

FORM IV

(Application form for Certificate of Registration regarding Recognition of Institutions for Persons with Disabilities).

1. Name of the Application Organisation
2. Address and Phone Number
3. Applicant is
 - (a) An Organisation registered under the Societies Registration Act, 1860 (Act XXI of 1860)
 - (b) A public Trust registered under any law for the time being in force
 - (c) Indian Red Cross Society or Its Branches
 - (d) Company registered under Section 25 of the Companies Act, 1956
 - (e) Any other organisation (details of registration with the name of the Act) which may be recognised by the Ministry for the purpose of this Scheme (Details of registration with the name of the Act)
4. Date of establishment of the Organisation
5. Nature of the organisation (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 person, etc)
6. Brief history of the organisation and of its objects and activities
7. Whether recognised by the State Government
8. Whether organisation 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 project 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 construction from the competent authority, etc) :
14. (a) Whether trained staff and other suitable facilities for undertaking the project are available. if so, give details :
 - (b) In case new staff is to be appointed, give details of the qualifications, academic, professional and experience prescribed for the purpose
 - (c) Number of the employees working in the Organisation
15. List of papers/ statement to be attached
 - (a) Prospectus or a brief descriptive note giving aims and objects/activities of the organisation;
 - (b) Constitution of the Organisation;
 - (c) Constitution of the Board of Management with particulars of each Member;
 - (d) Latest available annual report;
 - (e) Income and Expenditure accounts, and Receipt and payment accounts duly audited by a Chartered Accountant or a Government, auditor for the last two years for the

- Organisation as a whole (Alongwith a copy of the certified balance sheet from the previous financial year for the Organisation as whole) ;
- (f) A statement giving details (year, purpose, amount, etc) of assistance received during the last five years from the Central/State Government, Central Social Welfare Board, Local Bodies or any other quasi-Government institution including requests made thereof to any one of these or any other Organisation for the projects under Consideration or for any other project;
 - (g) A statement giving item-wise and year-wise details of estimated recurring and non-recurring expenditure on the project;
 - (h) A copy each of the plan of the proposed building (rough sketch giving broad indication of the building to be constructed and area to be covered) and estimated cost of construction; and
 - (i) A Statement indicating the equipments, apparatus, furniture, library books etc. (by number of details whichever is possible) already available; and separately a Statement indication the above items purchased year-wise with financial assistance from the Ministry of Welfare; and
 - (j) Details budget estimate of the Organisation as a whole exhibiting the estimated receipts and expenditure during the years for which grant sought for.
16. List of additional papers, if any :
 17. List of additional information, if any :

Dated : _____ Signature of the Head of the institution with seal