Digital Administration for Transparency and Accountability
GUIDELINES FOR ONLINE SUBMISSION OF APPLICATION UNDER SECTION 41 C AND OBTAINING PERMISSION FOR COLLECTION OF DONATIONS.
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.
Firstly, move on to the charity organization website charity.maharashtra.gov.in
Now click on “New User Registration”.
Fill every necessary information in the boxes displayed on the screen for New User Registration.
In this way, fill up the form properly and also create your own user name and password (note them somewhere for memory).
For Security reason, type figure, number seen on the screen, as it is.
Click on “Register” button.
Data has been saved successfully.

Your form will be registered and you will get the respective message.
Data has been saved successfully

Now click on “login”.
Here, type your registered user name and password.
For Security reason, type figure, number seen on the screen, as it is.
Now click on “Login”.

[Image of login page with username and password fields, CAPTCHA, and login button highlighted]
Now you are on your Home Page.
You can avail the benefits of services displayed in the colorful boxes.
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.
Now click on “Register An Event (41 C)”.
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.
Now click on “ADD MOVABLE PROPERTY”.
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.
After filling information, click on “SUBMIT”.
If your Mandal has any Immovable property, click on “ADD IMMOVABLE PROPERTY”. If not, don’t Click.
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.
After filling information, click on “SAVE”.

Add Immovable Property

Town/Village *

C.S./Municipal/Survey No

Area *

Assessment/Judicial

Tenure/Nature *

Estimated Value (In INR)

SAVE Close
If your Mandal has any movable or immovable property, then fill information regarding Sources of income, Annual income. If not, then put 0.
If there is a provision for Mode of Succession in your sub-rules, then mention it, otherwise type 'Not Applicable'.
Also mention the Minimum and Maximum number.
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.
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.
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.
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.
1) Whether the particulars stated in the application are correct?
2) Whether supporting documents attached are as per the requirements?
3) Whether the member details are mentioned?
4) Whether recommendation letter available?
5) Whether last year's accounts submitted?
6) Is NOC for event venue available?
7) Is organization registered under public trust?
8) Have you already applied for trust registration?
9) Whether organization had applied for permission previously?
10) Whether permission letter was issued earlier?
11) What is the height/layers of Human pyramid?
Now fill correct information for question at Sr. No. 11. If said question is not applicable, then just enter 0.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Whether the particulars stated in the application are correct?</td>
<td>Select</td>
</tr>
<tr>
<td>2) Whether supporting documents attached are as per the requirements?</td>
<td>Select</td>
</tr>
<tr>
<td>3) Whether the member details are mentioned?</td>
<td>Select</td>
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<tr>
<td>4) Whether recommendation letter available?</td>
<td>Select</td>
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Fill every necessary information regarding previous permission, in the form displayed on the screen.
Screen will display name of the Applicant and other details.

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Name of the Member</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Occupation</th>
<th>Mobile No</th>
<th>Email Id</th>
<th>Aadhar No</th>
<th>Pan</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Harish</td>
<td>13/08/1996</td>
<td>Male</td>
<td></td>
<td>708305927</td>
<td><a href="mailto:harishabhade5@gmail.com">harishabhade5@gmail.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click on “Edit” for filling the remaining information such as Aadhar Card Number, Pan Card Number.
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.
Now click on “ADD MEMBER”, for filling the Names of Members and their other information.

**Details of previous year permission letter**

<table>
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<tr>
<th>Permission letter No</th>
<th>Permission letter Date</th>
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<tbody>
<tr>
<td></td>
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**Has organization taken any loan?**

Select

**Is organization registered under Public Trust Act 1950?**

Select

**Organization Registration Number?**

<table>
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**Names of Members**

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**ADD MEMBER**
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.
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.
Now click on “SAVE”.
If any remarks are there regarding Event (41 C), then type them in “Remarks” box.
If there are no remarks regarding Event (41 C), then type “No Remarks” in “Remarks” box.
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”.

<table>
<thead>
<tr>
<th>No.</th>
<th>Document List</th>
<th>Upload Document List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Previous year account details</td>
<td>Choose File No file chosen</td>
</tr>
<tr>
<td>2</td>
<td>Last year's permission letter</td>
<td>Choose File No file chosen</td>
</tr>
<tr>
<td>3</td>
<td>Recommendation letter</td>
<td>Choose File No file chosen</td>
</tr>
<tr>
<td>4</td>
<td>NOC</td>
<td>Choose File No file chosen</td>
</tr>
<tr>
<td>5</td>
<td>Any Other Document</td>
<td>Choose File No file chosen</td>
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Note: File name should be simple. Two dots, special characters except (space, "", & _) are not allowed. File size above 1MB is not allowed.
After uploading all necessary documents, click on “SUBMIT”.

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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.