Application for the Certificate of Registration

1. Name of the applicant Organization/Local Body :

2. Address and Phone number of institution :

3. Applicant is
   a. An organization registered under the Charitable Societies Registration Act, 1860 (Act.XXI of 1860) :
   b. A Public Trust registered under any Law for the time being in force :
   c. Any other organization (details of registration with the name of the Act) which may be recognized by the Ministry for the purpose of this Scheme (Details of registration with the name of the Act) :

4. Date of Establishment of the Organization/institution :

5. Nature of the Organization/institution, (Please indicate precisely whether it is
educational or training institution or a workshop for the blind, the deaf and dumb, the orthopaedically handicapped or mentally retarded persons, etc.

6. Brief history of the organization/institution and of its objects and activities

7. Whether recognized by the State Government

8. Whether the organization is of an All India Character. If so, give the nature of its All India Activities

9. Whether located in its own/rented building

10. Present number of disabled beneficiaries

11. Likely dates of commencement and completion of project

12. Whether the projects is likely to be Assisted by some other official or Non-official source

13. Whether necessary land for the Proposed building is available If so, give details (Please indicate the location of the plot and enclose
permission certificate for the construction
from the competent authority etc.)

14. a) Whether trained staff and other
suitable facilities for undertaking
the project is available, if so, give
details

b) In case new staff is to be appointed,
give details of the qualification,
academic, professional and
experience prescribed for the purpose

c) Number of the employees working
in the organization

15. List of Papers/statements to be attached

a) Prospectus or a brief descriptive
note giving aims and objects/activities
of the organization

b) Constitution of the Organization

c) Constitution of the Board of Management
with particulars of each
Member

d) Latest available annual report

e) Income and Expenditure accounts
and Reports
f) A statement giving details (Year, purpose, amounts etc) of assistance received from the last five years from the Central/State Government, Central social Welfare Board, Local Bodies or any other quasi Government Institution including requests made there of those or any one of those other organization for the projects under the consideration or for any other projects:


g) A Statement giving item-wise and year-wise details of estimated recurring and non recurring expenditure on the project:


h) A copy of the plan of the proposed building:


i) A statement indicating the equipments, apparatus, furniture, library books etc. (by number of details whichever is possible) already available; and separately a statement indicating the above item purchased year-wise with financial assistance from the Ministry of Welfare; and


j) Details of budget estimates of the Organization as a whole exhibiting the estimated receipts and expenditure during the year for which grant sought for:
16. List of additional papers, if any : 

17. List of additional information, if any : 

Signature: 
Place: 
Date: 
Name: 
Designation: 
(Seal)