

A Government of India Registered an Autonomous Organization, New Delhi

## CHECK LIST FOR SUBMISSION OF APPLICATION FORM

Prepare all the details mentioned in Check List and contact us for Centre Inspection.

**(Authorization will be given only after receiving the complete documents listed in the Check List)**

- Request Letter for Franchise in Centre Letter Head (With full details)
- Filled Franchise Application Form (Downloaded Copy)
- Director's/Centre Head's resume with photo and copy of Adhar Card.
- Faculties list with their CV and copy of certificates & details of handling subjects/courses.
- A separate sheet listing Course Name, Duration, Eligibility with syllabus for approval.
- Indian Non-Judicial Stamp Paper worth Rs.200 (In the name of Director/Centre).
- Photograph of Institute
- (Main Board View/Building, Reception, Lab, Theory Room, Practical Workshop etc...).
- A round stamp seal in the name of centre to affix seal on Inspection & Application Form.
- Copy of Brochures/Prospectus/Notice etc... of centre/institute. (If any)
- Copy of Rent agreement/Ownership deed of the building.
- An amount of Rs.15340/- (Fifteen Thousand Four Hundred Seventy Only) (ie;Rs.13,000+18%GST) For Documentation, Processing and Center Inspection. Pay this amount as demand draft to - TSSR COUNCIL. Our inspecting officer will visit the center).  
- shall submitted to the Inspecting Officer.

The said processing and approval charges are non-refundable after the date of approval. In case the proposed centre/site is not found suitable then amount of DD will be refund. Entire process of Franchise will take to complete within 7 to 10 days.

\* An amount of Rs. 1750/- will be charged for re-inspection.

For related query,  
Please feel free to call  
Mobile : 9400867461

