Payroll Scheme

DIYA FOUNDATION *We care*

About Diya Foundation

Diya Foundation is a social welfare and charitable society, founded by a group of like-minded doctors, professionals and entrepreneurs with common aim of upliftment of the underprivileged, improvement in the living conditions of slum children and providing help for the destitute old people.

The society was registered as a charitable society in India on 2nd April, 2003 under the Societies Registration Act (XXI) of 1860. It is also registered under section 12A and section 80G of the Income-tax Act, 1961. (Donations to Diya Foundation are eligible for deduction from income under section 80G of the Income Tax Act, 1961) Being registered under Foreign Contribution Regulation Act, 1976 (Vide Registration No. 231660815) it is permitted to accept foreign contributions.

The activities of Diya Foundation are multi pronged involving aid to old age homes, undertaking AIDS awareness programme, de-addiction drives and organizing health camps in slum areas but above all providing love, care and education for children in slums.

It runs Chetan Vidya Mandir, a school for slum children in Nihal Vihar, New Delhi with 260 Children where they are provided free education, midday meals, uniforms and regular medical check-ups .

Its newly set up Diagnostic and Healthcare Centre provides diagnostic test facilities at low rates and free medical counselling to more than 50,000 people residing in Nihal Vihar and surrounding areas.

Future Plans

- Setting up a string of schools for the underprivileged children.
- Vocational Training Institute for women & handicapped.
- Integrated Health Care Plan for underprivileged & aged people.
- Adoption of villages under Rural Development Plan.

Objectives Of Diya Foundation

- Education for underprivileged children.
- Providing Healthcare to the Underprivileged.
- Caring for the Aged and Destitute.
- Providing Helping Hands to the Handicapped.
- Vocational Training and upliftment of women.

Advisory Board

- Padma Shree Dr. S.C. Manchanda
  Senior Consultant Cardiologist,
  Sir Ganga Ram Hospital
- Mr. Samir Thapar
  Vice Chairman & Managing Director,
  JCT Limited
- Mr. Sushil Ansal
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  Technocrat and Former Chairman, HSEB
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- Dr. Urmila Capoor
  Senior Physician, London, U.K.
- Mrs. Surat Misra
  Former Dy. Director(PR) & Chief Protocol Officer ,
  Directorate General : Doordarshan .

Our Governing Body

Dr. Neeraj Manchanda, Eye Surgeon	President
Mr. Gulshan Rajpal, Engineer	Vice-President
Mr. Sanjeev Nayyar, Chartered Accountant	Secretary
Mr. Vineet Nayyar, Business	Treasurer
Mr. Vinod Batra, Industrialist	Executive Member
Mr. Sourabh Arora, Business	Executive Member
Mr. Shashi Bhushan Dhamija, Business	Executive Member

Achievements Of Diya Foundation

The On 20th April, 2003 Diya Foundation started its school one teacher and with 20 students in a one room rented set up. Non formal education was being provided. Today the Foundation has its own school with over 260 students who are provided free education, books and stationery, mid-day meals, school uniform and shoes. The school has a teaching staff of 9 teachers beside the Principal. Formal education is being provided with proper segregation of classes from Nursery to Class 5.

- The Foundation ensures that students passing out of its school get admissions to higher classes in senior secondary schools. Many of its students got double promotions when they applied for admission in other schools. In the last seven years Diya Foundation has been able to educate more than 800 children.
- Since its incorporation, the Foundation has held more than 30 health camps and has screened more than 5,000 people for various health related issues.
- The foundation has organized several AIDS Awareness Campaigns and De-addiction drives including performing street shows in Nihal Vihar area to make local people aware about the AIDS and evils of drug addiction.
- Diya Foundation has been regularly holding events to spread social awareness about the plight of the slum children, destitute aged people and other underprivileged and how the more fortunate ones can provide succor to them and fulfill their social responsibilities. In association with "Food for Hungry Foundation", Diya Foundation has been regularly providing Dal and Rice to 260 families who live below the poverty line.
- Diya Foundation has been regularly providing assistance to the handicapped and the blind. Wheel chairs have been provided to the handicapped children, eye surgeries have been sponsored to save eyesight of some children. Tape recorders and free rations are being provided to a group of blind students .
- Diya Foundation has been regularly supporting old age homes by distributing bed-sheets, pillows, clothes and shoes and other requirements of the old age home inmates.
- It has set up a Diagnostic and Healthcare Centre in Nihal Vihar, New Delhi for providing diagnostic test facilities at low rates and free medical counselling to poor people.

Purpose

Diya Foundation is introducing a Payroll Giving Programme. Under this program, it offers employees the opportunity to channel their support to Diya Foundation for education of underprivileged children whilst at the same time demonstrating the company's credentials as a socially responsible business entity.

By using the option of payroll deduction, an employee can distribute his/her salary in a small amount each month (instead of having to write one large check at one time).

Payroll Giving is not just about monetary contribution, it is much more. It is about bringing together corporate India's workforce to unite and work together for development. It is an easy way for staff to contribute to Diya Foundation on regular basis through payroll deduction.

Payroll Giving

What is Payroll giving?

Payroll Giving is a fund raising mechanism which enables employees to donate to Diya Foundation from pre-taxed earnings, generating regular and reliable income for charities. Payroll giving (often referred to as workplace giving) enables employees to make regular donations from their pay to charities and other non-profit organizations.

Payroll Giving is an opportunity for Diya Foundation to promote regular committed giving by donors as well as to extol the benefits of tax relief to them. It is a simple, organized, tax effective way of investing in the community. The advantage of the program is that it gives an opportunity to all to contribute towards the betterment of the community depending upon their capacity.

