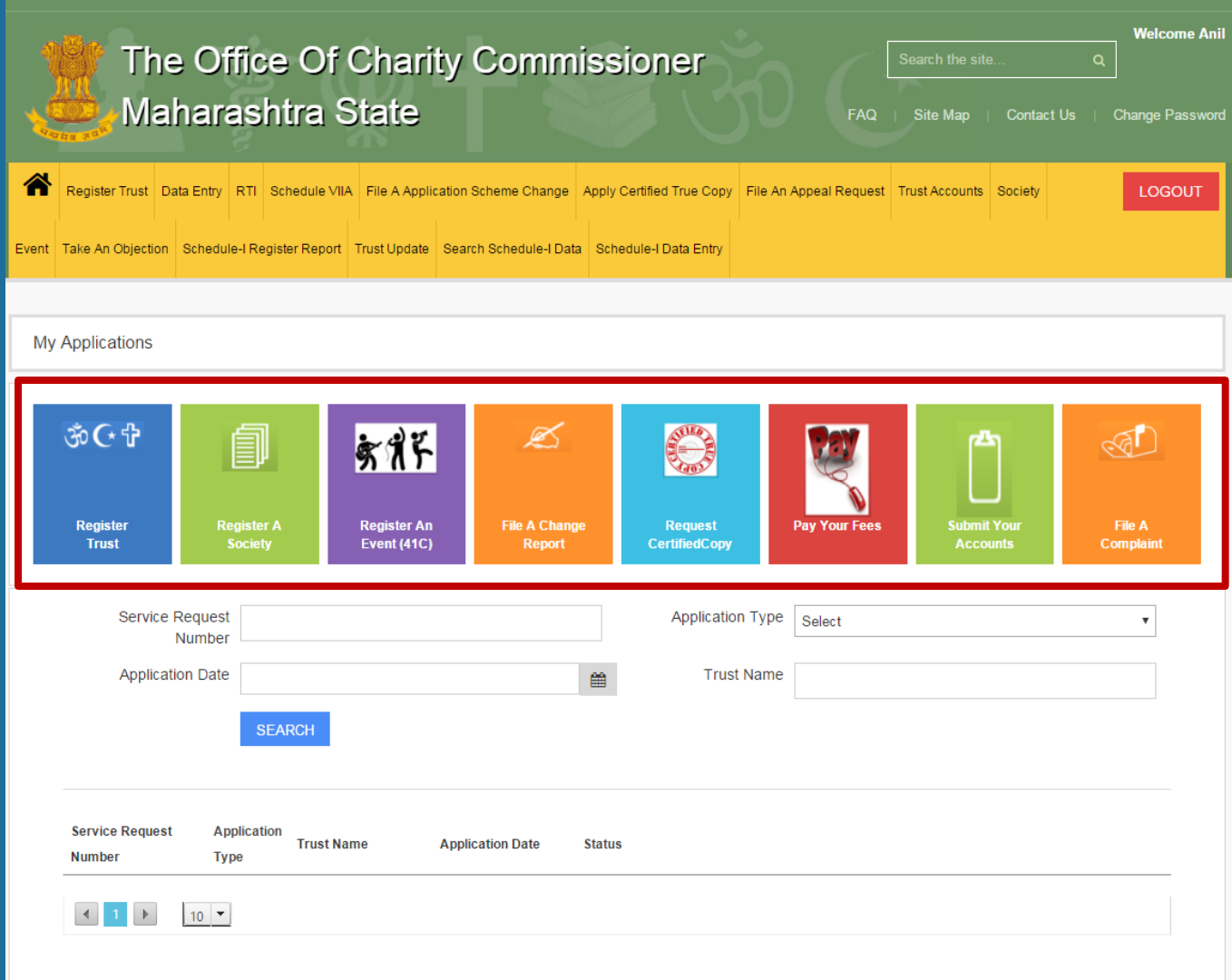
You can avail the benefits of services displayed in the colorful boxes.



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Directions for obtaining permission under Event (41C)

1. Applicant shall register an application online.
2. Before starting for registration, keep the necessary documents with you and scan and save them on desktop. For list of documents click “Preliminary Procedure”.
3. Those documents shall be 150 DPI in size and in black and white.
4. After login, click on “Register An Event (41 C)”, fill the form properly.

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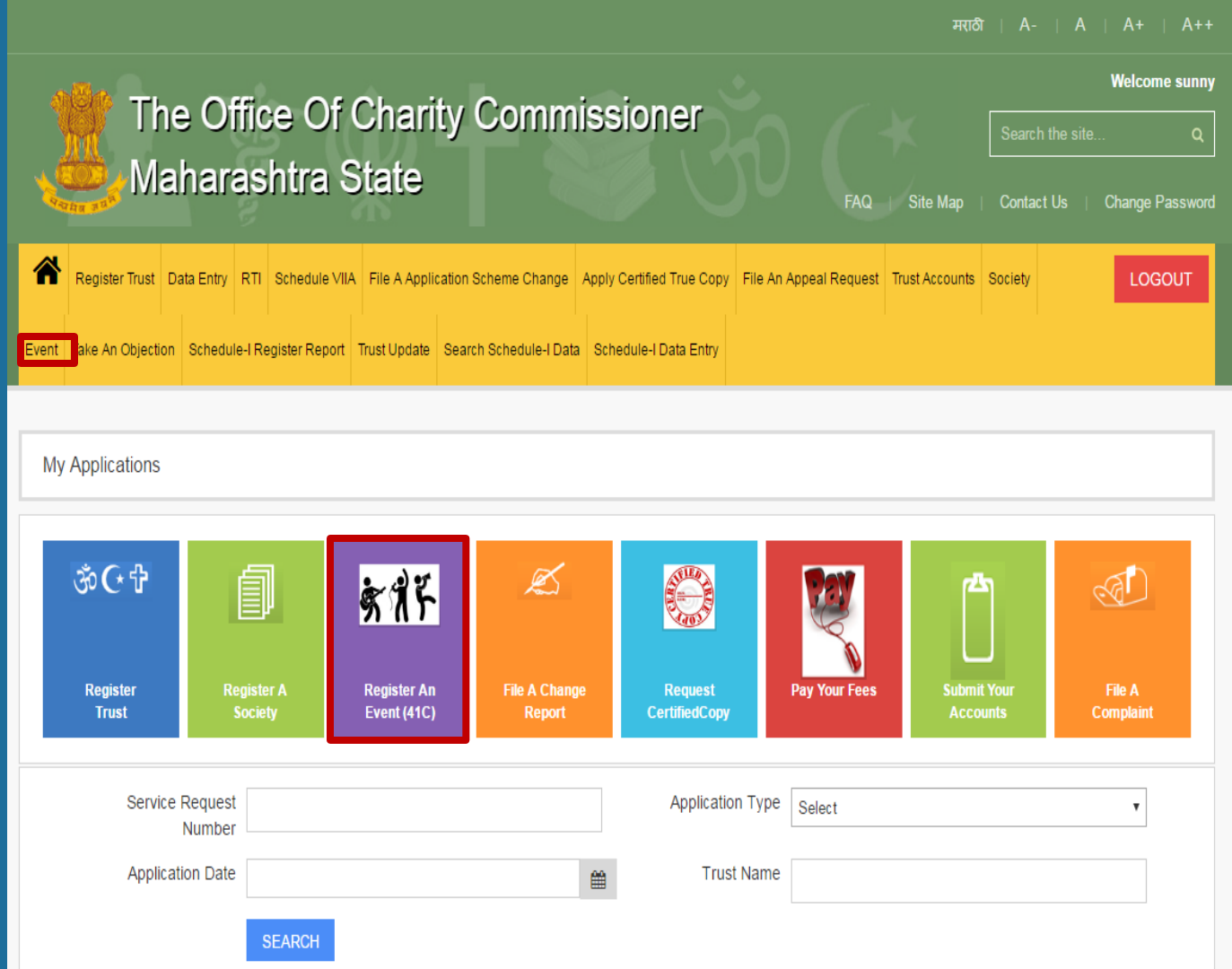
Now click on “Register An Event (41 C)”.



