

APPLICATION FOR REGISTRATION OF A CHILD CARE INSTITUTION/ORPHANAGES AND CHARITABLE HOMES BY THE DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

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1. Name and address of the Child Care Institution
2. Date and Year of Establishment
3. Name of Organisation running the institution
4. Is the organisation a registered Society/Trust?
5. Indicate date and details of registration
6. Whether the agency has been certified as Fit Institution under the J.J.Act 1986
7. Whether the agency is located in a rented building or own bldg?
8. Amount of rent paid per month
9. a) Total covered area of building  
b) No. of rooms and other space available  
c) Area of out door space availble  
d) Floor area provided for each child (in sq.ft.)

10. Staff employed with details: Full Time/Part Time

Name	Age	Qualification	Post being held	Details of Salary received
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11. Financial assistance recived by the agency for the care and maintenance of the children  
a) Name of the Dept. and name of the scheme under which assistance is availed.

12. Particulars of Donations received  
a) Amount received  
b) Date of receipt  
c) From whom received & how?  
(Cheque, DD,Cash)

13. Maximum number of children the agency can provide care for:

14. Total number of inmates at present:    Girls    Boys    Total  
Below 6 years    :  
6-12 years        :  
Above 12 years    :

15. Number of children placed in adoption: Girls    Boys    Total  
(if any)  
Year - 1996-97        :  
          1997-98        :  
          1998-99        :  
          1999-2000     :

16. Following documents may be enclosed:

- a) Annual Report
- b) Memorandum of Association
- c) Audited statement of Accounts for last 2 years.
- d) FCRA certificate, No. and date of issue
- e) Names/Address of Managing Committee Members of child care institution