Payroll Giving is a completely voluntary program wherein the employees decides the amount, duration, cause they wish to contribute their money and time. The employee fills in a pledge form that is usually passed around after a payroll giving presentation stating how much money can be deducted from his salary on a monthly basis. It's one of the easiest ways for employees to give regularly. It is flexible and tax efficient.

How does it work?

As an employee

By donating through your payroll, you can support Diya Foundation and obtain the tax benefit immediately, rather than applying at the end of the year. On each pay, your nominated donation amount is deducted from your salary, before deducting your tax so the benefit to you is immediate.

- You can donate as much or as little as you like every month.
- There's no need for you to remember to make a payment each month.
- You can opt out anytime.
- Diya Foundation will send you updates in your work place on how your donations are helping underprivileged children.

Alternative Route for employees

Money is not the prime focus for Diya. We would heartily welcome those employees who do not wish to donate monetarily to Diya foundation but care enough for the underprivileged children. They can donate their time and effort in voluntary work for Diya Foundation. Professionals who have special skills in teaching and educating children, taking care for aged and destitute and, counselling families in slums can also contact Diya Foundation for voluntary community service. This way the employees will fulfill their individual social responsibility as well as benefit the needy children. Little effort from your side can brighten the future of slum children.

As an employer

Workplace giving is a simple way to enhance your business' involvement in the community, with clear business, employee and community benefits. Payroll giving is a great way for companies to demonstrate commitment to the causes that their employees care about. These donations help:

- Create a more connected workplace where giving is seen as a collaboration between employer and employee
- Increase your company's charitable giving with little effort or cost
- Organization name would appear in quarterly newsletter of Diya
- Enhance your organizations' corporate social responsibility and community programs
- Event invitation passes to the prominent donors
- Publicity opportunity during every event by providing banner and hoarding space
- Recognition on website

Additional Benefits to the Organization

As a thanks giving gesture to the organization that would support us in our endeavors, Diya Foundation would like to give back something to the employees who willingly give a share of their hard earned money for the betterment of our society.

- Diya Foundation will take the pleasure of organizing counselling and lifestyle sessions for the employees on time and stress management
- Yoga, fitness and meditation sessions for employees

How does the tax relief work?

All donations to Diya Foundation are eligible for deduction available under section 80G of the Income tax Act, 1961. A deduction of an amount equal to 50% of the total donations to Diya Foundation during the year will be allowed as deduction from taxable income, thereby reducing the tax liability of the donor.

How can you take part?

You simply fill in a Payroll Giving form and submit it to Diya Foundation. The minimum donation is Rs. 100/- per month. There is no maximum. You can increase or decrease your donations or stop at any time by informing Diya Foundation at (payroll@diyafoundation.org) or to your employer.

Frequently Asked Questions

- *Why is "Payroll Giving" helpful for Diya Foundation?*

Regular giving is very important as it helps us to plan for the long-term and make commitments to improve care that would otherwise not be possible. It also helps cut down our administration costs.

- *Is it easy to set up a "Payroll Giving" scheme?*

Yes. This process is both simple and straightforward.

- *Who can donate though "Payroll Giving"?*

Any employee or pensioner who is paid through PAYE (Pay As You Earn).

- *How does "Payroll Giving" work?*

You authorize your employer to deduct the amount you would like to donate and that is taken from your pay packet. Your employer then pays these donations on your behalf to Diya Foundation.

- *How much can I give?*

The minimum donation per month is Rs. 100/-. There is not upper limit. We would be very grateful for whatever you can afford.

- *What if I want to cancel my donation?*

Payroll Giving is very flexible so if you do want to cancel just tell your employer.

- *How do employees start donating through "Payroll Giving"?*

Once employees have decided how much they wish to give then they will need to inform us by completing a Payroll Giving Form and sending it to us in the post.

- *Can I change my donations?*

The amount you want to donate to Diya Foundation can be changed at any time by completing a Payroll Giving Form.

- *If I cease to donate through "Payroll Giving", can I get a refund on what I've already given?*

No. Once the deduction has been made from your gross pay and donation made, the amount donated cannot be refunded.

Payroll Giving Form

Please complete and return this form to:

Diya Foundation, 612, Ansal Majestic Tower,G-Block Vikaspuri,New Delhi-110018

☐ Yes, I would like to make a donation to the Diya Foundation every time I get paid.

This is the amount I would like to give:

` 100/- ☐ ` 300/- ☐ ` 500/- ☐ ` 1000/- ☐

You will receive a receipt from the Diya Foundation at the end of each tax year.
For claiming deduction under Section 80G of the Income tax Act, 1961.

Your details **(please complete in block letters)**

Name _____

Job Title _____

Home Address _____

_____

_____

Employee Code _____

Contact No. _____

E-Mail _____

Employer Information

Employers Name _____

Employers Address _____

_____

_____

Post Code _____

Contact Person _____

Contact No. _____

E-Mail _____

Employer has a Payroll Giving Scheme?

☐ Yes ☐ No

Declaration (this must be completed and signed)

Please deduct Rs. _____ from my gross pay each month as a gift to Diya Foundation for the needy. I understand that no further tax is recoverable on this gift and that it may not be used as payment for goods or services received.

Signature _____

Date _____

Thank you for supporting Diya Foundation

612, Ansals Majestic Tower, G block, Vikas Puri, New Delhi - 110018
Tel. No. - 91 11 47070153, 47070156
Website : www.diyafoundation.org, Email : payroll@diyafoundation.org

“The world suffers a lot. Not because of the violence of bad people, but because of the silence of good people”. Spread the joy of giving.

We Feel !

We Act !

We Care !

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