

**FORM I**

See Rule 11

**APPLICATION FOR GRANT OF CERTIFICATE OF RECOGNITION OF A HOME**

1. **Name and address of the Home or Institution**
2. **Date of establishment**
3. **Name and address of the members of the Managing Committee.**
4. **Name and address of the manager of the Home or Institution.**
5. **Objects of the Home or Institution**
6. **No. of inmates sanctioned / enrolled**
7. **Education provided to the inmates**
8. **Training facilities available to the inmates**
9. **Provision of funds and balance of funds available with the Home or Institution (Copies of audited statements for the last three years should be accompanied).**
10. **Whether the Home or Institution is in receipt of financial assistance from Government or any other Organisation of Government, if so, the details thereof.**
11. **Fixed assets of the Home or Institution in detail.**
12. **Whether the Home has already been granted any certificate of recognition by any authority and if so, the details thereof.**
13. **Whether any Member of the Managing Committee or Manager of the Home has been penalised for violation of these rules earlier, and if so, the details thereof.**
14. **Boarding and lodging facilities available in the Home.**
15. **Particulars of staff employed for the maintenance of the Home or Institution.**
16. **If the Home is meant for women or girls whether the staff employed are female.**

**Note—The Manager or Superintendent or Warden or Matron should be a women only.**

*Official seal of the Home*

*Signature of the Manager or any authorised person by the Managing Committee*