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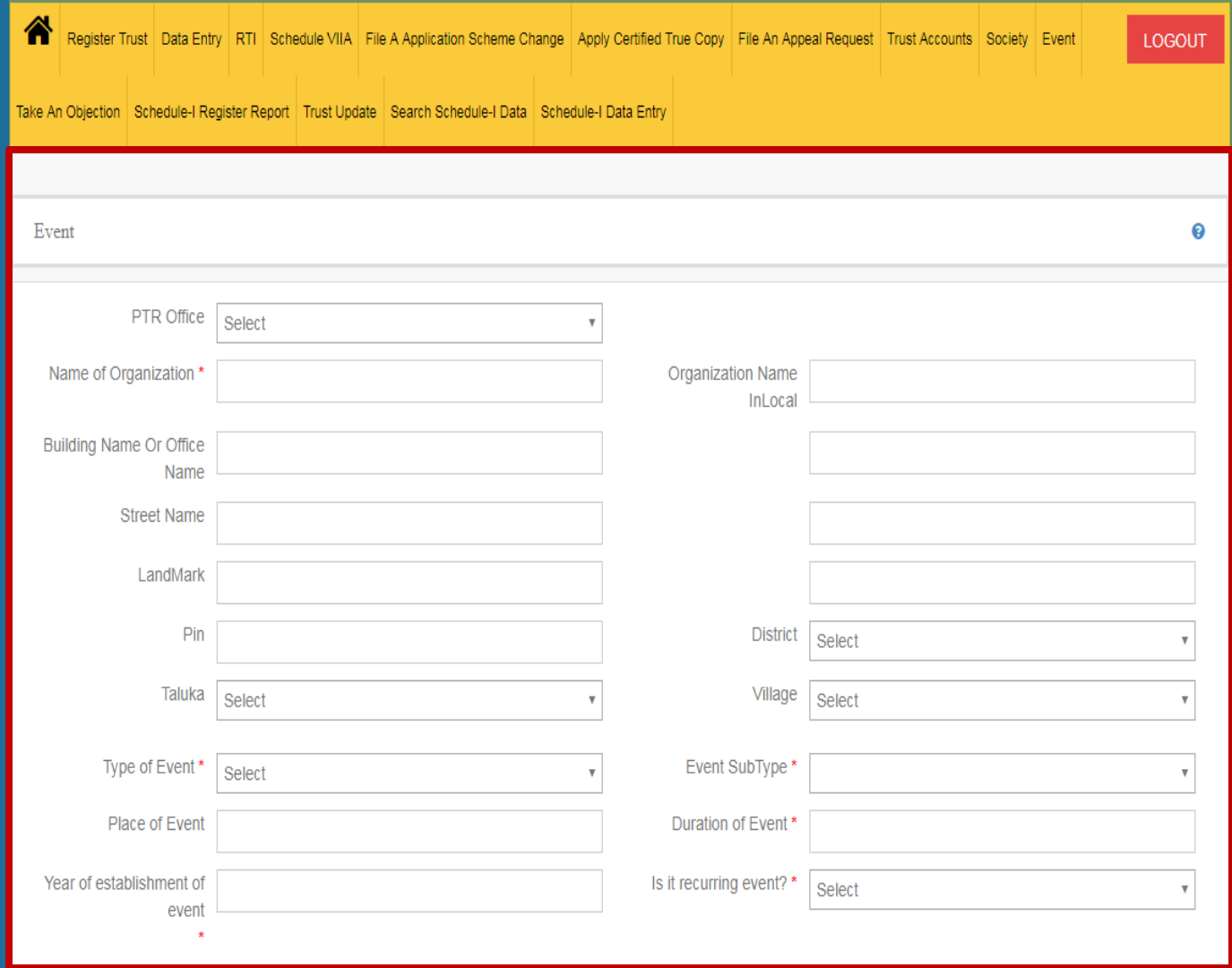
Fill every necessary information in the form displayed on the screen. It is mandatory to fill the information in the box where star sign is there.



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Now click on “ADD MOVABLE PROPERTY”.

Movable Property Details

ADD MOVABLE PROPERTY

Immovable Property Details

ADD IMMOVABLE PROPERTY

Average Gross Annual Income

From Movable Property

From Immovable Property

Total Gross Income (Movable Property+Immovable Property)

Mode of Succession

Mode of Succession *

Minimum No. of Members *

Maximum No. of Members *

Tenure of Members *

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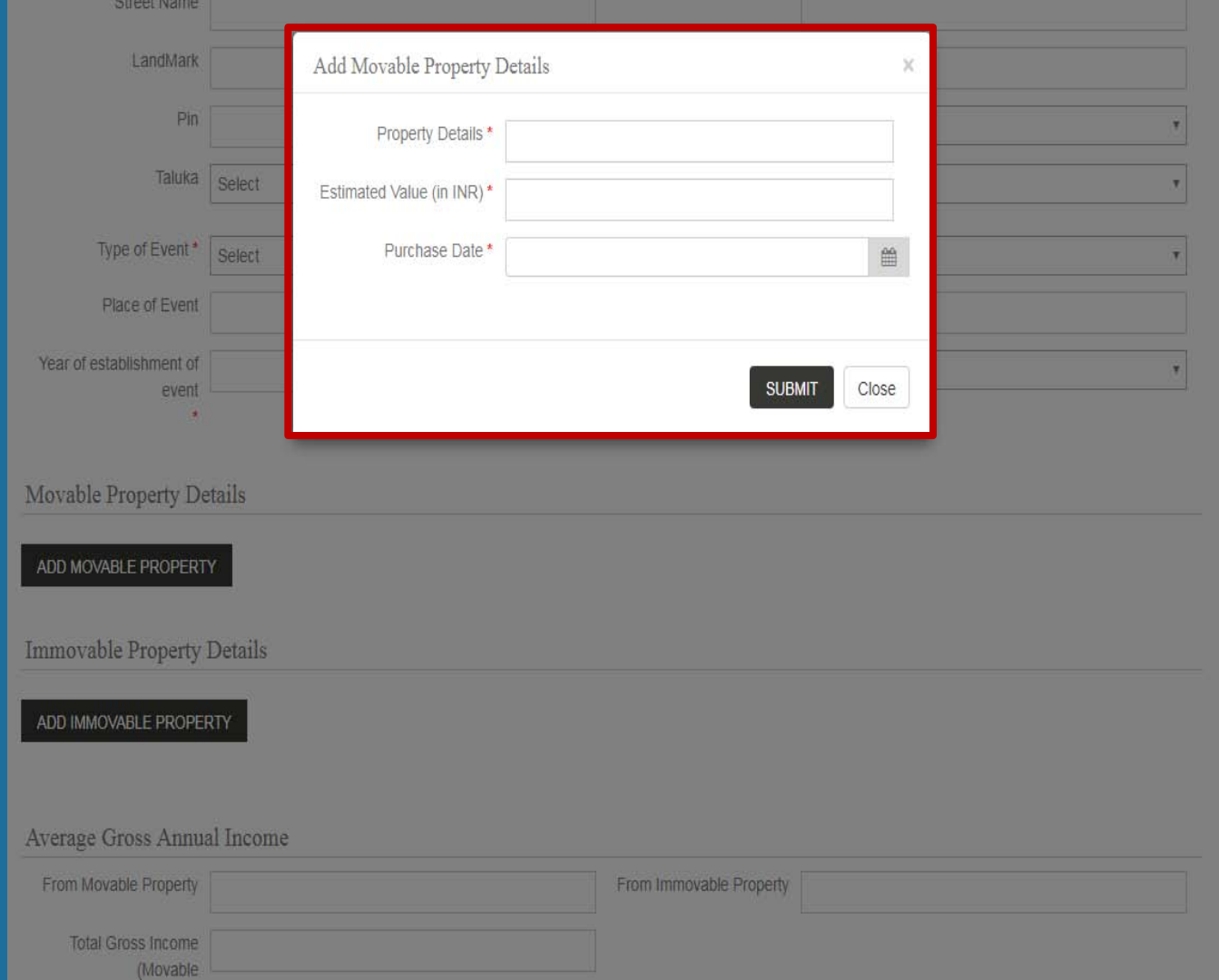
Fill every necessary information regarding **movable property**, in the form displayed on the screen. It is mandatory to fill information in the box where star sign is there.



