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# PROFESSIONAL SERVICES

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OFFERED FOR NGO/ NPO



## **Rubaru Professionals LLP**

B-12, SHANI BAZAR, UTTAM NAGAR, NEW DELHI-110059

CORPORATE OFFICE: S-27, Pasha Commercial Complex, D.L.F. Dilshad Extension-II, Ghaziabad, Uttar Pradesh

[cs.naseemahmed@gmail.com](mailto:cs.naseemahmed@gmail.com), [www.rubaruprofessionals.com](http://www.rubaruprofessionals.com)

S.NO	Name of Services	Yes/No	Proposed Professional fee
1	Drafting of deed and its registration of Public Charitable Trust		
2	Drafting of MOA and by-laws and its registration under the Societies Act, 1860		
3	Drafting of MOA and by-laws and its Registration under section 8 of the companies Act, 2013		
4	Registration of Declaration of Property under the Waqf Act, 1995		
	Registration of Co-operative societies		
5	Drafting of deed of Association of Person (AOC), execution of it on stamp paper with notarization		
6	Drafting of Supplementary deed for giving the effect of amendment or change in Trust Deed		
7	Make amendment in MOA and by-laws of Society.		
8	Make amendment in MOA and by-laws of Section 8 Company		
9	(PAN) Permanent Account No./ (TAN) Tax Account Number		
10	NGO Darpan		
11	12 A license from Commissioner of Income Tax (Exemption) for NGO under Income Tax Act, 1961		
12	80G license from Commissioner of Income Tax (Exemption) for NGO under Income Tax Act, 1961		
13	FCRA Registration with Ministry of Home Affairs		
14	Registration under the Employees Provident Funds Act, 1952		
15	Registration under the Employees State Insurance Act, 1948		
16	Registration of the school and entities under the Shop and Establishment Act of State		
17	Registration the name or brand under the Trade Mark Act, 1999		
18	Drafting of Agenda, Notices, Attendance and Minutes of Proceedings of Meeting of Governing body/Management committee/Local Board/ Executive Committee		
19	Drafting of Agenda, Notices, Attendance and Minutes of Proceedings of Meeting of General Members		
20	Preparation of Statutory Registers: <ul style="list-style-type: none"> <li>• Register of Board of Trustees</li> <li>• Member's Register</li> <li>• Register of Assets</li> <li>• Register of employees and staff</li> <li>• Register of Loan and advances</li> <li>• Register of Contracts and arrangements</li> <li>• Register of Investment and deposits</li> <li>• Register of Related Parties</li> <li>• Register of Corpus Funds</li> <li>• Register of Donor or Contribution</li> <li>• Register of Donation in Kind</li> </ul>		
21	Implementing the Internal Policies: <ul style="list-style-type: none"> <li>• Policy for digitalization</li> <li>• Leave Policy- done</li> <li>• Sexual Harassment Policy- done</li> </ul>		

	<ul style="list-style-type: none"> <li>• 22Overtime Policy</li> <li>• Nomination Policy</li> <li>• CSR &amp; sustainable Policy</li> <li>• Internal Control Policy</li> <li>• Internal Audit Policy</li> <li>• Travel Policy</li> <li>• Education &amp; training Policy for the staff and teachers</li> <li>• Environment protection Policy</li> <li>• Water conservation Policy</li> <li>• Energy conservation Policy</li> <li>• Student Fee relaxation policy (quota reservation)</li> <li>• Performance review Policy</li> <li>• Governance &amp; compliance policy</li> <li>• Health &amp; safety policy of student, teacher &amp; staff</li> <li>• Teacher &amp; staff Retirement and welfare policy</li> <li>• Education awareness &amp; promotion policy</li> <li>• Sports promotion policy</li> <li>• Board policy</li> <li>• Risk Management Policy</li> </ul>		
22	<p>Drafting and execution of Agreements, &amp; Arrangements:</p> <ul style="list-style-type: none"> <li>• Work contract</li> <li>• Building Construction agreements</li> <li>• Gift deeds</li> <li>• Employment agreements</li> <li>• Service Agreements</li> <li>• Appointment letters</li> <li>• Resignation letters</li> <li>• Termination/dismissal</li> <li>• Commission/collection agent</li> <li>• Donation receipts</li> </ul>		
	<p>Returns and submission with Government Authorities:</p> <ul style="list-style-type: none"> <li>• ITR with Income Tax</li> <li>• Quarterly return at FCRA Portal</li> <li>• Yearly Return with Registrar of Societies</li> <li>• Yearly Return with Registrar of Companies</li> <li>• Yearly Return with Waqf Board</li> <li>• Monthly return under the Employees provident Fund Act, 1952</li> <li>• Monthly contribution under the Employees State Insurance Act, 1948</li> <li>• Periodically return under the Payment of Bonus Act, Minimum Wage Act, 1948, Equal remuneration Act, 1976, Maternity Leave Act, Employees Sexual Harassment at work Place</li> </ul>		
23	<p>Audit and Verification Services:</p> <ul style="list-style-type: none"> <li>• Statutory audit of NGO under the Companies Act, 2013</li> <li>• TAX audit (Form 10B) under the Income Tax Act, 1961</li> <li>• Statutory Audit under the Societies Act, 1860</li> </ul>		

	<ul style="list-style-type: none"> <li>• Internal Audit of operations and fixed assets</li> <li>• Attendance and Time Sheet verification of employees and management</li> </ul>		
24	<p>Accounts and book keeping related services:</p> <ul style="list-style-type: none"> <li>• Maintenance of Day book</li> <li>• Students Ledgers,</li> <li>• Day Book,</li> <li>• Donation Receipt in cash</li> <li>• Donation receipt in Kind</li> <li>• Admission Fee/Ledger</li> <li>• Employee Master</li> <li>• Salary Ledger</li> <li>• Vouchers</li> <li>• General ledger</li> <li>• Vendor Ledger,</li> <li>• fixes assets Ledger</li> <li>• cash ledger and bank ledgers,</li> <li>• receipt and payments</li> <li>• Income and expenditure and</li> <li>• Balance sheet</li> <li>• cash flow statements</li> <li>• Accounting in Tally and generating the accounting reports</li> </ul>		
25	<p>Annual Reports- of the society key disclosures:</p> <ul style="list-style-type: none"> <li>• President speech</li> <li>• Principal speech</li> <li>• Past performance</li> <li>• Future assurance and commitments</li> <li>• Risk assessment</li> <li>• Social impacts</li> </ul>		
26	<p>Payroll registers and reports:</p> <ul style="list-style-type: none"> <li>• Attendance register /</li> <li>• Employee Masters with KYC</li> <li>• Personal files</li> <li>• Wage register</li> <li>• Advance register,</li> <li>• Pay slips,</li> </ul>		

	<ul style="list-style-type: none"> <li>• consultancy under labour laws with reconciliation of payments thereof</li> </ul>		
27	<p>Legal Matters:</p> <ol style="list-style-type: none"> <li>1. Filing of application to CBDT, Principal Chief Commissioner, Chief Commissioner for condonation of delay in filing forms/returns under Income Tax Act, 1961</li> <li>2. Filing appeal before the CBDT for condonation of delay in filing Tax audit report (Form 10B)</li> <li>3. Merger and takeover agreements with association of person with society and trust</li> <li>4. Transfer the assets and liabilities from one NGO to another NGO</li> <li>5. Assistance as legal representative in all legal suits and proceedings by or and against the NGO</li> <li>6. Inspection, Verification and submission services before ED enforcement directorate, Police commissioners, Security agencies</li> </ol>		