



(An I.T & Skill Advancement Training Programme)

Initiated By- Sarva I.T & Educational Development (India)  
An Autonomous National Organization For I.T, HRD & Literacy Programme

An ISO 9001:2015 Certified Organization

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Paste Here

Good Quality Passport Size  
Color Photograph of Centre  
Director/s, same will be  
shown at website

In Case of 2 partners (Paste  
Joint Photos Here)

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## APPLICATION FOR AUTHORIZATION

(USE CAPITAL LETTERS)

1. Name of Centre: \_\_\_\_\_

2. Name of Centre Owner/s: \_\_\_\_\_

3. Centre Location Address: Near \_\_\_\_\_

Village/Town/City \_\_\_\_\_ P.O \_\_\_\_\_

Tehsil/Taluka \_\_\_\_\_ Distt \_\_\_\_\_ State \_\_\_\_\_

Pin Code \_\_\_\_\_ Mobile No/s \_\_\_\_\_ Email \_\_\_\_\_

4. Centre Postal Address: Near \_\_\_\_\_

Village/Town/City \_\_\_\_\_ P.O \_\_\_\_\_

Tehsil/Taluka \_\_\_\_\_ Distt \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

5. Detail of Centre Infrastructure/Machinery/Equipment:

[A] No. of Computers/Machines (Required Min.3) \_\_\_\_\_ [B] No. of Chairs (Required Min.10) \_\_\_\_\_ [C] Centre Area (Required Min.100 to 200 Sq feet) \_\_\_\_\_

[D] Toilet/Urinal available (Yes/No) \_\_\_\_\_ [E] Scanner(Y/N) \_\_\_\_\_ [F] Printer (Y/N) \_\_\_\_\_ [G] Internet (Y/N) \_\_\_\_\_ [H] UPS/Inverter (Y/N) \_\_\_\_\_

6. Applying for Authorization of below Mentioned Non Formal Training Courses (Tick on Require Centre)

Software Courses	Hardware Courses	Skill Advancement Courses	All Courses
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7. Centre Authorization Fee- Payment Transfer Details:

Centre Authorization Fee	Payment Date	Paid by NEFT, Online/Mobile Banking	Bank Name	Payment Slip No. Or Transaction ID No.

## SELF-DECLARATION BY CENTRE OWNER/S

- Fee Structure and Responsibility: I/We acknowledge that Sarva I.T. & Educational Development (SITED), headquartered at Bhawana, City Palampur, HP (India), has no involvement or share in the trainee admission fees, tuition fees, or examination fees. All such fees shall be determined solely by me/us, as the owner(s) of the center, based on factors including investment, infrastructure facilities, trainee-to-teacher ratio, regional backwardness, and the geographical conditions of the area. SITED shall not be held responsible for any disputes arising from these fees, and I/We shall bear sole liability for the same. SITED will only charge a one-time nominal registration fee, which will be determined based on the duration of the course(s) for each trainee's course certification.
- Authorization for Training Courses: SITED shall issue authorization to conduct the aforementioned training course(s) outside the formal education system at the specified single location/address of my/our center. This authorization shall not extend to any franchise or branch at different locations. A separate application for authorization must be submitted for any other franchise or branch at a different location/address.
- Investment and Operational Responsibility: SITED has not made, and will not make, any investment in my/our self managed and self regulated training center/institute. All investments, expenses, and formalities related to the operation of my/our center, including but not limited to computer systems, furniture, teacher appointments, teacher salaries, building costs (rented/self-owned), software, trainee security, taxes (of all types), NOCs, etc., shall be managed, regulated, and borne solely by me/us.
- Non-Refundability of Payments: I/We hereby acknowledge and agree that all payments made or to be made to SITED are strictly non-refundable and I/We waive any right to request or claim a refund under any circumstances.
- Independence of Operations: SITED shall not be held liable for any training, commitments, schemes, advertisements, or tie-ups with trainees, government entities, corporations, universities, public, or other organizations of a similar nature that I/We undertake at my/our center on a personal level.
- Disclosure of Terms and Conditions: I/We shall verbally disclose all terms and conditions prescribed for admission in the concerned course to each trainee at the time of admission to my/our center/institute.
- Termination of Authorization: Should I/We be involved in any criminal, financial, social, or other offenses, the authorization of my/our center shall automatically terminate.
- Center Login Panel and Updates: I/We shall regularly check the center login panel on the SITED website on a daily basis for any alterations or updates regarding news, notifications, FAQs, forms, sample formats, renewal processes, admission/examination procedures, rules, and regulations, and I/We shall manage my/our center accordingly. I/We accept all such alterations or updates made by the SITED head office.
- Course Modifications by SITED: SITED reserves the full right to introduce new courses, as well as to edit, discontinue, or close existing courses based on present and future needs or due to changes/updates in government or private job policies, rules and regulations.
- Issuance of Diplomas/Certificates: I/We acknowledge that the trainee(s) shall receive their diploma(s) or certificate(s) by post at my/our designated center or postal address. These diploma(s) or certificate(s) shall be issued autonomously, outside of the formal education system, under the authority of the I.T. & Skill Advancement Awareness Education/Training Programmes conducted by SITED. These credentials are intended solely for the purpose of self-skill enhancement and self-employment. SITED, established in 2008 and registered under the Companies Act, is also specially licensed by the Central Government of India under the same Act.
- Submission of Documents: I/We shall submit or produce all documents, whether in soft or hard copies, pertaining to center activation, renewal, admission, examination, etc., whenever requested by SITED. In the event of failure to produce the same, I/We shall be fully liable.
- Annual Renewal of Authorization: The authorization of my/our center/institute/NGO shall be renewed annually on the due date, provided that I/We fulfill the conditions laid down for such renewal.
- Acknowledgment of Terms and Conditions: I/We have thoroughly read, understood, and accepted all the terms and conditions, as well as the rules and regulations of SITED. In the event of any infringement or non-compliance by me/us with any terms, conditions, rules, or regulations contained in this application, or any other present/past/future application form(s) (online or offline), document, file, webpage, or center login panel of SarvaIndia.com of SITED, the Director of SITED shall have the full right to decide on the further activation/authorization of my/our center. I/We agree to accept the Director's decision as final and binding.
- Declaration and Legal Jurisdiction: After thorough consideration, this self-declaration for obtaining authorization to conduct training course(s) is made by me/us with full satisfaction. In the event of any dispute, the matter shall be resolved by the committee appointed by SITED-HP, whose decision shall be binding on all concerned parties. Legal jurisdiction for any disputes shall be limited to the courts at Palampur or Dharamshala (HP). I/We shall bear all related expenses.
- Final Declaration: I/We, \_\_\_\_\_, hereby declare, acknowledge and accept that the information, rules, and regulations furnished/mentioned in this application form/self-declaration & Centre Owner's Profile Page(s) for running courses outside the formal education system under the I.T. & Skill Advancement Training Programme of SITED are true to the best of my/our knowledge and belief and shall remain in force, binding, and acceptable to me/us and my/our successors.

