



(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

SITED® Certified/Licensed by Central Govt. of India, Vide License.No.2/114/T-1/08/D, Read with vide notification of Ministry of Law, Justice & CA, Dept. of CA No. GSR 288 (E) dated 31.5.1991, Vide Reg. No. Govt. of India/CIN/U72900HP2008NPL030981.

Paste Here
Good Quality Passport Size
Color Photograph of Centre
Director Because Same Will
shown at website

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APPLICATION FOR CENTRE AUTHORIZATION

(USE CAPITAL LETTERS)

1. Name of Centre: _____

2. Name of Centre Director/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 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 Centre/s (Tick on Require Centre)

Software Centre	Hardware Centre	Teacher Training Centre	Skill Advancement Centre	All Centres
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7. Centre Authorization Fee- Payment Transfer Details:

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

DECLARATION BY CENTRE DIRECTOR/S

- That SITED, head office 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.
- That SITED shall issue authorization to run abovementioned Center/s, 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.
- 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), Softwares, Taxes (all types), NOC etc.
- That I/We shall get student/s diploma/certificate via post at my/our centre/postal address, which are certified/issued under I.T. & Skill Advancement Awareness Training Programme of/by SITED, Which has been licensed by Central Govt of India.
- That all types of payments paid, to be paid to SITED, shall not be refundable in any case, whatsoever.
- 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.
- 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.
- That I/We shall check my/our centre login panel at website on daily basis for any alterations/updates in latest news, FAQs, Forms, Sample Format, Renewal Process, Admission/Exam Procedures, Rules/Regulations etc. & manage my/our centre accordingly & accept all said alterations/updates made by head office.
- That the authorization of my/our centre/Institute/NGO will be renewed every year on due date.
- 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 this application or in any other application (online or offline) or in any form/any document/any file/any webpage of sarvaandia.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 & 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 informations furnished in this application

form/declaration & Centre Director/s Profile Page 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 & 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 Centre Director/s	Left thumb Impression of Centre Director/s	Date of Submission	Your Place

In case of two Partners/Directors create same profile page for second partner/director

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

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

Attach Following Documents along with Scan Copy of Centre Authorization Application form in Email:

- 1. Attach-** Centre Director/s- Good Quality Passport Size Color Photo, Qualification copies, ID Proof- Aadhaar Card or Voter Card. Centre Authorization Fee Transfer details like- Payment Screenshot or Transaction ID number or Receipt etc..
- 2. Attach-** Centre Front Photo, Centre Rooms/Lab Photos in email (If Your Centre Accommodation is not ready, then you can send centre photos via email within 2 Months from the date of your centre authorization)
- 3.** While sending scan copies of centre application form & other documents by emailing at sarvaeducation@gmail.com, Also Type your centre name, centre address, postal address and mobile number in email with correct spellings.
- 4.** After Sending email of all documents to head office, you have to send hard copies of all docs by post within 10 days at National Head Office Address- Sarva Education, Bhawarna. P.O. Bhawarna, City Palampur, Dist Kangra, HP-176083, No need to send hard copies of Centre Photos by post.
- 5.** On receiving your email head office will activate your centre & send centre activation email within 24 hours at your given email address. Thereafter Head office will send centre kit including prospectus, admission forms, Student ID cards, posters, Authorization certificate etc. by post at your given centre postal address.