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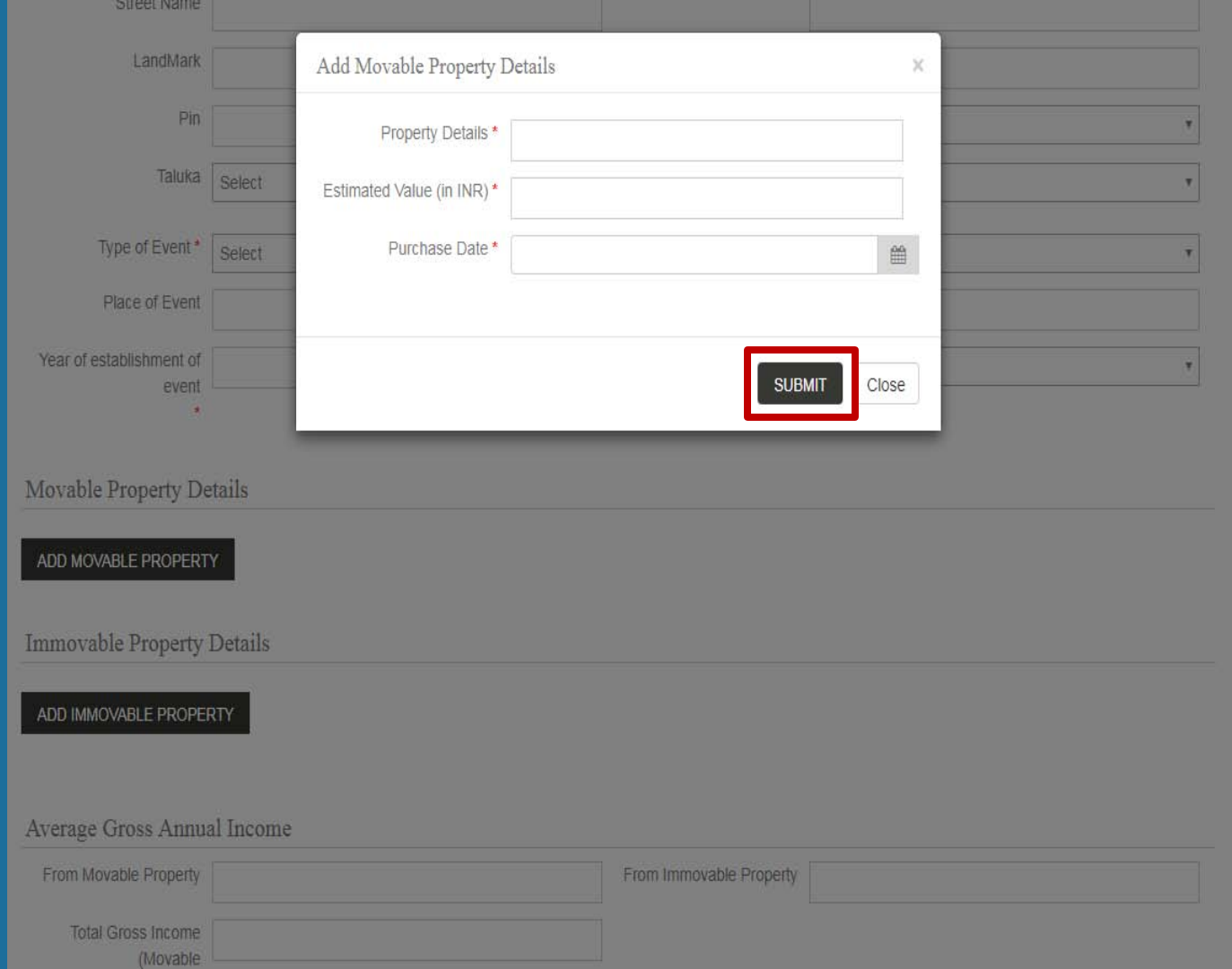
After filling information, click on “SUBMIT”.



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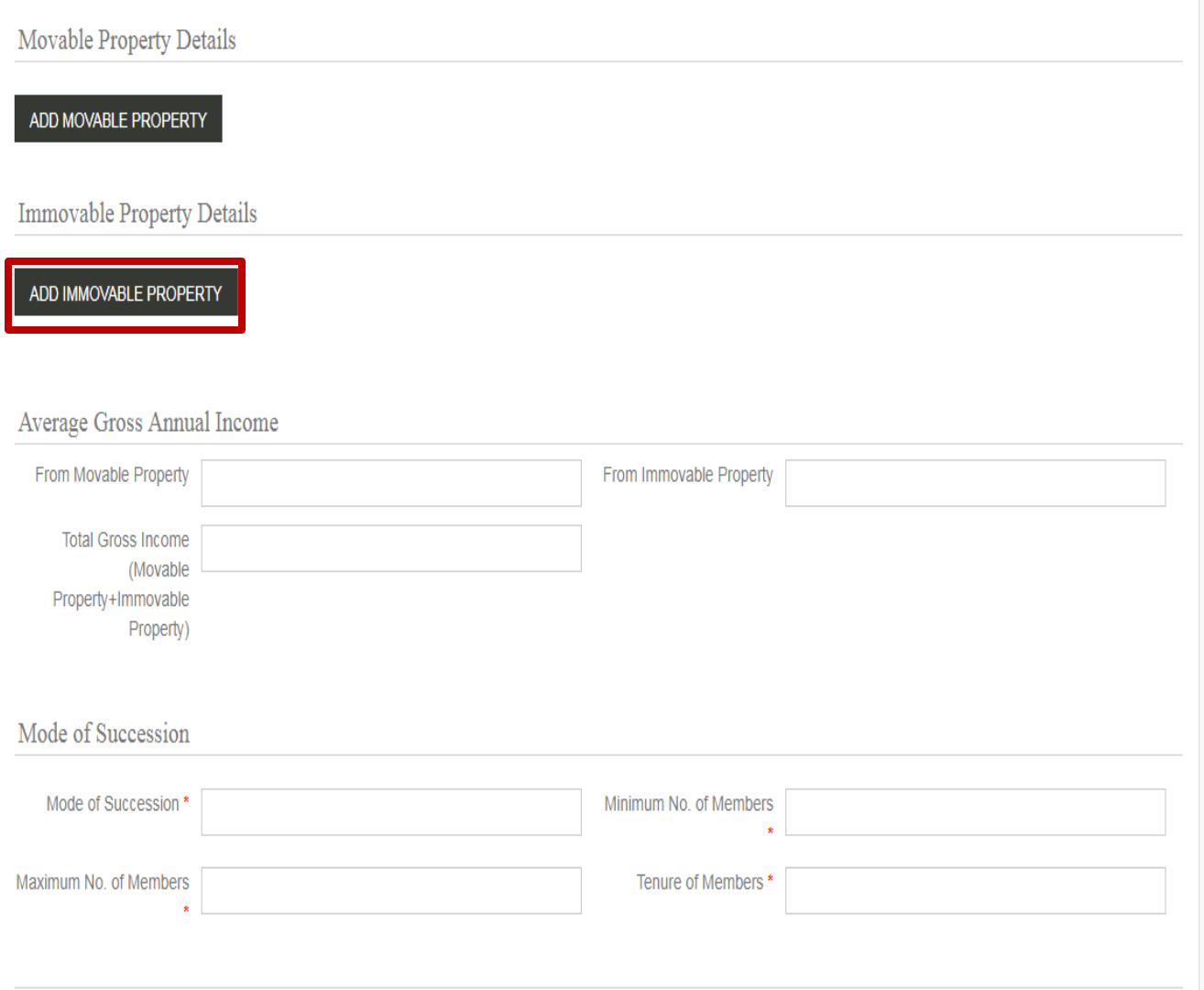
If your Mandal has any Immovable property, click on “ADD IMMOVABLE PROPERTY”. If not, don’t Click.



