



The Office of Charity Commissioner
धर्मादाय आयुक्तालय, महाराष्ट्र राज्य



DĀTĀ दाता

Digital Administration for Transparency and Accountability

दाता : पारदर्शकता आणि बांधिलकीसाठी संगणकीकृत प्रशासन

www.taxguru.in

GUIDELINES FOR ONLINE ENTRIES IN SCHEDULE I



Office of the Charity Commissioner
Government of Maharashtra



Introduction

Welcome to Charity Organization website. Now we will understand the procedure for making online entries in Schedule I.



Information of Trust's Schedule I

Schedule I is the most important document amongst all other documents maintained by the Charity Commissioner Office. All information about the Trust are maintained in the prescribed form of 28 columns and this information is required to be submitted in different offices by the Trustees in cases such as loan from Bank, Investment, sell and purchase of property, change in trustees etc. All these entries are maintained in a large size Register. But now these Registers are not in a good condition because they are very old. So, it is very essential now to maintain your Trust's entries in latest electronic record.



Note

Kindly note that on submission of Accounts online, the respective District Office sends the User Id and Password on registered email. With that User Id and Password, you can fill your Trust's Schedule I online. Hence, it is mandatory to file your trust accounts online so that you will have an access for making Schedule I entries online.



Office of the Charity Commissioner
Government of Maharashtra

You will get the User Id
from the respective
District Office on
registered e mail.

www.taxguru.in

@gov.in x Gmail - Free Storage and x Inbox (1) - chrtooffice@g... x

/main.html?lang=en-US&3.0.1.2.0_15121607&

Upload - F Leave Application Let parthinfo.live-scdn.bi WhatsApp Web New Tab Grammar Check Online Social Media Icon Str KLIC - KLIC DTP (Core Vista Print olx parthinfo.bc-scdn.b

Inbox OCC Login Acti...

Reply Forward Move Print Delete

Subject: OCC Login Activation
To: comp.mum-mh@gov.in

Date: 03/04/17 04:12 PM
From: noreply.occom@maharash

Dear Trustee,

We have received your trust accounts and we appreciate your efforts in submitting your trust accounts on-line.

Your user id to access your trust related activities is : E0010507GBR

Your password activation link is as follows.

<https://charity.maharashtra.gov.in:8060/login.aspx?key=BF4829C6CCE746588456443937053A1C2ABBF13AE8CEBEE20759D35AB3C85BDD4DD22AE04A0D28D1D90DEB51174ACDB4>

Please set your password by accessing above link. For security reason please do not share your password with anyone.

Thanks
The Office of Charity Commissioner

Buddy List



On clicking on the link
received from the
respective office, you
can create your own
password.

@gov.in x Gmail - Free Storage and x Inbox (1) - chrtooffice@g... x

/main.html?lang=en-US&3.0.1.2.0_15121607&

Upload - F Leave Application Let parthinfo.live-scdn.bi WhatsApp Web New Tab Grammar Check Online Social Media Icon Str KLIC - KLIC DTP (Core Vista Print olx parthinfo.bc-scdn.b

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Please set your password by accessing above link. For security reason please do not share your password with anyone.

Thanks
The Office of Charity Commissioner

Buddy List



Create your own password.

Change Password

New Password *

••••••••

Confirm Password *

••••••••

Please Enter Correct Code.



[Generate New Image](#)

U7W9I

Type the code from the image

SUBMIT

CLEAR



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

Change Password

New Password *

.....

Confirm Password *

.....

Please Enter Correct Code.

~~U7W9I~~

[Generate New Image](#)

U7W9I

Type the code from the image

SUBMIT

CLEAR



Click on “SUBMIT”.

Change Password

New Password *

••••••••

Confirm Password *

••••••••

Please Enter Correct Code.



