

PROCEDURE FOR REGISTRATION

Any government run or voluntary organization run child care institutions providing care or non-institutional care to children in need of care and protection have to register the institution under section 34(3) of Juvenile Justice (care and Protection of Children) Act 2000 as amended in 2006.

The application forms and enclosures as follows:

- 1) Application in prescribed proforma
- 2) Copy of Registration certificate if society or Trust Deed.
If registered under Society Act the renewal certificate
- 3) Particulars of Governing Body / Management Committee / Office Bearers.
- 4) Copies of rules / byelaws / articles of association / Memorandum of association
- 5) Annual reports for the past three years – past track record in the social service activities.
- 6) Audited accounts for the past three years
- 7) FCRA registration certificate if any.
- 8) Any other registration in any other Act like under OCH Act, PWD Act etc.,
- 9) Particulars of grants received from any Government of India / State Government Departments.
- 10) List of staff of the organization name and address, designation, qualification.
- 11) List of children with the organization.
- 12) Particulars of the land and building of the organisation if it is own.
 - land document and Blue print of the building
 - if it functioning in rented building the copy of rent agreement / lease agreement.

Institutions having normal children have to submit the application in the prescribed proforma and enclosures in 3 sets to the District Social Welfare Officers concerned where their institution is functioning.

Institutions having differently abled children (disabled children) have to submit the application in the prescribed proforma and enclosures in 3 sets to the District Disabled Rehabilitation Officer concerned where their institution is functioning.

The concerned officials will inspect the applicant institution based on the minimum standards prescribed by the Rules and recommend for registration.

The registration certificate will be issued by the State Government.

APPLICATION FOR REGISTRATION (NGOS)

Registration No.	
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- 1 Name of the Institution
- 2 Address for Communication
Phone No.
Fax
E-mail
Registered Place
Project Place
- 3 Name and address of the contact person
- 4 Date of establishment
- 5 The Details of registration under which Act is made with No. Date & Place of registration. If renewed the renewal Details.
- 6 Details of the Governing body (Managing Committee/ Executive Committee)

Sl.No.	Name & Address	Designation	Occupation	Education Qualification	Annual Income	Remarks
1	2	3	4	5	6	7

- 7 Major Activities of the organisation
- 8 Details of Funding Agencies for last 3 years

Sl.No.	Source of Funds	Amount	Year	Project

- 9 FCRA Details
- 10 a) Any other Registration/Recognition with Central/State Government/Government bodies
b) Whether the institution certified as Fit Institution as Fit Institution by Juvenile Justice Board/Child Welfare Committee. If yes Details.

11 Details of staff of the organisation in their existing programme

Sl.No.	Name	Age	Education Qualification	Designation	Date of appointment	Salary	Responsibility	Remarks
1	2	3	4	5	6	7	8	9

12 Infrastructure available

I	Owned	
II	Rental	
II	Lease	

- a) Total area of the campus
- b) Total living area of the buildings
- c) Plinth area of each floor of the building and no of floors
- d) Play Ground
- e) Details of building available for academic programmes with specifications
- f) Details of building available for vocational programmes with specifications
- g) Details of kitchen, dormitories, prayer hall etc.,
- h) School facilities –with the organisation
 1. If with in the campus whether Primary/Secondary/HSC education
 2. If outside the campus the distance from the organisation
- i) Details of library indoor games, Science lab etc. (if available)
- j) Nearest hospital (government) Address & distance.
- k) If dispensary facilities is available with organisation the details
- l) Whether stability certificate for buildings from PWD is available? If yes mention the details

13 Sanitary condition in the institution

14 Available water resources with capacity

- 15 No of children residing with the organisation.
 - a. Capacity
 - b. Present Strength
 - c. Age group
 - d. Normal/Mentally Retarded/Physically handicapped etc.
- 16 Any other relevant information
- 17 Resolution of the governing body/Board
- 18 Registration under which category of the institutions want to be registered
Children's Home /Observation Home/Reception Unit/Drop in Centre/
Shelter Home.

Signature

Designation