

National Council for Promotion of Urdu Language (NCPUL)
Ministry of Human Resource Development
(Department of Higher Education), Govt. of India

CHECKLIST

List of the documents (self attested copies) required at the time of the Inspection for the establishment of Diploma in Computer Applications, Business Accounting and Multilingual DTP (CABA-MDTP) Centre of NCPUL

(Self attested copies are to be collected by the Inspecting Officials at the time of the Inspection and attached with the report, after verification of the Originals)

1. Copy of the Registration Certificate of the Society / NGO.
2. Copy of the Bye Laws of the Society / NGO.
3. Copy of the Unique ID number of the NGO Portal.
4. Copies of the approval letters and other details of the existing CABA – MDTP Centres being run by the Society / NGO, if any.
5. Copy of the Registration ID at the NCPUL Portal.
6. Copy of the Sale Deed / Lease Deed / Rent Agreement (Valid at-least for 10 years) of the property, where the centre is to be established.
7. Any valid proof of the address, where the centre is to be established, like Electricity Bill, Telephone Bill, etc.
8. Complete drawing with built up area details and floor plan, etc., where the centre is to be established.
9. Detailed list of the equipments, furniture, library books, white boards, almiras, etc. already available at the centre.
10. Details of existing courses being run / other social activities being carried out by the Society.
11. Copies of the bills of Furniture / AC / Generator, Internet Connection, etc.
12. Colour photographs of the building (Internal and external) and all the major facilities of the proposed centre.
13. Audited statement of the accounts of last three years of the Society / NGO.
14. Copy of the Bank Statement (of last one year) of the Bank Account of the Society / NGO / Proposed Centre.

Note: *Centres are informed to keep all the Original Copies of the above mentioned documents ready for verification at the centre itself at the time of the Inspection and a self attested photo copies of all the documents for the record of the Inspecting Officials. Extra Time shall not be given for submission of any of the documents, in any case.*