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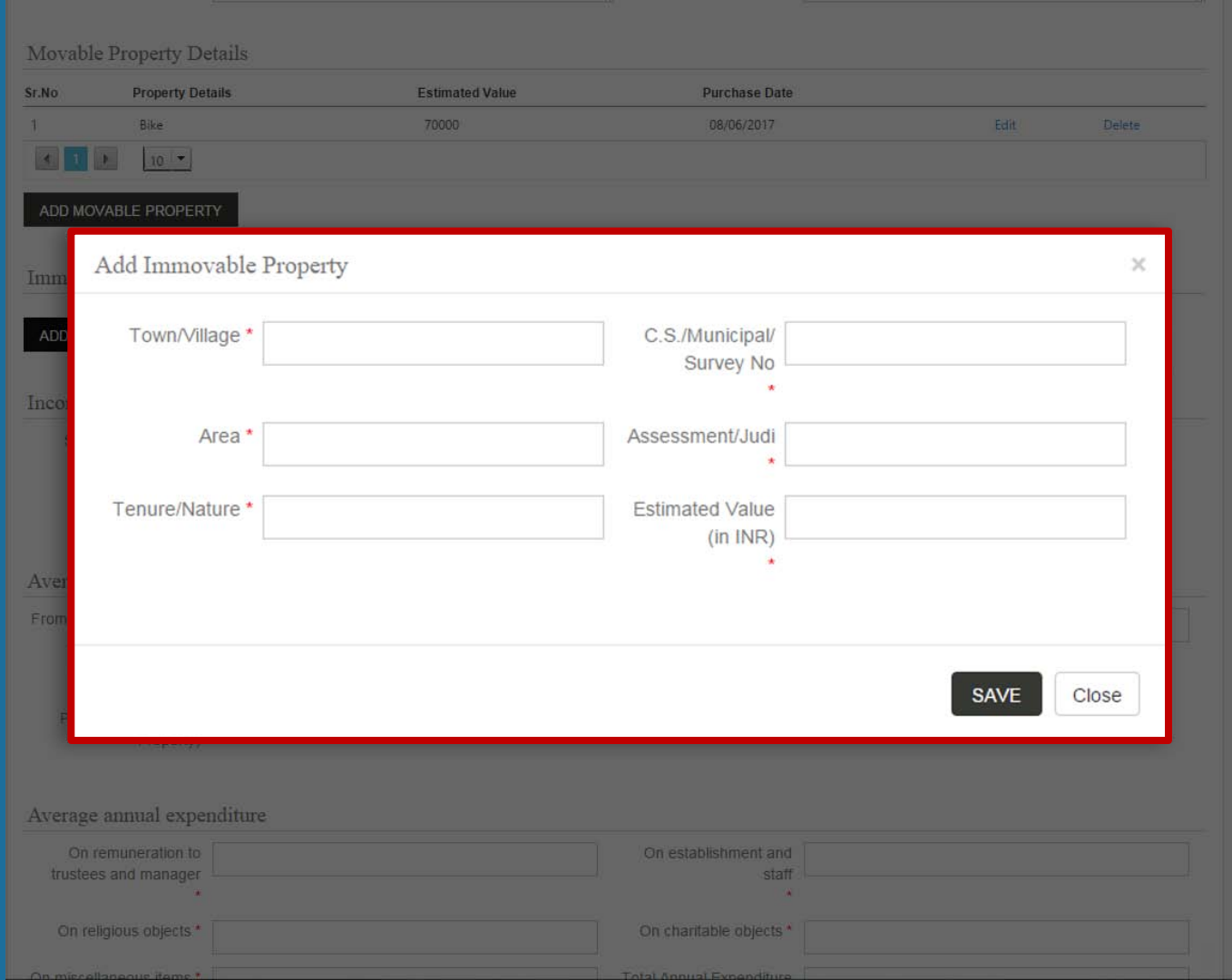
Fill every necessary information regarding **immovable property**, in the form displayed on the screen. It is mandatory to fill information in the box where star sign is there.



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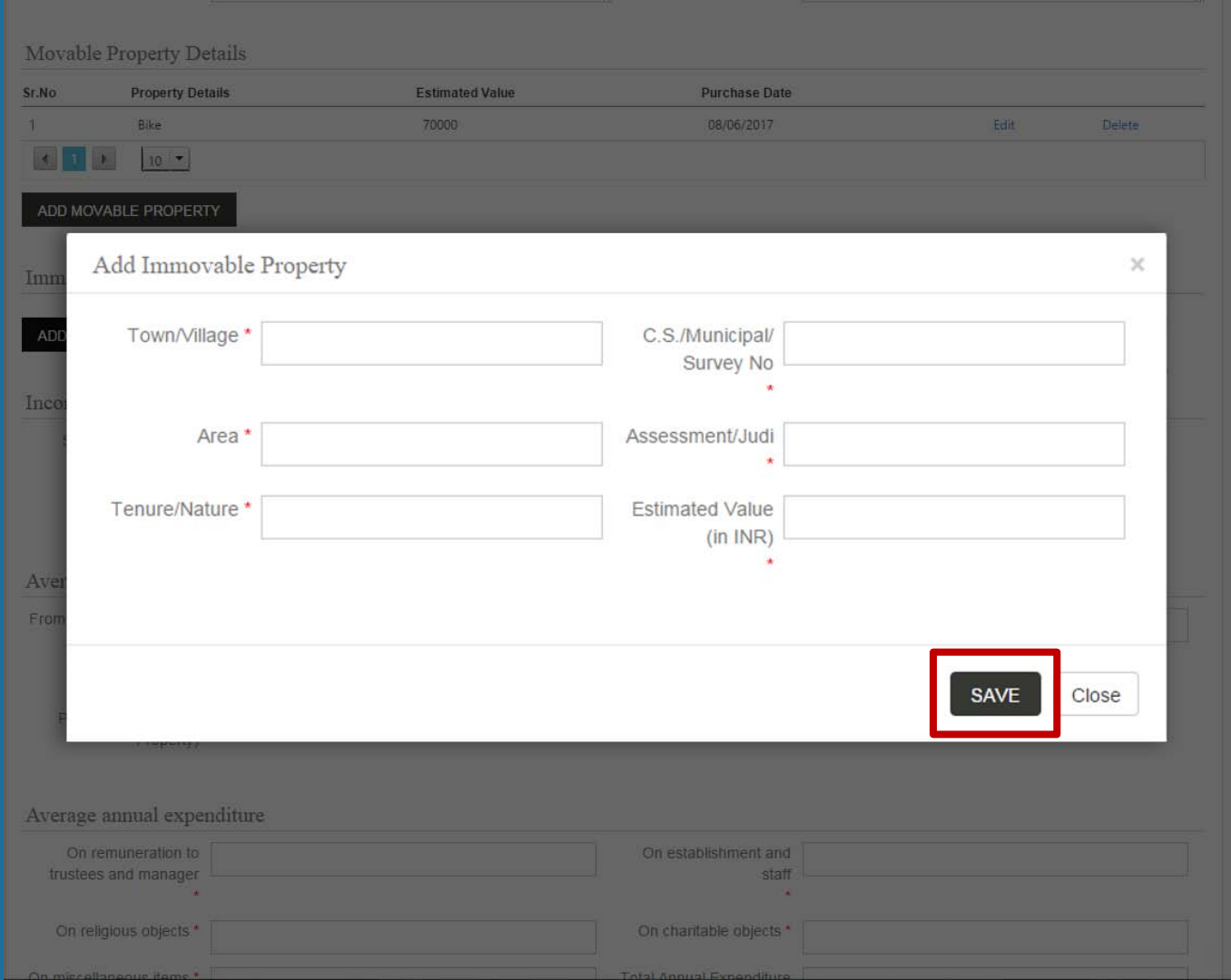
After filling information,

click on “SAVE”.



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If your Mandal has any **movable** or **immovable property**, then fill information regarding **Sources of income, Annual income. If not, then put 0.**

Average Gross Annual Income

From Movable Property

From Immovable Property

Total Gross Income (Movable Property+Immovable Property)

Mode of Succession

Mode of Succession *

Minimum No. of Members *

Maximum No. of Members *

Tenure of Members *

Was an account details of previous year submitted? *

Select

Estimated amount of collection for current year *

Estimated amount of expenditure for current year *

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If there is a provision for Mode of Succession in your sub-rules, then mention it, otherwise type 'Not Applicable'.

Average Gross Annual Income

From Movable Property

From Immovable Property

Total Gross Income (Movable Property+Immovable Property)

Mode of Succession

Mode of Succession *

Minimum No. of Members *

Maximum No. of Members *

Tenure of Members *

Was an account details of previous year submitted? *

Select

Estimated amount of collection for current year *

Estimated amount of expenditure for current year *

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Also mention the Minimum and Maximum number.

Average Gross Annual Income

From Movable Property

From Immovable Property

Total Gross Income (Movable Property+Immovable Property)

Mode of Succession

Mode of Succession *

Minimum No. of Members *

Maximum No. of Members *

Tenure of Members *

Was an account details of previous year submitted? *

Select

Estimated amount of collection for current year *

Estimated amount of expenditure for current year *

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Fill every necessary information regarding **Accounts**, in the form displayed on the screen. It is mandatory to fill information in the box where star sign is there.

