



An I.T & Skill Advancement Training Awareness Programme)

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

An ISO 9001:2008/2015 Certified Organization

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Photograph of Centre Head/Applicant may be affixed here

## APPLICATION FOR CENTRE AUTHORIZATION

(Use Capital Letters)

- Name of Centre/Institutions/Organizations/NGO \_\_\_\_\_
- Name of Owner/President/Director \_\_\_\_\_  
S/o, D/o, W/o \_\_\_\_\_ D.O.B \_\_\_\_\_
- Address of Centre/Institutions/Organizations/NGO  
Near \_\_\_\_\_  
Village/Town/City \_\_\_\_\_ P.O \_\_\_\_\_  
Tehsil/Taluka \_\_\_\_\_ Distt \_\_\_\_\_  
State \_\_\_\_\_ Pin Code \_\_\_\_\_ Ph.No \_\_\_\_\_  
Mobile No/s \_\_\_\_\_ Fax No \_\_\_\_\_  
Active Email Address/s \_\_\_\_\_ Whatsapp Mobile No \_\_\_\_\_
- Correspondence/Postal Address of Institutions/Organizations/NGO  
Near \_\_\_\_\_  
Village/Town/City \_\_\_\_\_ P.O \_\_\_\_\_  
Tehsil/Taluka \_\_\_\_\_ Distt \_\_\_\_\_  
State \_\_\_\_\_ Pin Code \_\_\_\_\_ Ph.No \_\_\_\_\_  
Mobile No/s \_\_\_\_\_ Fax No \_\_\_\_\_  
Active Email Address/s \_\_\_\_\_ Whatsapp Mobile No \_\_\_\_\_
- Date Opening Centre/Institutions/Organizations/NGO \_\_\_\_\_
- Detail of Centre Infrastructure/Machinery/Equipment.  
[A] No. of Computers/Machines (Required Min. 3 to 5) \_\_\_\_\_ [B] No. of Chairs (Required Min.10) \_\_\_\_\_  
[C] Centre Area (Required Min. 100 Sq feet to 200 Sq feet) \_\_\_\_\_ [D] Toilet/Urinal available (Yes/No) \_\_\_\_\_  
[E] Scanner(Y/N) \_\_\_\_\_ [F] Printer (color/B&W) \_\_\_\_\_ [G] Internet Connectivity (Y/N) \_\_\_\_\_ [H] UPS/Inverter (Y/N) \_\_\_\_\_
- Number of Faculty Members (Required Min-1).

Sr.No.	Name	Qualification

- Applying for Centre Authorization of below Mentioned Zone/s (Tick on Require Zones)

Software Zone	Hardware Zone	Teacher Training Zone	Vocational Zone	All Zones
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- Authorization Fee –Payment Details

Centre Affiliation Fee	Payment Date	Paid by NEFT, Online/Mobile Banking	Bank Name	Payment Slip No.

Signature of Centre Head	Left thumb Impression of Centre Head	Date of Submission	Place

## Centre Head/Owner/Director Profile

<b>Centre Head Name</b>		Centre Head/Owner Color Photo
<b>Centre Head Father/Husband Name</b>		
<b>Date of Birth</b>		
<b>Religion</b>		
<b>Gender (Male/Female)</b>		
<b>Language Known</b>		
<b>Centre Head 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>		
<b>Experience (If any)</b>		
<b>Active Email-ID</b>		
<b>Home Landline Number</b>		
<b>Home Mobile Numbers</b>		
<b>Centre Landline Number</b>		
<b>Centre Mobile Numbers</b> <small>(Provide At least two Active Numbers)</small>		
<b>Centre Head WhatsApp Mobile No.</b>		
<b>Centre Head Active Email IDs</b>		
<b>Tell about your Family</b>		

Signature of Centre Head	Left thumb Impression of Centre Head	Date of Submission	Place

## Declaration by Centre Head/Owner/Director

I/We.....S/o,D/o,W/o.....  
 .....Aged.....Permanent Address.....  
 .....Pin Code.....  
 Ph.No.....Mob.....EmailID.....