[Generate New Image](#)

U7W9I

Type the code from the image

SUBMIT

CLEAR



Office of the Charity Commissioner
Government of Maharashtra

charity.maharashtra.gov.in

Firstly, move on to the
charity organization
website

charity.maharashtra.gov.in
and then click on “LOGIN”.

www.taxguru.in

सराळे | A- | A | A+ | A++

The Office Of Charity Commissioner
Maharashtra State

Search:

FAQ | Site Map | Contact Us

Home | About Us | Acts & Rules | Office Info | RTI | RTS | Preliminary Procedure | Application Guidelines | **LOGIN**

New User Registration | COURT ORDER | SUBMIT YOUR TRUST ACCOUNTS | VIEW HOSPITAL DETAILS | VIEW BED AVAILABILITY | KNOW



The Office of Charity Commissioner
धर्मदाय आयुक्तालय, महाराष्ट्र राज्य

DATĀ दाता

Digital Administration for Transparency and Accountability
दाता : पारदर्शकता आणि बांधिलकीसाठी संगणकीकृत प्रशासन

Announcement [Archive](#)


Inauguration of the office of the Joint Charity Commissioner, Public Trust, Aurangabad
[Read more](#)

6 January 2015


Workshop 2015 held at Judicial Academy, Uttan
[Read more](#)

6 January 2016


Facilities Available For Weaker And Poor Citizens
[Read more](#)

6 January 2015


[Circulars \(Section wise\)](#) [Circulars \(Serial wise\)](#)


[Charity Offices](#) [Charity Hospitals](#)




Type the User name and
Password in the box.

Login

 Anil



Please Enter Correct Code.



[Generate New Image](#)

H2QXM


Type the code from the image


[Forgot Password ?](#) | [Register User](#) Login Clear




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

Login

 Anil



Please Enter Correct Code.

[Generate New Image](#)

Type the code from the image

[Forgot Password ?](#) | [Register User](#)



Click on “Login”.

Login

Anil

.....

Please Enter Correct Code.

[Generate New Image](#)

H2QXM

Type the code from the image

[Forgot Password ?](#) | [Register User](#)


Login

Clear



Now you are on your
Home Page. You can see
your name on the Screen.


मराठी | A- | A | A+ | A++



The Office Of Charity Commissioner Maharashtra State

Search the site...


FAQ | Site Map | Contact Us | Change Password


 Register Trust | Data Entry | RTI | Schedule VIIA | File A Application Scheme Change | Apply Certified True Copy | File An Appeal Request | Trust Accounts | Society


Event | Take An Objection | Schedule-I Register Report | Trust Update | Search Schedule-I Data | Schedule-I Data Entry


LOGOUT


My Applications



Register Trust



Register A Society



Register An Event (41C)


File A Change Report


Request CertifiedCopy


Pay Your Fees


Submit Your Accounts


File A Complaint

Service Request Number

Application Type

Application Date

Trust Name

SEARCH

Service Request Number	Application Type	Trust Name	Application Date	Status
------------------------	------------------	------------	------------------	--------



Click on “Trust Update”.



The Office Of Charity Commissioner Maharashtra State



Register Trust

Data Entry

RTI

Schedule VIIA

File A Application Scheme C

Event

Take An Objection

Schedule-I Register Report

Trust Update

Search Schedu

My Applications



Screen will display your
Trust's Information.

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Welcome SNEHA

Search the site...

FAQ | Site Map | Contact Us | Change Password

Register Trust | Data Entry | RTI | Schedule VIIA | File A Application Scheme Change | Apply Certified True Copy | File An Appeal Request | Trust Accounts | Society

Event | Take An Objection | Schedule-I Register Report | Trust Update | Search Schedule-I Data | Schedule-I Data Entry

LOGOUT

PTR Office: Greater Mumbai Region

Registration Date: 05/06/2017

Serial Number: 466556

Trust Type: A

Trust Detail

Trust Name: Afreen

Local Trust Name: आफरीन

Trust PAN Number:

NITI Aayog ID:

FCRA Registration Number:

Building Name Or Office Name: occ

ओक्क

Street Name: anni besant

अन्नी बेसेंट

LandMark: Rbi

आरबीआई



Click on “ADD TRUSTEES”.

