

GOVERNMENT OF MIZORAM
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT

**APPLICATION FORMAT FOR
WELFARE INSTITUTION AND HOSTEL SCHEME**

1. Name of Welfare Institution/ Hostel : _____
2. Name of District : _____
3. Location (Detailed address) : _____
4. Contact Nos. (Telephone/Mobile phone) : _____
5. *e-mail address/ website* (if any) : _____
6. Whether Public/Private/NGO/Govt. : _____
5. Date/Month/Year of Establishment : _____
6. Whether the Institution/Hostel/
is opened as Protective/Remand Home/
Educational Institution : _____
7. Whether the Institution/Hostel is
having *registration/ permission/
certification* from concerned
Department of Govt. : _____
8. Number of inmates (*at the time of
submitting the application*) : _____
9. Whether the Institution/Hostel is currently
availing benefit from this Scheme : _____
10. Percentage of SC/ST/OBC amongst
the inmates : _____
11. Source for management of the
Institution/Hostel : _____

12. Amount of fee paid by hosteller/Inmates

- i) Registration/Admission Fee : _____
ii) Yearly or Monthly Fee
(which ever is applicable) : _____

Date : _____

(_____)

Signature & Seal (if any) of Applicant

Place : _____

UNDERTAKING - I

Certified that the information given above by me is correct to the best of my knowledge, if wrong information is detected, the benefit under the said Scheme shall not be availed by this Welfare Institution/ Hostel for the next three years and the present application shall be cancelled accordingly.

Principal/Warden/Head of Institution
with seal

UNDERTAKING - II

Certified that the Welfare Institution/ Hostel applying for the said Scheme *has not availed/is not receiving* any similar kind of assistance or subsidy (*i.e. supply of foodstuff/foodgrain*) from other sources.

Principal/Warden/Head of institution
with seal

DOCUMENTS TO BE ATTACHED :

For Welfare Institution

- (i) Attested copy of Registration Certificate *or* Permission from Govt. *or* Certificate from officer of concerned Department i.e. Social Welfare Department, etc. (*District level or otherwise*).
Note : Format of Certification (from officer of concerned Department) is enclosed as Annexure - I.
- (ii) List of inmates as on the date of application (*duly signed/authenticated by Head of Institution/ Hostel*).
- (iii) Certificate/ **Hriatpuina Lehkha** of Local Authority (Village/Local Council) regarding the genuineness of the Welfare Institution.
- (iv) Attested copy of EPIC & Aadhaar Card of Head of Institution.

For Hostel

- (i) Attested copy of Registration Certificate *or* Permission from Govt. *or* Certificate from officer of concerned Department i.e. School Education Department, etc. (*District level or otherwise*).
Note : Format of Certification (from officer of concerned Department) is enclosed as Annexure - III.
- (ii) List of inmates as on the date of application (*duly signed/authenticated by Head of Institution/Hostel*).
- (iii) Certificate/ **Hriatpuina Lehkha** of Local Authority (Village/Local Council) regarding the genuineness of the Hostel.
- (iv) Attested copy of EPIC & Aadhaar Card of Head of Institution/Hostel.

ANNEXURE - II

Format of Certification

*[from Officer of concerned Department viz. Social Welfare Department, etc.
(as the case may be) of the District]*

Certified that (name of the applicant institution), located at (full address of the applicant institution), is a recognized and established Welfare Institution working for the welfare and development of the deprived/ mentally or physically challenged/ underprivileged/ disadvantaged/ weaker section of the society and that the Institution is running smoothly for the last two years without any adverse information or remark in its functioning.

Round/Office Seal
of the District Office

Signature of the Officer
(Full Name of the Officer)
Designation Seal

Date & Place _____

ANNEXURE - III

Format of Certification

*[from Officer of concerned Department viz. School Education Department,
etc. (as the case may be) of the District]*

Certified that (name of the applicant hostel/institution), located at (full address of the applicant hostel/institution), is a recognized and established Hostel institution working for the welfare and development of students of the society and 2/3 (two-third) of its inmates are from the ST/SC/OBC category and that the Hostel is running smoothly for the last two years without any adverse information or remark in its functioning.

Round/Office Seal
of the District Office

Signature of the Officer
(Full Name of the Officer)
Designation Seal

Date & Place _____

ANNEXURE - IV

**GOVERNMENT OF MIZORAM
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT
Beneficiary Ration Card under Welfare Institution & Hostel Scheme
(For Welfare Institution only)**

District/DCSO _____

Card/Registration No. _____

1. Name of Welfare Institution _____

2. Full Address _____

3. Head of Institution/Warden _____

4. No. of inmates as on _____

5. Details of Rice issued under the Scheme :

Month/Year	Nos. of Inmates	Scale of Issue	Total (col.2xcol.3)	Signature & Seal of Issuing Authority
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

Note : Card should be renewed every year before 15th January. Present Card is valid for 1(one) year only.

ANNEXURE - V

**GOVERNMENT OF MIZORAM
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT
Beneficiary Ration Card under Welfare Institution & Hostel Scheme
(For Hostel only)**

District/DCSO _____

Card/Registration No. _____

1. Name of Welfare Institution _____

2. Full Address _____

3. Head of Institution/Warden _____

4. No. of inmates/Student _____

as on _____

5. Details of Rice issued under the Scheme :

Month/Year	Nos. of Inmates	Scale of Issue	Total (col.2xcol.3)	Signature & Seal of Issuing Authority
1	2	3	4	5

Note : Card should be renewed every year before 15th January. Present Card is valid for 1(one) year only.