

ORGANIZATIONAL PROFILE

Name of the Organization	CHETNA VIKAS
Contact Person	Mr. Kumar Ranjan Secretary 09431132373 (M)
Head Office:	Lok Nayak Bhawan Bypass Road, Baijnathpur (Rampur) B. Deoghar-814112 (Jharkhand) Mobile – 9234025168, 9334381163
Field Office:	<ol style="list-style-type: none">1. Jhano Phulo Ashram, Bhurkuria Kothiya More, Sariayahat, Dumka - 8141012. c/o Mahesh Jaiswal Near Singh Dial, Godda Road Hansdiha, Dumka – 8141013. c/o Mrs. Renu Prasad Ist Floor Himani Bhawan Beside Barganda Giridih – 8153014. c/o Mr. Harihar Prasad Pathna Police Station Barharwa Dist- Sahebganj5. c/o Mr. Keshav Singh At- Veer Kunwar Singh Nagar Saraidhela Dhanbad –6. c/o Mahesh Prasad Jaiswal Ghoushala Road Tower Chowk Dumka

Registration Details:-

S.N.	Act. of Registration	Regd. No.	Date	Place
1.	Registered under society Registration Act 21/1860	Reg. No. 279/2006	Dated 18.02.2006	Ranchi, Jharkhand
		Reg. No.70/87-88 (Undivided Bihar)	Dated 14-05-1987	Patna, Bihar
2.	FCRA Registration No.	Registration No.- 337680011	Dated 24 th January 2003	Delhi
		Registration No.- 031220024 (Undivided Bihar)	Dated 20 th December 1990	Delhi
3.	Income Tax Registration No.	25/96-97	Dated 2.09.1997	Patna
4.	PAN No.	AAAT (3120H)		Mumbai
5.	TAN No.	RCHC0066ID	Dated 23 Sept'2006	Mumbai
6.	Employees Provident Fund	JH/RNC/11386/	Dated 18.8.2004	Ranchi

Auditor

Sunil Kumar Sultania

Indralok Complex, 2nd Floor, Above Central Bank of India

Near Tower Chowk,

B. Deoghar -814112 (Jharkhand)

(M) -094311-32510

Background of the Organization:

Chetna Vikas was founded in the year 1985 by a team of young social activists who were actively engaged in the Sampurna Kranti Movement of Loknayak Jaiprakash and joined together to form this organization for the consciousness ,empowerment and overall development of the disadvantaged section of the society on the values of peace, justice and equity.Chetna Vikas is founded on the basis of Gandhian ideology as it pertains to the alleviation of human suffering and injustice and the development of vulnerable people. The concept of SWARAJ and ANTYODAYA are leading values for the organizational strategic plan. The founders have been

keen to keep the environment and spirit intact even within smaller premises with little area of work.

Development Partners of Chetna Vikas are Tribal and Economically backward section of the Society, who are deprived of the developmental rights, the farmers who are living under subsistence farming and adversely affected by the agro environmental factors, the women and children who are deprived of their rights.

Chetna Vikas employs rights-based, people-centered, grassroots and participatory methods: to eliminate socio-economic inequality; to promote health, nutrition and well-being; to facilitate self-reliance; to enable local self-governance; to ensure natural resource management; and to promote people's advocacy.

Geographical Area of Operation

We are working in 11 districts of Jharkhand in Deoghar, Dumka, Sahebganj, Giridih, Lohardaga, Palama, West Singhbhum, Chatra, Dhanbad, Bokaro and Gumla.

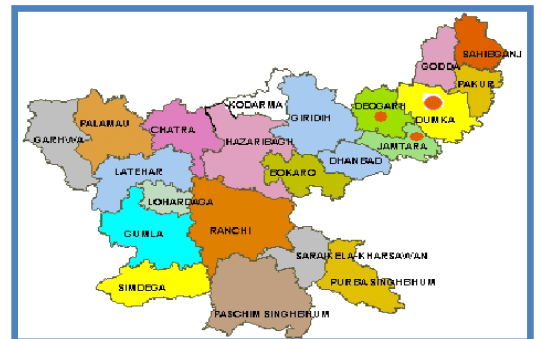
Inclusive education, Child centered programs, Women empowerment, livelihood Promotion, Child protection, working with Disable people, Health and Nutrition these areas are covered through different projects.

Focused Group :

Tribal, Economically backward section of the society, Marginal Farmers, Adolescent & Women And subjugated women, Disabled, Children & Youth

Key Objectives of the organization

- To work on Child Rights and protection issues with rural children promoting Integrated Child Protection Scheme.
- To promote awareness of health, hygiene and nutrition among rural masses.
- To facilitate holistic well-being and development of women and children.
- To educate women about their rights and reduce gender inequalities.
- To promote agriculture activities for food and livelihood security.
- To develop entrepreneurial skills for youth self-employment.
- To create awareness of pro-poor, rights-focused government programs and policies and to ensure benefit of these.
- To enable local self-governance and active participation of all stakeholders.



- Formation and strengthening of Disable Peoples Organization (DPOs)
- Mainstreaming of VI children to inclusive education
- To provide home based care to special cases and children (0-3)yrs
- To empower NGOs and CBOs to undertake development initiatives.
- To organize and assist people's organization and advocacy.

Staff Strength

The Organization has currently 16 technical members from different domains at managerial position who was subject matter specialist in agriculture rural development, women empowerment, Child Protection and Child Right, and human resource. The also form core team of the Organization.