Trustee/Trustees Details

Sr.No	Name of the Trustee	Date of Birth	Gender	Occupation	Mobile No	Email	Aadhar No	PAN No	Nationality
-------	---------------------	---------------	--------	------------	-----------	-------	-----------	--------	-------------

1 2 3 4 5 6 7 8 9 10

ADD TRUSTEES

Mode of Succession

Mode of Succession	Maximum No. of Trustees	Maximum No. of Trustees	Particulars of Documents creating Trust	Particulars of Documents constituting of Security
Object of the Trust				
<input type="checkbox"/> Charitable Purpose				
<input type="checkbox"/> Educational				
<input type="checkbox"/> Medical				
<input type="checkbox"/> Old Age Home				
<input type="checkbox"/> Employment				
<input type="checkbox"/> Religious				
<input type="checkbox"/> Social Service				
<input type="checkbox"/> Sports				
<input type="checkbox"/> Others				
Particulars other than documents about the origin or creation of trust			Particulars of scheme of any relating to the trust	

Movable Property Details

Sr.No	Property Details	Estimated Value
-------	------------------	-----------------

1 2 3 4 5 6 7 8 9 10



Fill the information in the square as per the latest accepted Change Report.

Trustee/Trust

Sr.NoName of the

ADD TRUSTEE

Mode of Su

Mode of S

Maximum No o

Objects o

Particular other than documents about the origin or creation of trust

Particular of scheme if any relating to the trust

Movable Property Details

Sr.No	Property Details	Estimated Value
-------	------------------	-----------------

Add Trustees

Name of the Trustee

Gender

Occupation

Building Name Or Office Name

Street Name

LandMark

Pin

State

Taluka

Local Trustee Name

Date of Birth

Designation

District

Village

Mobile No.

Email Id



Click on “SAVE”.

Trustee/Trust

Sr.NoName of the

ADD TRUSTEE

Mode of Suc

Mode of S

Maximum No of

Objects of

Particular other than documents about the origin or creation of trust

Particular of scheme if any relating to the trust

Movable Property Details

Sr.No	Property Details	Estimated Value
-------	------------------	-----------------

Add Trustees

Name of the Trustee

Gender

Occupation

Building Name Or Office Name

Street Name

LandMark

Pin

State

Taluka

Mobile No.

Local Trustee Name

Date of Birth

Designation

District

Village

Email Id

SAVE

Close



Fill information of your
Trust in the square such
as Objects, Trust creating
document, Mode of
Succession, Number of
Trustees etc.

Mode of Succession

Mode of Succession

Maximum No of Trustees

0

Objects of the Trust

- ☐ Charitable/Welfare
- ☐ Educational
- ☐ Medical
- ☐ Old Age Homes
- ☐ Orphanage
- ☐ Religious
- ☐ Social Service
- ☐ Sports
- ☐ Others

Particular other than
documents about the
origin or creation of trust

Minimum No of Trustees

0

Tenure of Trustees

☐ For Life

Particular of Documents
creating Trust

- ☐ Constitution of Society
- ☐ Decree
- ☐ Indenture
- ☐ Scheme
- ☐ Trust Deed
- ☐ Will
- ☐ Others

Particular of scheme if
any relating to the trust



Click on “ADD MOVABLE
PROPERTY”.

Movable Property Details

Sr.No

Property Details

Estimated Value

◀ 1 ▶ 10 ▼

ADD MOVABLE PROPERTY

Immovable Property Details

Sr.No. Town/Village Area C/Municipal/Service No. Assessment/Val. Taxation/Status Estimated Value

◀ 1 ▶ 10 ▼

ADD IMMOVABLE PROPERTY

Income Details

Source of Income

Average Gross Annual Income

From Immovable Property

0.00

From Movable Property

0.00

Total Gross Income

0.00

Property Income

(Property)

Average annual expenditure

On immovable property

0.00

On movable property

0.00



Fill information of Trust's
movable property in the
square.