Average Gross Annual Income

From Movable Property

From Immovable Property

Total Gross Income (Movable Property+Immovable Property)

Mode of Succession

Mode of Succession *

Minimum No. of Members *

Maximum No. of Members *

Tenure of Members *

Was an account details of previous year submitted? *

Select

Estimated amount of collection for current year *

Estimated amount of expenditure for current year *

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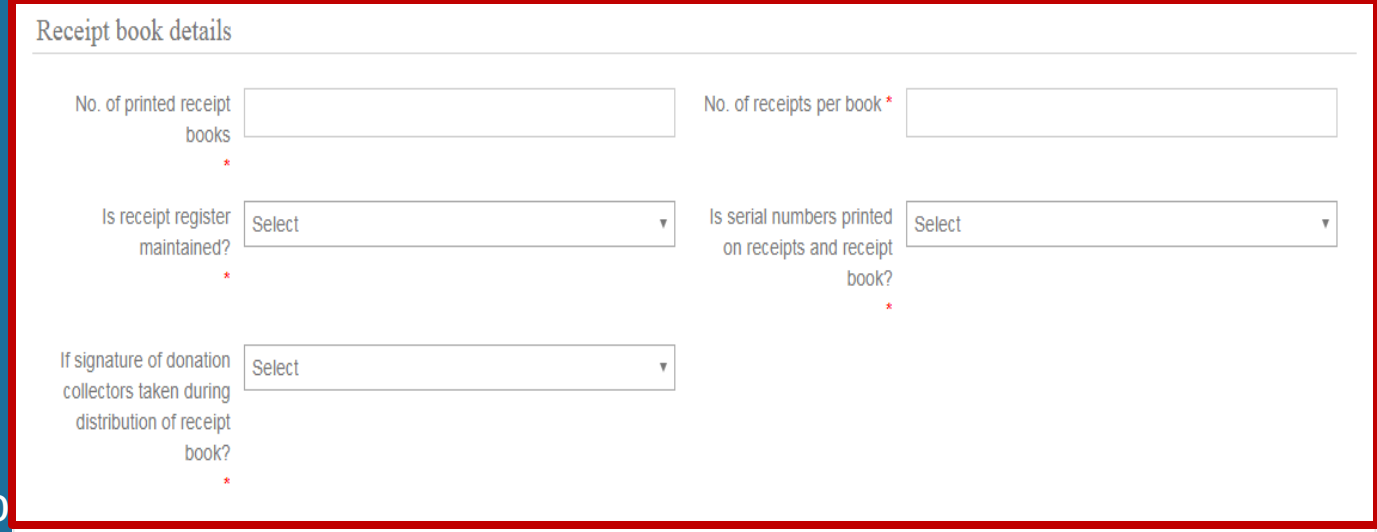
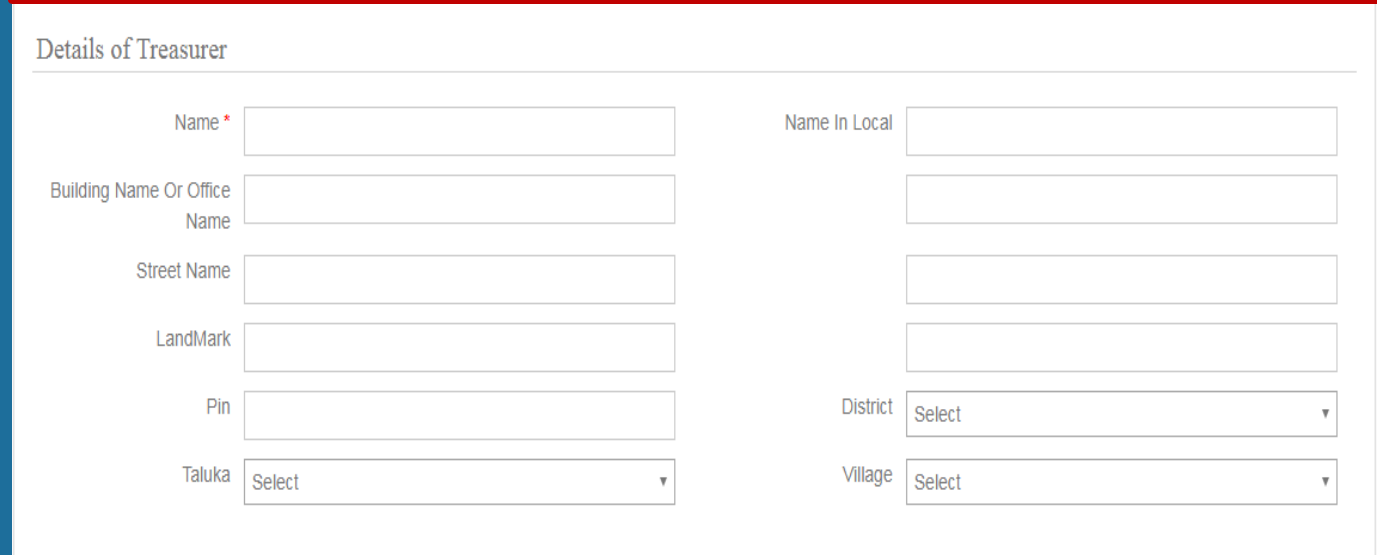
Fill every necessary information regarding **Receipt Book**, in the form displayed on the screen. It is mandatory to fill information in the box where star sign is there.





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Fill every necessary information regarding **Treasurer**, in the form displayed on the screen. It is mandatory to fill information in the box where star sign is there.

Receipt book details

No. of printed receipt books *

No. of receipts per book *

Is receipt register maintained? * Select

Is serial numbers printed on receipts and receipt book? * Select

If signature of donation collectors taken during distribution of receipt book? * Select

Details of Treasurer

Name *

Name In Local

Building Name Or Office Name

Street Name

LandMark

Pin

District Select

Taluka Select

Village Select

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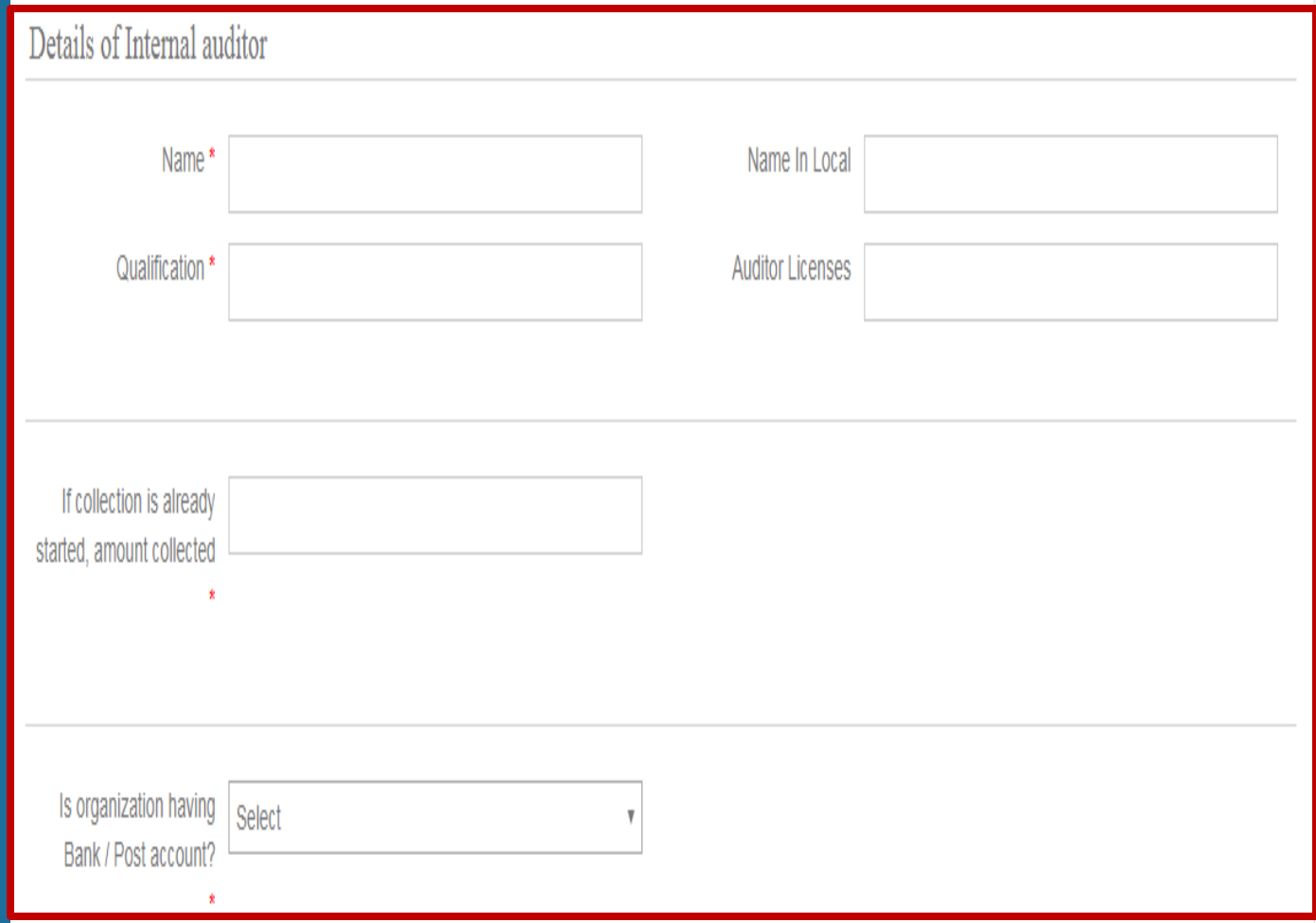
Fill every necessary information regarding **Internal Auditor**, in the form displayed on the screen. It is mandatory to fill information in the box where star sign is there.



