

# Application for Authorization

To

The Secretary,  
The Council of Technical Edu. & Training,  
Admin office:-BANGA-144505

Sub. Regarding Authorization for Institute.

Sir,

We want authorization / information center for our institute. We understood and read carefully all rules and regulations, terms and conditions of the Council and we shall follow, accept and abide all Terms & Conditions and Notices that will be prescribed time to time by the council also. I declare the details of our institute as under:-

1. Name of the institute .....

2. Regd. No. and year if registered: .....  
(Copy attached)

3. Full Address of the institute:.....

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Village / City:.....Distt:.....State.....

Phone.....Mobile.....Pin Code.....

E-mail.....website.....

Any other popular location / building near the institute.....

Nearest Bus Stand.

Nearest Railway Station.

Nearest Airport.

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.....

4. Name of Members and Designation of Society / Trust / Firms / Institute:

I

II

III

IV

V

VI

VII

VIII

IX

**5. Detail of the Authorized Person of the institute who will work with the Council on the behalf of the Institute:**

Name: .....D.O.B.....

Designation: .....

Father name: .....

Mother name: .....

Educational Qualifications: .....

Full. Address: .....

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Pin Code.....Mobile.....email.....

(Copy attached any identity as a proof of address)

**6. Detail of Building: ( Attach photographs)**

I. Total Class Room.....

II. Water arrangement.....

III. Toilet facility.....

IV. Computer facility.....

V. Internet facility.....

VI. Principal / Head office.....

VII. Lab. Facility.....

VIII. Others.....

**7. Detail of Staff:**

I. ....

II. ....

III. ....

IV. ....

- V. ....
- VI. ....
- VII. ....
- VIII. ....
- IX. ....
- X. ....

**8. Bank Detail of the institute / Authorized person:**

- I. Name of the Bank.....
- II. Branch .....
- III. IFSC code: .....
- IV. Account No .....
- V. Name of Signatory Person .....

**9. Is your institute affiliated with any other educational Board / University / Council give detail ? If yes copy attached.**

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**10. Other Details:**

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**I hereby declare that the above information is true & Correct if anything found to be false in my declaration then the council is fully authorized to cancel my institute authorization without any prior notice or information.**

**Dated .**

**Signature .....**

**Place:**

**Name.....**

**Designation.....**

**(Stamp of Institute)**

**Note: Important Guidelines / Instructions to be followed before submitting the**

**Application for Authorization from Council.**

1. Application dully filled in the given format along with all the enclosures should be submitted in a file cover.
2. Documentary evidence of the Name of the institute just as Firm/ Company/ Society/ Trust registration or any other proof.
3. Documentary evidence for the location of the institute like electricity bill, water bill, telephone bill, or any other document which is showing the location of the institute.
4. Different type of photograph of the institute outer side and inner side.
5. Identity proof of the authorized person like Aadhar card / voter card / pan card / passport etc. (self attested)
6. Copy of the bank account passbook of the institute / authorized person.
7. An application for authorization on the letter head with the Stamp of the Institute.
8. Any prior authorization of the institute by any Board / council or University.
9. Photo copies of Educational qualifications of the authorized person.
10. Photo copies of residence proof of the authorized person like electricity bill, water bill, telephone bill or any other proof