ADD MOVABLE PROPERTY

Immovable Property Details

Sr.No Town/Vi

ADD IMMOVABLE PROPERTY

Income Details

Sources of Income

Average Gross Annual Income

From Movable Property	0.00	From Immovable Property	0.00
Total Gross Income (Movable Property+Immovable Property)	0.00		

Average annual expenditure

On remuneration to trustees and manager	0.00	On establishment and staff	0.00
On religious objects	0.00	On charitable objects	0.00
On miscellaneous items	0.00	Total Annual Expenditure	0.00

Add Movable Property Details

Property Details

Estimated Value (in INR)

SUBMIT

Close



Click on “SUBMIT”.

Navigation: < 1 > 10

ADD MOVABLE PROPERTY

Immovable Property Details

Sr.No	Town/Vill	Estimated Value
Navigation: < 1 > 10		

ADD IMMOVABLE PROPERTY

Income Details

Sources of Income

--	--

Average Gross Annual Income

From Movable Property	0.00	From Immovable Property	0.00
Total Gross Income (Movable Property+Immovable Property)	0.00		

Average annual expenditure

On remuneration to trustees and manager	0.00	On establishment and staff	0.00
On religious objects	0.00	On charitable objects	0.00
On miscellaneous items	0.00	Total Annual Expenditure	0.00

Add Movable Property Details

Property Details

Estimated Value (in INR)

SUBMIT Close



Click on “ADD IMMOVABLE
PROPERTY”. If trust as no
Immovable property, then
don’t click.

Immovable Property Details

Sr.No.

Property Details

Estimated Value



ADD IMMOVABLE PROPERTY

Immovable Property Details

Sr.No	Town/Village	Area	CSMunicipal Survey No	Assessment/Judi	Tenure/Nature	Estimated Value
-------	--------------	------	-----------------------	-----------------	---------------	-----------------



ADD IMMOVABLE PROPERTY

Taxation Details

Source of Income

Average Gross Annual Income

From Immovable Property

0.00

From Immovable Property

0.00

Total Gross Income

0.00

Property Immovable

Property

Average annual expenditure

On immovable property

0.00

On immovable property

0.00



Fill information of Trust's
immovable property in the
square.

ADD MOVABLE PROPERTY

Immovable Property Details

Sr.No Town/Village

ADD IMMOVABLE PROPERTY

Income Details

Sources of Income

Average Gross Annual Income

From Movable Property	0.00	From Immovable Property	0.00
Total Gross Income (Movable Property+Immovable Property)	0.00		

Average annual expenditure

On remuneration to trustees and manager	0.00	On establishment and staff	0.00
On religious objects	0.00	On charitable objects	0.00
On miscellaneous items	0.00	Total Annual Expenditure	0.00

Add Immovable Property

Town/Village C.S./Municipal/ Survey No

Area Assessment/ Judicial

Tenure/Nature Estimated Value (in INR)

SAVE Close



Click on “SAVE”.

ADD MOVABLE PROPERTY

Immovable Property Details

Sr.No Town/Village

ADD IMMOVABLE PROPERTY

Income Details

Sources of Income

Average Gross Annual Income

From Movable Property 0.00 From Immovable Property 0.00

Total Gross Income (Movable Property+Immovable Property) 0.00

Average annual expenditure

On remuneration to trustees and manager 0.00 On establishment and staff 0.00

On religious objects 0.00 On charitable objects 0.00

On miscellaneous items 0.00 Total Annual Expenditure 0.00

Add Immovable Property

Town/Village C.S./Municipal/ Survey No

Area Assessment/Judicial

Tenure/Nature Estimated Value (in INR)

SAVE Close



Fill details of Annual
Income in the square.

