

List of Documents to be Uploaded and Fees Structure

Applicants are required to have the Soft Copy of Following Documents.

1) Application Submission- Stage I

- a) Registration document of the organization indicating its members, objectives and Memorandum of Associations and Rules
- b) PAN Card
- c) Resolution by the applicant organization/Trust/ Society/Others, pertaining to starting an Industrial Training Institution in the Format- 2 prescribed.
- d) Resolution by the applicant organization, pertaining to Nominating Authorized person in the Format-3 prescribed.
- e) Valid ID Proof i.e. Voter Id Card/ PAN Card/Driving License/Passport/ Aadhar Card of Trustees/ Members/ Directors/ Owners/ Partners
- f) Valid ID proof i.e. voter Id Card/ PAN Card/Driving License/Passport of authorized person
- g) Fees
 - i) Central Government : Rs.10,000 + 18 % GST
 - ii) State Government : As Applicable

2) Application Submission- Stage II

- a) Documents showing ownership in the name of the applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Registered Lease (for a period of minimum 10 years of live lease at the time of submission of application) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be uploaded.
- b) Building plan shall be approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Authority as per State Government/ UT.
Building plan of institute should clearly indicate the workshop for all trade/units/modules, classrooms, IT Lab, administrative area, amenities area etc. with its dimensions in MKS System (Units based on measuring lengths in meter, Mass in kilogram and time in second).
- c) Building Completion/ Occupancy Certificate as per Local Building bye-laws/ NBC of India duly approved by Municipal Authority/ District Magistrate (Collector)(Shall include certification for Land Use, Land Conversion, and Safety of lift wherever applicable).
- d) Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned state government/ UT.
- e) Resolution by the applicant organization, pertaining to adding new program and allocation of land and building specification, machineries/ equipment/ tools, power supply/ backup power supply/ funds for proposed activities etc. in Format-4 as prescribed.
- f) Resolution regarding Electrical Connection in Format-5 as prescribed.
- g) Certificate-1 issued by an advocate in a format prescribed regarding authenticity and appropriateness of
- h) Trust / Society Registration Documents, Land Documents, Land Use Certificate and Land Conversion Certificate.

i) Fees

i) State Government : As Applicable

3) Application Submission- Stage III

- a) Tax invoices for machineries, equipment and tools. Tax invoices shall not be older than 6 months from the date of application.
- b) Vehicle registration certificate should be uploaded.
- c) For New Institutes: Installation report/ Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load, proof of payment of dues for the same along with meter sealing report.
- d) For existing institutes, electricity bill indicating connected load and latest bill of payment made.
- e) Details of provision of backup power supply.
- f) Staff Details
 - i) Valid ID proof i.e. Voter Id Card/ PAN Card/Driving License/Passport of all Staff
 - ii) Aadhar card
 - iii) Photograph
 - iv) High School (10th Standard) certificate needs to be uploaded on website
 - v) ITI/ Diploma/ Degree certificate as applicable
 - vi) Experience certificates of the staff
 - vii) Account details for salary transfer
 - viii) Driving License of Instructor for Auto mobile sector trades
- g) Fees
 - i) State Government : As Applicable

4) Additional Documents to be submitted for Closure of Trades/ Units in Existing Institutions

- a) Resolution by the applicant institution, pertaining to application for Closure of Trades/ Units in the Format- 8 as prescribed.

5) Additional Documents to be submitted for Progressive Closure/ Closure of Institution

- a) Resolution by the applicant institution, pertaining to application for Closure of Institution in the Format- 9 as prescribed.
- b) Only for Closure of the Institute: Pending court cases and serious charges, violation of norms, against the institute