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Now fill information for Event (41 C) means select the proper option before the questions from Sr. No. 1 to 10.

Scrutiny

1)	Whether the particulars stated in the application are correct?	Select
2)	Whether supporting documents attached are as per the requirements?	Select
3)	Whether the member details are mentioned?	Select
4)	Whether recommendation letter available?	Select
5)	Whether last year's accounts submitted?	Select
6)	Is NOC for event venue available?	Select
7)	Is organization registered under public trust?	Select
8)	Have you already applied for trust registration?	Select
9)	Whether organization had applied for permission previously?	Select
10)	Whether permission letter was issued earlier?	Select
11)	What is the height/layers of Human pyramid?	

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Now fill correct information for question at Sr. No. 11. If said question is not applicable, then just enter 0.

Scrutiny

1)	Whether the particulars stated in the application are correct?	Select
2)	Whether supporting documents attached are as per the requirements?	Select
3)	Whether the member details are mentioned?	Select
4)	Whether recommendation letter available?	Select
5)	Whether last year's accounts submitted?	Select
6)	Is NOC for event venue available?	Select
7)	Is organization registered under public trust?	Select
8)	Have you already applied for trust registration?	Select
9)	Whether organization had applied for permission previously?	Select
10)	Whether permission letter was issued earlier?	Select
11)	What is the height/layers of Human pyramid?	

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Fill every necessary information regarding **previous permission**, in the form displayed on the screen.

Details of previous year permission letter

Permission letter No

Permission letter Date

Has organization taken any loan? Select

Is organization registered under Public Trust Act 1950? Select

Organization Registration Number?

Names of Members

Sr No	Name of the Member	Date of Birth	Gender	Occupation	Mobile No	Email Id	Aadhar No	Pan	Nationality	
1	HARISH	13/08/1996	Male		7083005927	harishdabhade5@gmail.com				Edit

1 10

ADD MEMBER

Remarks

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Screen will display name of the Applicant and other details.

Details of previous year permission letter

Permission letter No

Permission letter Date

Has organization taken any loan? Select

Is organization registered under Public Trust Act 1950? Select

Organization Registration Number?

Names of Members

Sr No	Name of the Member	Date of Birth	Gender	Occupation	Mobile No	Email Id	Aadhar No	Pan	Nationality	
1	HARISH	13/08/1996	Male		7083005927	harishdabhade5@gmail.com				Edit

1 10

ADD MEMBER

Remarks

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Click on “Edit” for filling the remaining information such as Aadhar Card Number, Pan Card Number.

Details of previous year permission letter

Permission letter No

Permission letter Date

Has organization taken any loan? Select

Is organization registered under Public Trust Act 1950? Select

Organization Registration Number?

Names of Members

Sr No	Name of the Member	Date of Birth	Gender	Occupation	Mobile No	Email Id	Aadhar No	Pan	Nationality	
1	HARISH	13/08/1996	Male		7083005927	harishdabhade5@gmail.com				Edit

1 10

ADD MEMBER

Remarks

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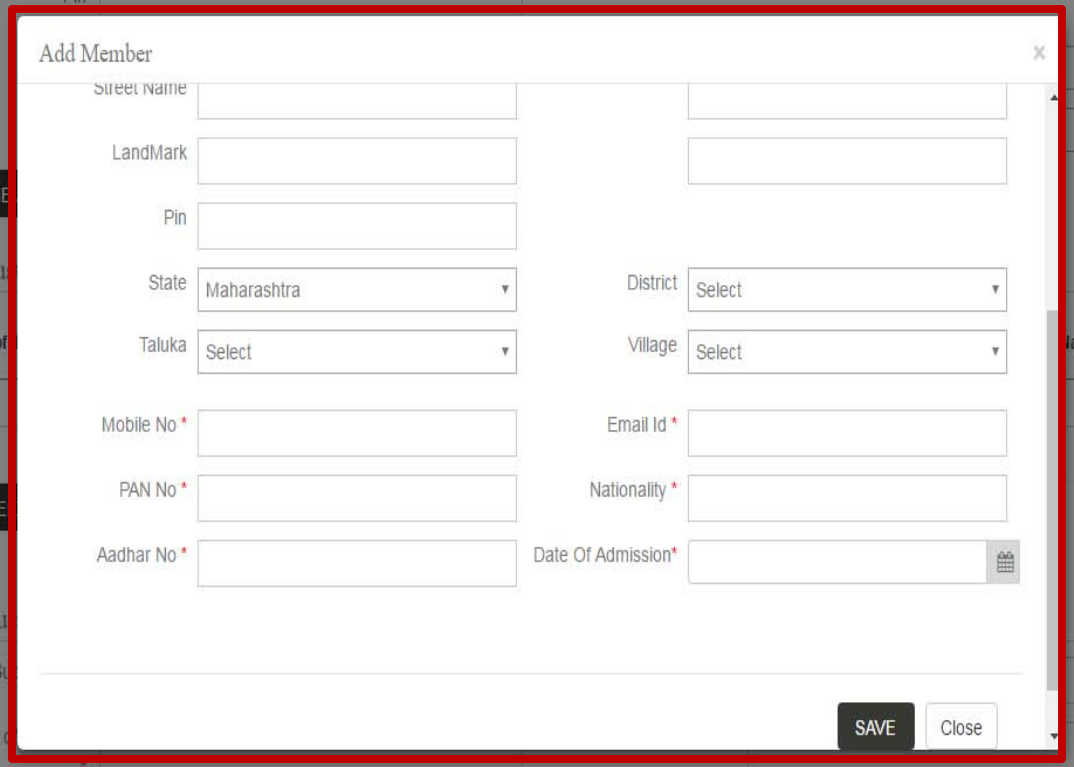
Fill every necessary remaining information of the Applicant , in the form displayed on the screen.

It is mandatory to fill information in the box where star sign is there.



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Now click on “ADD MEMBER”, for filling the Names of Members and their other information.

Details of previous year permission letter

Permission letter No

Permission letter Date

Has organization taken any loan? Select

Is organization registered under Public Trust Act 1950? Select

Organization Registration Number?

Names of Members

Sr No	Name of the Member	Date of Birth	Gender	Occupation	Mobile No	Email Id	Aadhar No	Pan	Nationality	
1	HARISH	13/08/1996	Male		7083005927	harishdabhade5@gmail.com				Edit