Signature of Centre Owner/s	Left thumb Impression of Centre Owner/s	Date of Submission	Your Place

Centre Owner Name		<p>Paste Here</p> <p>Good Quality Passport Size Color Photograph of Centre Owner, Same will be shown at website</p>
Centre Owner Father/Husband Name		
Date of Birth		
Religion		
Gender (Male/Female)		
Language Known		
Married/Unmarried		
<b>Centre Owner Permanent Address</b> <small>(Street/Sector/Village, Post Office, Tehsil/Taluka/City, District, State, Pin Code)</small>		
<b>Qualifications</b> <small>(Attach Copies of Certificates)</small>		
Experience (If Any)		
Active Email-ID		
Website (If Available)		
Home Landline Number		
Home Mobile Numbers		
Centre Landline Number		
<b>Centre Mobile Numbers</b> <small>(Provide At least two Active Numbers)</small>		
Centre Owner Whatsapp No.		
Centre Owner Active Email IDs		
Tell About Your Family		

Signature of Centre Owner	Left thumb Impression of Centre Owner	Date of Submission	Your Place

(If you are two partners, then also create same profile page for the second partner)

#### Attach Following Documents along with Scan Copy of Authorization Application Form in Email:

- **Required Attachments:** Please include the following with your submission: a high-quality passport-sized color photograph of the center owner(s), copies of qualifications and ID proof (Aadhaar Card or Voter ID). Also, provide details of the Center Authorization Fee transfer, such as a payment screenshot with transaction ID.
- **Center Photos:** Attach photos of the center's front view and rooms/labs in your email. If the center is not yet completely ready, you may submit centre photos via email within two months from the date of your centre authorization.
- **Email Submission Requirements:** When emailing the scanned copies of the center application form and other documents to sarvaeducation@gmail.com, please ensure that you also type your center name, center address, postal address, and mobile number in the email with correct spellings.
- **Hard Copy Submission:** After emailing all required documents to the head office, you must send hard copies of all documents by post within 10 days to the National Head Office at the following address: Sarva Education, Bhawarna, P.O. Bhawarna, City Palampur, Dist Kangra, HP-176083.
- **Authorization Code Activation:** Upon receiving your email, the head office will activate your authorization code and send an activation email to your provided email address within 24 hours.
- **Subsequently,** the head office will send a startup kit, including a prospectus, admission forms, trainee ID cards, posters and an authorization certificate, to your given center's postal address. Before filling out this application form, please review all relevant details and clarifications available on the homepage of [www.sarvaindia.com](http://www.sarvaindia.com). Once the form is completed, declared and signed, no excuses will be entertained.

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