Income Details

Sources of Income

Average Gross Annual Income

From Movable Property

0.00

From Immovable Property

0.00

Total Gross Income

0.00

(Movable

Property+Immovable

Property)

Average annual expenditures

On remuneration to
trustees and manager

0.00

On establishment and
staff

0.00

On religious objects

0.00

On charitable objects

0.00

On miscellaneous items

0.00

Total Annual Expenditure

0.00

Particulars of
investments if any in
trust property

Particulars of title deeds
pertaining to trust
property and the names
of trustees in possession
thereof

Remarks



Fill details of Annual
Expenditure in the square.
Also mention Remarks in
“Remarks” box.

Income Details

Source of Income

Average Gross Annual Income

From Immovable Property

0.00

From Movable Property

0.00

Total Gross Income

0.00

Property Income

Property

Average annual expenditure

On remuneration to
trustees and manager

0.00

On establishment and
staff

0.00

On religious objects

0.00

On charitable objects

0.00

On miscellaneous items

0.00

Total Annual Expenditure

0.00

Particular of
encumbrances if any on
trust property

Particular of title-deeds
pertaining to trust
property and the names
of trustees in possession
thereof

Remarks



While submitting the
Accounts, information
filled under
communication details,
can be seen on the
screen.

Communication Detail

Contact Name/Nodal Officer/Rugnamitra	sneha	Contact Name/Nodal Officer/Rugnamitra	स्नेहा
Building Name Or Office Name	occ		ओव्क
Street Name	anni besant		अन्नी बेसेंट
LandMark	rbi		आरबीआई
Pin	400018		
State	Maharashtra	District	Select
Taluka	Select	Village	Select
Mobile No	9029297284	Email Id	sneha.charity99@gmail.com

SAVE AS DRAFT

SEND FOR VERIFICATION



While making entries in
Schedule I, if work is left
incomplete, then click on
“SAVE AS DRAFT”.

Tax Identification Number		Total Annual Expenditure	
Particulars of immovable property held by the assessee		Particulars of the assets pertaining to such property and the nature of business or profession carried on	
Remarks			
Communication Detail			
Contact Name/Nodal Officer/Rugnamitra	sneha	Contact Name/Nodal Officer/Rugnamitra	स्नेहा
Building Name Or Office Name	occ		ओव्क
Street Name	anni besant		अन्नी बेसेंट
LandMark	rbi		आरबीआई
Pin	400018		
State	Maharashtra	District	Select
Taluka	Select	Village	Select
Mobile No	9029297284	Email Id	sneha.charity99@gmail.com
SAVE AS DRAFT		SEND FOR VERIFICATION	



After completion of
entries, click on “SEND
FOR VERIFICATION”.

Communication Detail

Contact Name/Nodal Officer/Rugnamitra	sneha	Contact Name/Nodal Officer/Rugnamitra	स्नेहा
Building Name Or Office Name	occ		ओवक
Street Name	anni besant		अन्नी बेसेंट
LandMark	rbi		आरबीआई
Pin	400018		
State	Maharashtra ▼	District	Select ▼
Taluka	Select ▼	Village	Select ▼
Mobile No	9029297284	Email Id	sneha.charity99@gmail.com

SAVE AS DRAFT

SEND FOR VERIFICATION



NOTE

Submitted information will be checked by the Superintendent and the Assistant Charity Commissioner and if necessary, they will make corrections and finally register the entries in Schedule I on the website. After such online entries, you can online submit Change Report, Application for permission to sell Trust's immovable property, loan application etc. You can also see your Trust's old record on the website.