1 10

ADD MEMBER

Remarks

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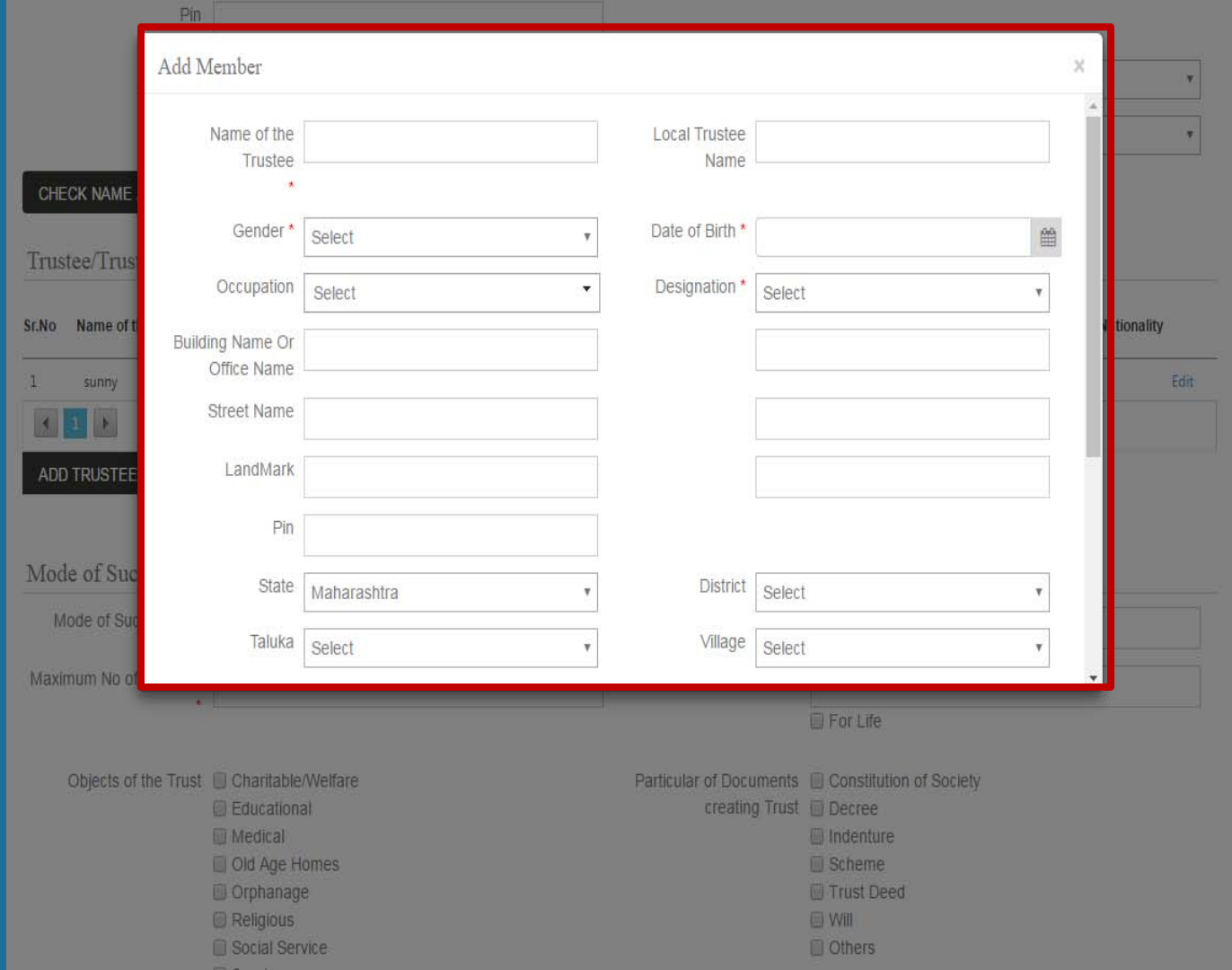
Fill every necessary information of Members, in the form displayed on the screen. It is mandatory to fill information in the box where star sign is there.



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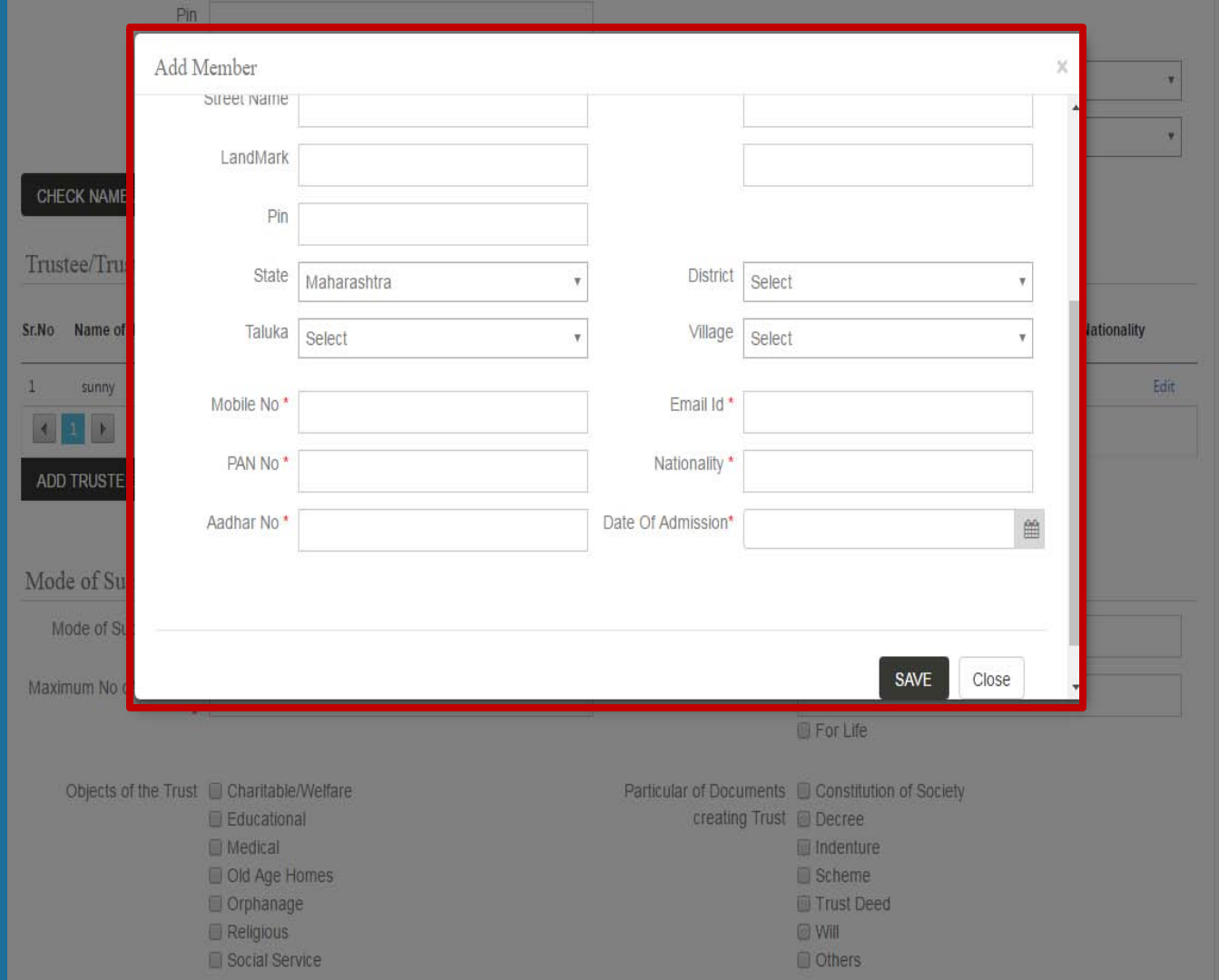
Fill every necessary remaining information of Members, in the form displayed on the screen. It is mandatory to fill information in the box where star sign is there.



