



INSTITUTE OF COMPUTER TALLY ORGANISATION

An ISO 9001 : 2015 Certified Organization

Under Societies Registration Act XXI of 1860

Copyright Office Dairy No. 55230/2014-CO/L

Trust Regd. Under Revenue Department of NCT Delhi (Regd. No. 480)

Franchisee Proposal

Application For : ☐ Authorized Training Center ☐ State Co-ordinator
☐ District Co-ordinator ☐ State Master Franchise

- Name of the Applicant/Applicants : _____

- a.) Whether you are currently running an institute : ☐ Yes ☐ No
b.) if yes, then name of institute _____

- Address : _____
Teh : _____ District : _____ State: _____
PIN : _____ Email ID : _____
Website : _____ Area : ☐ Urban ☐ Semi Urban
☐ Rural ☐ Backward
Mobile : Landline :
4. Status of Institute : ☐ Trust ☐ Society ☐ Partnership ☐ Proprietorship ☐ Pvt. Ltd.
5. Date of Incorporation/Commencement of Institute:
D D M M Y Y Y Y
6. Whether your institute is currently Associated/ Franchise/ Partner of any Organization.
(if yes, please specify Brand : _____)
7. Advertisement Expense Budget for One Year : Rs. _____
8. Business Turnover of the previous Financial Year (in INR/USD): _____
9. Courses currently being conducted at your Institute : (Please Attach a List of Such Courses)



Details of the Head of the Institute

S.No.	Name	Designation	Qualification	Experience
1				
2				
3				

Details of the Faculty Staff

S.No.	Name	Designation	Specialization	Qualification	Experience	Part Time/ Full Time
1						
2						
3						
4						
5						

Infrastructure Available

S.No.	Particulars	Size (Sq. Ft.)	Carpet Area (in Sq. Ft.)	Unit
1	Reception / Counseling Room			
2	Theory Class Room			
3	Computer Lab			
4	Library			
5	Visiting Area / Open Space			
Total Area in Sq. Ft.				

Details of the Furniture & Fixtures Available

S No.	Particulars	Quantity (Nos.)
1	Computer Tables	
2	Computer Chairs	
3	Class Room Chairs	
4	White Board / Black Board	
5	Projector	
6	Others (Specify)	

Books Available in Library

S.No.	Name of the Books	Author's Name	Syllabus Covered	Quantity
1				
2				
3				
4				
5				
6				
7				
8				
9				
10.				

Computer & Peripherals

S.No.	Computer Type	Configuration of System	Quantity
1			
2			
3			
4			
5			

Printer : Dor Matrix ☐ Inkjet ☐ Laser ☐ All in One ☐

Internet Connectivity : Dor Matrix ☐ Cable ☐ Wi-Fi ☐ Other ☐

Software Available

S.No.	Name of Software	Version
1		
2		
3		
4		
5		

PERSONAL FACT SHEET OF THE CENTER INCHARGE

1. Name : _____
2. Father's Name : _____
3. Date of Birth :

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D D M M Y Y Y Y
4. Residential Address : _____
City : _____ Teh . _____
Distt : _____ State : _____
LandLine No (With STD Code) : _____ Mobile : _____
Email ID : _____
5. Permanent Address : _____
City : _____ Teh . _____
Distt : _____ State : _____ Country : _____
6. Nationality : _____ Marital Status : Married ☐ Unmarried ☐
7. Academic Qualification :

S. No.	Standard	Stream	Board / University	Year of Passing	Percentage
1.					
2.					
3.					
4.					
8. Investment Capacity (in INR/ USD) : _____ Approx.

Photograph
of the
Incharge
of the
Institute

Documents Required

Kindly Attached the Following Documents along with the application form :

1. Copy of Address Proof (Telephone Bill/ Elec. Bill/ Licence of the Municipal Corporation) of the Institute.
2. Copy if Identity Proof (PAN Card/ Voter Card/ Driving Licence/ Passport/ Bank Pass Book/ Aadhaar Card.
3. Copy of Academic Qualifications.
4. One Passport Size Colored Photograph of Owner/ Proprietor/ Partners.
5. if Building on Rent/Lease then Latest Rent/Lease Agreement.
6. Clearly Shown Photographs of the Institute.

Franchise Fee shall be Paid Through Cash/Bank Transfer/DD in favour of "Institute of Computer Tally Organization" Payable at Barsar, Hamirpur India

INSTITUTE SNAPS

1. Paste Photograph of the Building (Front View) in below mention box.

Affix 4x6 Photo Here

2. Paste Photograph of the Reception/ Counselor's Room
in below mention box.

Affix 4x6 Photo Here

INSTITUTE SNAPS

3. Paste Photograph of Theory Class Room in below mention box.

Affix 4x6 Photo Here

4. Paste Photograph of the Computer Lab in below mention box.

Affix 4x6 Photo Here

INSTITUTE SNAPS

5. Paste Photograph of Library Photo in below mention box.

Affix 4x6 Photo Here

6. Paste Photograph of Center Head Cabin in below mention box.

Affix 4x6 Photo Here



AN ISO : 9001 : 2015 Certified Organization
INSTITUTE OF COMPUTER TALLY ORGANISATION

Head Office : Near PNB Bank, Salouni, Teh. Barsar,
Distt. Hamirpur (H.P.) Ph. : 86288-83626, 94187-83626,

Web Site : www.ictointia.com
E-mail : icto.tally@gmail.com

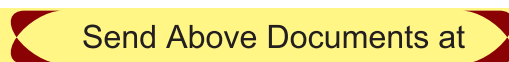
UNDERTAKING

1. _____
(Name & Designation)

Partner / Proprietor / Owner of _____

(Name & Address of the Institute)

1. Understood the RULES & REGULATIONS as of now & amended in future applicable to the Institute conducting ICTO & or its Collaborative Partners Courses explained in the Franchise Proposal for Affiliation and agreed to abide by the sam.
2. I certify that I am the competent authority by virtue of the administrative and financial powers vested in me of the above mentioned Institute / Organization to furnish the above informations and to undertake the above stated commitment on behalf of my / our Institution.
3. I am aware that in case my information given by me is false or misleading, ICTO may in its sole discretion take whatever actions or measures it deems necessary and appropriate and the Institute would be debarred from the Affiliation.
4. I agree to abide by the rules & regulations and the decisions taken by the management of ICTO from time to time
5. I further understand that, I have to register each and every Trainees/Students studying at my/our Center at ICTO Head Office by paying the prescribed fee, failing which ICTO will have all the rights to take action.
6. In case of any dispute arising between ICTO & its Franchisee the Jurisdiction for all Legal purpose will be Hamirpur, Himachal Pradesh, India Only.



Send Above Documents at

Institute of Computer Tally Organisation

Near PNB Bank Salouni, Teh. Barsar,
Distt. Hamirpur (H.P.)

01972-251626, 86288-83626, 94183-49443
94187-83626 (W)