

Application for Certificate of Registration

[See rule 22(1) of Delhi Rights of Persons with Disabilities rules, 2018]

(1) Name of the Organization : _____

(2) Institution/ Project in respect of which application is made : _____

a. Address & Ph.No. (Registered Office) : _____

b. Name of Project Office : _____

c. Address (Project Office) : _____

d. Phone /Fax/Telex/(Office)/email id : _____

(Project)

(3) (i) Name of the Act under which the organization is registered: _____

(ii) registration No. and date of registration: _____

(Please attach a photocopy)

(4) Memorandum of Association and Bye-laws of the organization: (Please attach a photocopy)

(5) Name, address, occupation and other particulars of the members of the Board of Management/Governing Body of the organization: _____

(6) Present Activities of the Organization: _____

(7) List of documents to be attached:

(a) A copy of the annual reports for the last three years,

(b) Audited Statement of accounts (receipt and payment, income and expenditure and balance sheet) for the last three financial years duly certified by Chartered Accountant with membership no. and seal.

(c) Nature of the organisation (Please indicate precisely whether it is educational or training or residential institution or a workshop for visually/ hearing impaired/physically challenged / mentally Challenged persons, etc.) _____

(8) Whether the institution is located in its own building /Rented building/ building allotted by any agency): _____

(Necessary evidence to be attached).

(10) If hostel is maintained, then number of hostellers : _____

(11) Details of barrier free environment for persons with disabilities :

(a) Area of the Building _____

(b) Rooms available for activities/residential use _____

(c) Rooms for administrative use: _____

(d) No. of accessible toilets _____

(e) Other accessible features available (lift/ramp/tactile path/railing): _____

(f) Whether accessible transport facility available: _____

If yes, give details : _____

(12) Details of staff employed by the institution in following format;

Name	M/F	Age	Educational Qualification	Address	Contact Details	Responsibility	Salary	Aadhaar No.	RCI registration no. (enclosed copy of RCI registration certificate)

Note: In case of foreign volunteers, verification of credentials and criminal record from country of origin or birth through the police is mandatory.

(13) Details of covered /proposed beneficiaries to be covered by the institution and nature of disability in following format;

Sl.No.	Name	Father's name	M/F	Age	Address	Contact Details	Type of Disability	Aadhaar No.

(Name, Designation and signature of the authorized signatory with seal)

Application for, and grant of certificate of registration.- (1) A person desirous of establishing or maintaining an institution for person with disabilities may make an application in Form A to the competent authority referred to in rule 21.

- (2) Every application made under sub-rule (1) shall be accompanied with,
- (a) documentary evidence of work or proposed work in the area of disability;
 - (b) the Constitution or bye laws or regulations governing the institution;
 - (c) audited statement, annual report and details of grants received if any in the last three years from the Government, preceding the date of application;
 - (d) a statement regarding total number of persons employed in the Institution along with their respective duties;
 - (e) the number of professionals employed in the Institution;
 - (f) a statement regarding qualifications of the professionals employed by the Institution; and
 - (g) the proof of residence of the applicant.

- (3) Every application made under sub rule (1) shall comply with the following requirements in respect of the concerned institution, namely:-
- (a) that the institution is registered under the Indian Societies Registration Act, 1860 (XXI of 1860)/Indian Trust Act and a copy of such registration certificate/trust deed along with the byelaws and memorandum of association of the society shall accompany the application.
 - (b) that the institution has not been running to profit any individual or a body of individuals;
 - (c) that the institution has employed professionals registered with the Rehabilitation Council of India to cater to the special needs of Persons with disabilities;
 - (d) that the institution has adequate teaching and learning material in accessible format for the persons with disabilities;
 - (e) that the institution is working or proposing to work in the field of rehabilitation of persons with disabilities on the date on which the application is made.