



Rubaru Professionals LLP



# A SUGGESTIVE LIST OF OFFICE INFRASTRUCTURE AND STATIONARIES

For NGOs and NPOs in INDIA

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Dear Sir / Madam,

In view of facilitating your esteemed organization, you are advised to make arrangements of working infrastructure including buying the following registers and records before starting the compliance work for your NGOs or NPOs:

S.No	Name of Item	Quantities	Remarks
1	Box file (Index)		
2	Folder files		
3	Wage sheet		
4	Attendance Register (Muster Roll)		
5	Register of Staff and Employees		
6	Visitor register		
7	Cash Voucher		
8	Daybook		
9	Ledger Book		
10	Minutes book		
11	Minutes Sheets		
12	Registers (plain) or Diary		
13	Letterhead with the name of NPO,s NGOs		
14	Visiting Cards of the Chairman/President and every executive Member		
15	Identity Cards of General Members		
16	Plastic folder		
17	Pen-Bal Pen / Pencil / Remover		
18	Highlighters		
19	Calculator		
20	Punching machine		
21	Stepler		
22	Flag / file Separator		
23	Stamp of Chairman/President/ Trustee/ Manager/ Authorized Signatory/ Trust (round)		
24	One Computer		
25	One Printer (suggestive)		
26	One Scanner (suggestive)		

27	One Almira (suggestive)		
28	Statutory Registers and records to be maintained for SOCIETY under the Societies Act, 1860 and rules made thereunder, if Applicable		
29	Statutory Registers and records to be maintained for SECTION-8 Co. under the Companies Act, 2013 and rules made thereunder, if Applicable		
30	Statutory Registers and records to be maintained for Waqf, under the Waqf Act, 1995, If applicable		

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**IMPORTANT SUGGESTIVE POINTS FOR KEEPING FILES AND RECORDS:**

- You should maintain each file for each member of the Board, Governing Body, Executive Committee, general Members, donors, contributors, staff, and Employees Saperatally.
- Each minute's book shall be written, kept and maintained for each body differently like the Board of Trustees, Governing Body, General body, and Committees.
- It is appropriate to keep one room/space as an office or records room only with indexation of file
- It is advisable to keep the record in hard copy, irrespective of softcopy you maintained or kept in computers.
- It is advisable to keep all ID Passwords, original files, certificates or documents with you only not depend or rely upon any Cas/ Advocates.
- It is advisable, please show or present your file and documents before any investigation agency or enforcement officer under any inquiry or investigation if any on demand with full support and cooperation to them with due respect and regards- Please don't away or make any excuses etc.
- It is advisable to the Board, please comply of each transaction or activity as per law or applicable standards with ensuring full accountability and Transparency.

You may call or write and mail for any further assistance or advice. Please go on the web portal to download any format or checklist

**Thanks, and Regards**

**FCS Naseem Ahmed**

**(Company Secretary & Governance Professional)**

Fellow Member of the Institute of Company Secretaries of India

Fellow Member of the Chartered Governance Institute of Canada

IIAM professional certificate holder in COMMERCIAL ARBITRATION

PE-II - Institute of Chartered Accountants of India, Law Graduate & B. Com

**Promoter of Rubaru Professionals LLP**

**(Secretarial, Labour Laws, FEMA, DGFT & NGO Compliances)**

*Where the ethics command the profession*

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