Schedule I

[Vide Rule 5]

Register of Public Trusts

Serial Number	Name of the Trust	Names of the Trustees & Managers with their addresses	Mode of succession to trusteeship & managership	Objects of the Trust	Particulars of Documents creating Trust	Particulars other than documents about the origin or creation of trust
(1)	(2)	(3)	(4)	(5)	(6)	(7)
E-0025192(GBR)	ARMMAAN advancing Reduction In Mortality And Morbidity Of Mother Children And Neonates C/O MR SRINIVAAS VENKOBA SIRIGERI 303-B ALPHA MAIN STREET, HIRANANDANI BUSINESS PARK, Powai, Mumbai, Mumbai, Mumbai, 400076	1.) Dr.Apama Gopalkrishna Hegde - Managing Trustee C-26, Geesee Apartments,, Kalina, Kalina,, Mumbai, Mumbai, Mumbai, 400098 2.) Srinivaas Venkoba Sirigeri - Settler 1601-C, Lake Castle,, Hiranandani Gardens,, Powai, Mumbai, Mumbai, Mumbai, Mumbai, 400076 3.) Mrs.Chanda Neeraj Kathuria - Trustee 2501,Glen Croft,, Cliff Avenue Road Hiranandani Gardens, Powai, Cliff Avenue Road, Mumbai, Mumbai, Mumbai, Mumbai, 400076 4.) Dr.Srikrishna Sulgodu Ramchandra - Trustee C-26 Geesee Apartment, Kalina, Kalina, Mumbai, Mumbai, Mumbai, 400098 5.) Dr.Geeta Sandeep Ghag - Trustee 404, Shree Riddhi siddhi CHS, L.T.Road Yazira Naka, Borivli (West), Mumbai, Mumbai, Mumbai, 400091 6.) Sandhya Rajesh Kanchan - Trustee B-7, Sahyadri, Pandurangawadi, Road No1, Goregaon East, Mumbai, Mumbai, Mumbai, Mumbai, 400063 7.) Dr.Janhavi Sanjay Raut - Trustee C-26, Geesee Apartment, Kalina, Kalina, Mumbai, Mumbai, Mumbai, 400098 8.) Dr.Dayashankar R Maurya - Trustee C-26 Geesee Apartment,, Kalina, Kalina, Mumbai, Mumbai, Mumbai, 400098 9.) Dr.Sailesh J Kore - Trustee 4/26 Ambedkar Nagar, Chunabhatti, Sion, Mumbai, Mumbai, Mumbai,	The surviving or continuing trustees to appoint new trustees as per trust deed	Medical, Social Service, As Per Trust Deed Dt 12/07/2008	Trust Deed	Nil

Your Trust's entries will be seen like this. You can take a print and can submit in any Government/Semi Government Office/Court.



Your Trust's entries will be
seen like this. You can
take a print and can
submit in any
Government/Semi
Government Office/Court.

Register Of Public Trust Schedule I

2 of 3 ? Find | Next

Movable Property		Immovable Property						Average Annual Income		
Movable Property (Entries regarding cash should be made only if it forms part of the capital of the trust)	It's Estimated Value	Village where situated	Tenure	Survey No. / CS No. / Municipal No.	Area	Assessment Or Judi	Estimated value of properties mentioned in column (12)	Average gross annual income from properties as per col. 8 & 12	Average gross annual income from other sources	Total of column 16 & 17
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
Cash	1000.00									



Your Trust's entries will be seen like this. You can take a print and can submit in any Government/Semi Government Office/Court.

Register Of Public Trust Schedule I

3 of 4 ? Find | Next

Average Annual Expenditure									
Remuneration of Trustees or managers	On Establishment and staff	On Religious Objects	On Charitable objects	On Miscellaneous item	Total of columns 19 to 23	Particulars of Scheme if any, relating to the trust	Particulars of encumbrances on trust property	Particulars of title-deeds pertaining to trust property & trustees in possession thereof	Remarks
(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
									Order No.: ACC-IV-1892/2008 u/s 18 & 19 Order Date: 05/09/2008 Order By: ACC-IV-P. S. VITHALANI Entered By: Dr.Apama Hegde Date of Entry:07/06/2017 Verified By: Avanti Arun Sapre Date of Verification:07/06/2017 Approved By: Raju Sarangdhar Pere Date of Approval:07/06/2017



Office of the Charity Commissioner
Government of Maharashtra