### Solemnly Affirm & Declare As Under:

1. That I/We, have established/opened Centre at \_\_\_\_\_
2. Name of my/our centre is \_\_\_\_\_
3. That I/We, have established/opened above mentioned Centre/Institute/NGO on (date) \_\_\_\_\_.
4. That I/We have fulfilled all requirements to run (**Software Courses/Hardware Courses/Instructor Training Courses/Skill Advancement Courses/All Courses**) \_\_\_\_\_ Course/s outside of formal education under Sarva Education (An I.T & Skill Advancement Training Awareness Programme) of Sarva I.T & Educational Development) in my/our centre/Institute/NGO.
5. That SITED shall issue authorization to run abovementioned zone/s courses, for abovementioned single location/address of my/our centre & the same authorization shall not applicable to my/our franchise/branch at different locations, for this, I/we shall separately submit new application for centre authorization for that franchise/branch at different location/address.
6. That I/We shall remain liable for every due towards SITED in every circumstance.
7. That SITED has no sharing in student Admission fee/tuition fee/exam fee & all said fees will be prescribed/decided by me/us in my/our centre as per investment, infrastructure facilities, student & teacher ratio, backwardness & geographical condition of my/our area. SITED shall not be held responsible if any dispute arises for said fees & I/We shall be solely liable for the same. SITED shall charge onetime nominal registration fee as per the duration of course/s per student/s.
8. That SITED shall not invest/has not invested in my center/Institute set up, So all Investments, expenses and formalities relating to operation of my/our centre shall be managed & borne by me/us such as- computer systems, centre furniture, centre teacher's salary, centre building (rented/self owned), educational legal Softwares, Centre Audit, Centre ITR, Centre Taxes (all types), local level NOC etc.
9. That I/We shall get student/s diploma/certificate via post at my/our centre/postal address, which are certified/issued outside formal education under I.T. & Skill Advancement Awareness Training Programme of SITED.
10. That all types of payments paid, to be paid to SITED, shall not be refundable in any case, whatsoever.
11. That SITED shall not be liable for any commitment or any scheme or any advertisement or tie-up, with students, govt., corporate, universities, public & other organizations of same nature, which I/We run on my/our personal level in my/our centre.
12. That I/We found involve in any criminal, financial, social or any other offence then the authorization of my/our centre shall automatically come to an end.
13. That the authorization of my/our centre/Institute/NGO shall be valid for 1 Year from \_\_\_\_\_to\_\_\_\_\_ & the same shall be renewed if I/We fulfill the condition applied for the said renewal.
14. That SITED shall have full right to update/modify/change/add, any rules & regulations pertaining to my/our centre association/authorization/activation with SITED.
15. That I/We have read and understood the rules & regulations of the SITED & accept the same. In case of infringement/non compliance by me/us, of any rules & regulations made in any application/form/document/file/webpage of sarvaindia.com of SITED, then, Director of SITED shall have full right to take decision upon further activation/authorization of my/our centre & in this regard, his decision shall be acceptable to me/us.

Only after complete satisfaction, this declaration is being made which can be used for legal purposes as and when necessary against me/us. In the event of any dispute/matter, it will be settled by the committee appointed by the SITED-HP & its decision will be binding on all concerned or at the court Palampur, Dharamshala (HP) & I/we will be liable to all the expenses.

Therefore, I/we \_\_\_\_\_ Hereby declare & accept that the information furnished in this Declaration from and the information furnished in the Application for Centre Authorization & Centre head Profile for running courses outside of formal education under I.T & skill advancement Training Programme of SITED are true to the best of my/our knowledge and belief and & will remain in force, binding & acceptable on me/us, my/our successor for the period of my/our center's association with the SITED.

Signature of Declarant (Centre Head)	Left thumb Impression of (Centre Head)	Date of Declaration	Place

**Note: Enclose/Attach the following documents along with this Application form:**

1. **Attach-** Centre Head/Owner/President/Director, Qualification copies, ID Proof- Aadhaar Card, Voter Card.
2. **Attach-** Centre Front Photo, Centre Rooms/Lab Photo (If Centre Accommodation is not ready then send said photos via email with in One Month from the date of centre authorization)
3. While sending scan copies of centre application form via emailing at [sarvaeducation@gmail.com](mailto:sarvaeducation@gmail.com), Please mention/write your centre name, centre address, postal address and mobile number in email.
4. Send via email centre head/owner colored photo, because the same will be shown at website.