In second line field executive are in different cluster of project area. The organization has proportioned representation of the SC, ST, Women and PWD in the staff structure

ADMINISTRATIVE AND OPERATIONAL MECHANISM

Chetna Vikas has a Governing Board. The President, Secretary and the Treasurer are office bearers of the organization. The Governing board consists of 11 members who are passionate social workers with 3 female and 8 male members who have vast grass root experience in Rural development sector. They have the necessary expertise and knowledge in working with government agencies, national donors and international donors. Above the Governing Board there is a General Body which consists of 25 members. This is the supreme body which forms Governing Board. The meeting of the General Body is held once in a year as well as according to the requirement the meeting can be convened again. The General Body has right to amend the bye laws of the organization.

According to the provisions made in the bye laws of the organization, the Governing Board members meet twice in a year. The members discuss the different aspects of development of the projects and other policy matters in these meetings and the reports are disseminated among the members. The members decide next course of future action and the governing body gives direction, on the basis of same necessary action are taken place in the greater interest for the target group. As per need of the situation mid term meetings are also called to take major decisions.

No. of Staff	Male	Female	Total
Full Time	50	07	57
Part Time	13	18	31
Consultant	04	00	04
Volunteer	15	05	20

List of Governing Board members as on 1st April 2014

SI No	Name	Gender	Designation
1	Sri Rabindra Bhai	M	President
2	Sri Kumar Ranjan	M	Secretary
3	Sri Babulal Kapri	M	Treasurer
4	Sri Vashishta Narayan Singh	M	Member
5	Sri Sanjeev Deo	M	Member
6	Mrs Rekha Kunui	F	Member
7	Sri Bhuwaneshwar Yadav	M	Member
8	Sri Anand Mohan Singh	M	Member
9	Mrs Poonam Verma	F	Member
10	Mrs Nirmala Devi Choudhary	F	Member
11	Mrs Sadhana Kumari	F	Member

Governance:-

Chetna Vikas is having separate policies on the following issues:-

- **Human Resource Policy**
- **Financial Manual**
- **Gender Policy**
- **Child Protection Policy**

Financial Management

As far as the financial management of the organization is concerned, there is a team of accountants headed by the Finance Manager who is responsible for overall finance related matters. The annual budget is approved by the Governing Board and the General Body. The Project in charges prepares monthly and quarterly budgets with action plan and it is presented in the staff meetings for approval of the Secretary.

Recruitment Policy

There is an internal team for recruitment of staffs which consists of five members and is headed by the Secretary himself. This committee is called Recruitment Committee. The other members of the Recruitment Committee are the Concerned Project In charge and the members of the Governing Board. In Requirement process first application is applied for the concerned post and on basis of post requirement the application is short listed by project in charge and director, then candidates are informed for the interview and the suitable candidates are selected. There are some fixed criteria for the selection of candidates like qualifications and experiences etc. The selected candidates are briefed about the rules and regulations of the organization and are asked to sign the agreement. The other signatory of the agreement is Secretary himself. The agreement is for one year only and is extended according to the performance of the staff or extension of the project.

Infrastructure:

Administrative Office : Covers 4000 Sq.ft. with well-furnished room equipped with fans and lights. Project-wise room. A big hall for assembly and meetings. 9 No. of Computers and Internet facility. Generators for emergency.



Training Centre : A training hall with accommodation of near about 50 participants. Rooms are well equipped with fans and lights, LCD facility, catering facility, proper electric and water supply.



Transparency Profile

No other reimbursements have been made to any Board members Highest Paid salaries and lowest paid salary in the organization

- Remuneration of highest paid staff member INR 216000 per annum
- Remuneration of lowest paid staff member INR 36288 per annum

Financial Years	Receipt (Rs)	Payment (Rs)	Slab of gross salary (in INR)	Male	Female	Total
2012-13	1,93,17,220.82	1,59,62,099.75	< 5000	26	16	42
			5000-10000	27	06	33
2011-12	1,07,37,786.40	8,55,37,197.25	10000-15000	05	01	06
			15000-20000	03	00	03
2010-11	1,16,75,563.42	97,94,282.09	20000-25000	01	01	02
			25000-30000	01	01	02

Our Mission Partners

Sl No.	Mission Partner	Sl No.	Mission Partner
1	Action Aid, India	2	A2Z
3.	Australian High Commission	4	CAPART, Patna
5	CARE India	6	CARITAS India, CBR FORUM
7	CASA	8	CCF-RCH, Germany
9	CEDPA, India	10	CHILD FUND INDIA (CFI)
11	CFLI (Canadian High Commission)	12	CINI Kolkata
13	Community Aid Abroad, Australia	14	CRS Kolkata
15	DFID	16	DRDA, Deoghar
17	EZE/GPC	18	Gandhi Vihar Parishad Bankura
19	GTZ, Germany	20	Jharkhand Health Society, Ranchi
21	NABARD, Ranchi	22	NCRI, Hyderabad
23	NEAC	24	Oxfam India
25	Sightsavers	26	Stitching HIMOS
27	The Hans Foundation	28	XISS- Ranchi & ICOMP Malaysia
29	Plan India	30	Save the Children
31	Paul Hamlyn Foundation	32	Rastriya Sawasthya Bima Yojana
33	India Literacy Project	34	



Our Mission & Vision

Mission:

Chetna Vikas' mission is to empower the poor, disabled and disenfranchised in rural regions of Jharkhand State to achieve the Gandhian principle of "sarvodaya" (universal uplift). To this end, Chetna vikas employees right based , people centred, grass root and participatory methods : to eliminate socio economic inequality, to promote health, nutrition and well being, to facilitate self reliance, to enable local self governance, to ensure national resource management , and to promote peoples advocacy.



Vision:

Chetna Vikas envisions a progressive and sustainable rural India, wherein all people live peacefully and with dignity, enjoying social, political and economic equality as well as the right to livelihood, freedom of expression, and equal opportunity for public participation.