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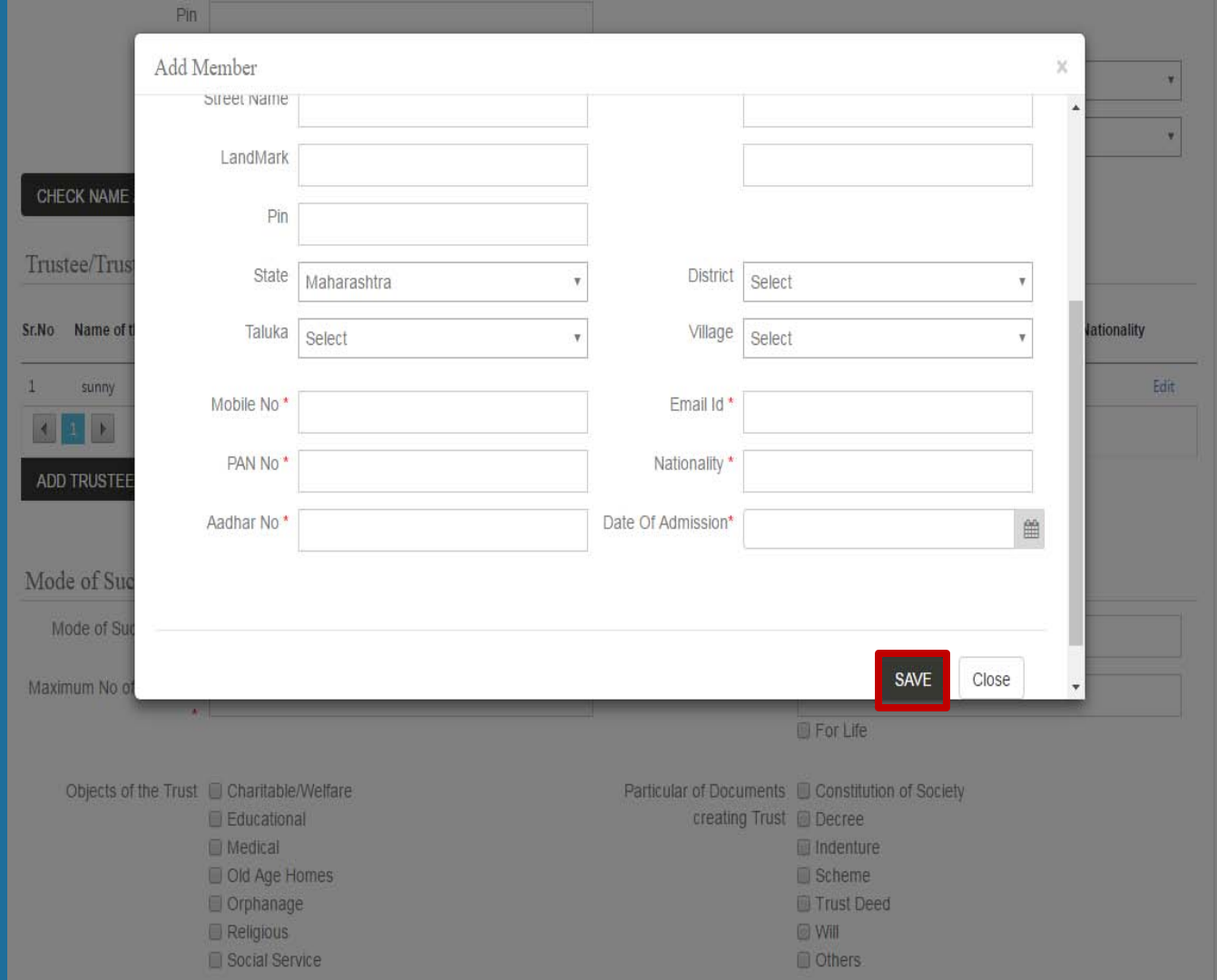
Now click on “SAVE”.



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If any remarks are there regarding Event (41 C), then type them in “Remarks” box.

Details of previous year permission letter

Permission letter No

Permission letter Date

Has organization taken any loan? Select

Is organization registered under Public Trust Act 1950? Select

Organization Registration Number?

Names of Members

Sr No	Name of the Member	Date of Birth	Gender	Occupation	Mobile No	Email Id	Aadhar No	Pan	Nationality	
1	HARISH	13/08/1996	Male		7083005927	harishdabhade5@gmail.com				Edit

1 10

ADD MEMBER

Remarks

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If there are no remarks regarding Event (41 C), then type “No Remarks” in “Remarks” box.

Details of previous year permission letter

Permission letter No

Permission letter Date

Has organization taken any loan? Select

Is organization registered under Public Trust Act 1950? Select

Organization Registration Number?

Names of Members

Sr No	Name of the Member	Date of Birth	Gender	Occupation	Mobile No	Email Id	Aadhar No	Pan	Nationality	
1	HARISH	13/08/1996	Male		7083005927	harishdabhade5@gmail.com				Edit

1 10

ADD MEMBER

Remarks

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Upload following documents.

1. “Previous year account details”.
2. “Last year's permission letter”.
3. “Recommendation letter”.
4. “NOC” (no objection certificate for address).
5. “Any Other Document”.

Note:-(File name should be simple. Two dots, special characters except (space, "-" & "_") are not allowed. File size above 1MB is not allowed.)

Sr.No	Document List	Upload Document List
1	Previous year account details	Choose File No file chosen
2	Last year's permission letter	Choose File No file chosen
3	Recommendation letter	Choose File No file chosen
4	NOC	Choose File No file chosen
5	Any Other Document	Choose File No file chosen

SUBMIT CLEAR

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After uploading all necessary documents, click on “SUBMIT”.

Note:-(File name should be simple. Two dots, special characters except (space, "-" & "_") are not allowed. File size above 1MB is not allowed.)

Sr.No	Document List	Upload Document List
1	Previous year account details	Choose File No file chosen
2	Last year's permission letter	Choose File No file chosen
3	Recommendation letter	Choose File No file chosen
4	NOC	Choose File No file chosen
5	Any Other Document	Choose File No file chosen

SUBMIT CLEAR

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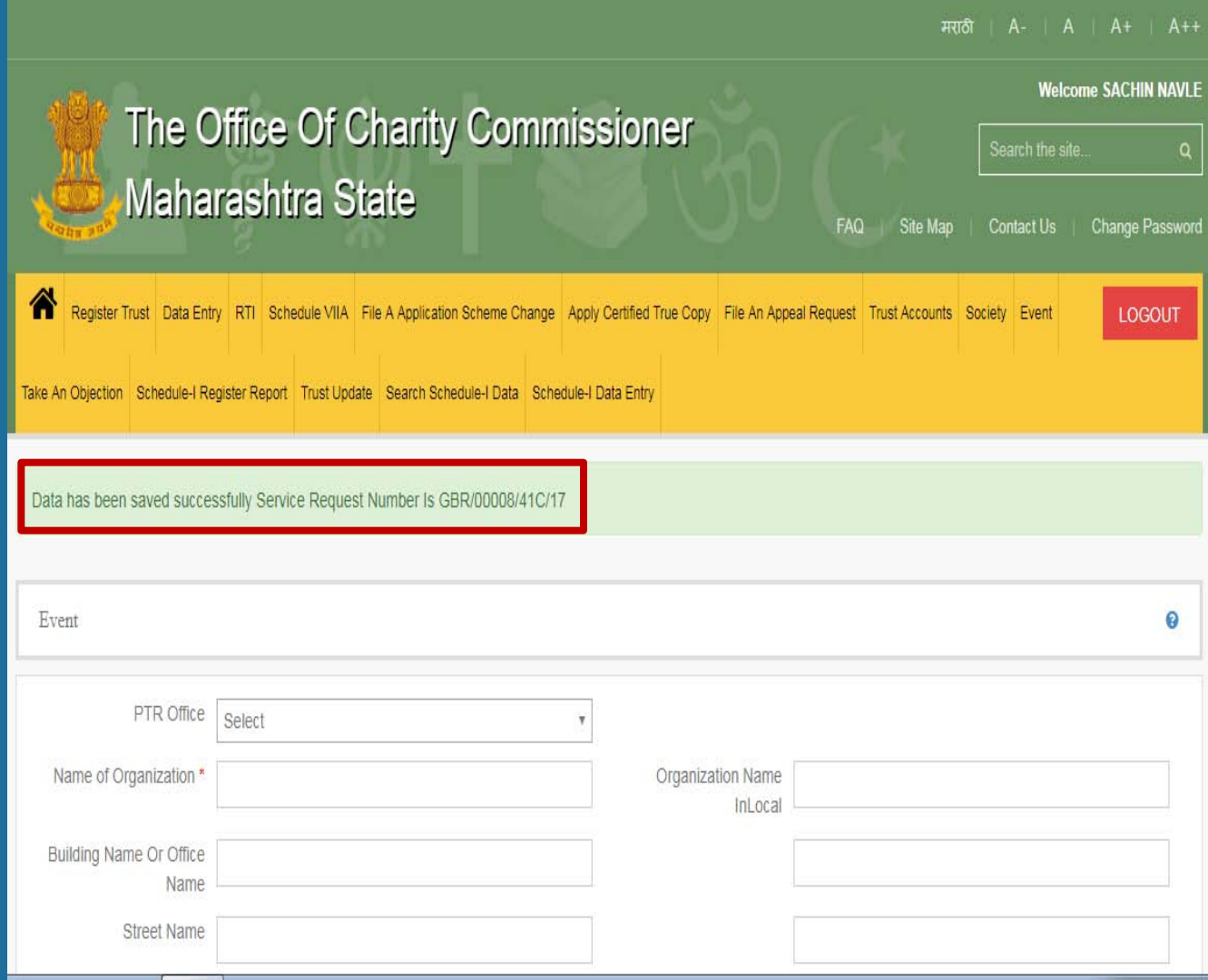
In this way, after submitting online application under Section 41 C, you will get Service Request Number.



NOTE

. You will be kept posted regarding stages of your online submitted application under Section 41 C , such as inward, scrutiny, through sms and e-mail.

You will get Permission Letter for collection of donations on your registered mail id.

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T H A N K S