

CHECK LIST OF ENCLOSERS (READY RECKONER) :

Photocopies duly signed by the Applicant/Centre Head/Authorised Person

Sr No	Description	Attached (Y/N)
1	Prospectus of the Training Establishment for existing training centre or list of courses/brochure being run at the proposed location	
2	Copy of the Certificate of the registration with Registrar or Societies/ Companies etc	
3	Rules, Regulations and bylaws of the Organization(Memorandum)	
4	Resolution for authorizing member from society for CAL-C Activities	
5	Physical layout plan with dimensions of the proposed site (Prepared by Draftsman/Authorised person)	
6	List of Books in Library.	
7	Copy of full time and part time staff with resume of faculty and documents pertaining to qualification and experience certificates (For software and Hardware each)	
8	Title deed of the property or proof of long lease or Authorisation letter	
9	Income tax Number (PAN Number) of applicant/society/centre head.	
10	GST Number	
11	Residence proof/Aadhaar Card of the applicant/partners/Society members	
12	Power of Attorney in case of Partnership firm or Board Resolution in case of Company/ Trust/ Societies.	
13	Demand draft of Rs.5, 000/- for inspection fee within 500 km and Rs 8000/- above 500 km from Chandigarh in favour of Punjab Information & Communication Technology Corporation Limited , payable at Chandigarh. (Inspection fee Includes Rs 300/- as application form charges)	

14	Bank Statement of last 6 months of the Firm/ Applicant.	
15	Population Proof from MC/ Census Dept. or from any appropriate authority of the city/ town/village	
16	Educational qualification, experience details of the applicant/ all the members of management.	
17	Photos of the proposed locations	
18	List of Students	

Please Note :

- a) Original documents to be kept ready at the time of initial inspection of the centre)
- b) Application form is valid for three months only from the date of submission of application form with Punjab Infotech at Chandigarh.
- c) Complete documents to be submitted to Punjab Infotech within one month from the date of Inspection.

