



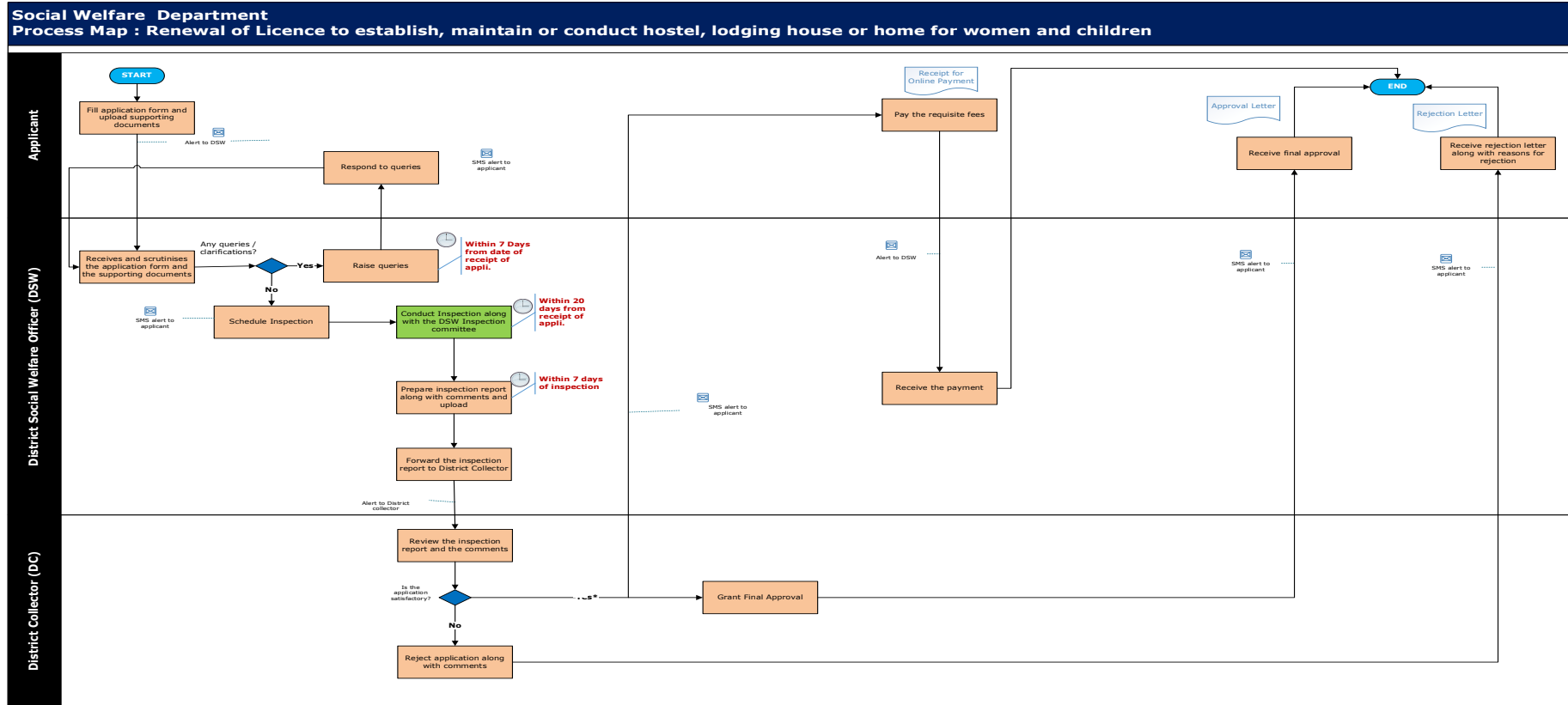
# **Renewal of Licence to establish, maintain or conduct hostel, lodging house or home for women and children from Social Welfare Department**

Procedure, List of Supporting Documents and Fees

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# 1. Procedure



\* Once the application is satisfactory the system to send a request to the applicant to pay the fees and once the fee is paid by the applicant then the final License can be downloaded

## 2. Checklist of Supporting Documents

S. No.	Document
1.	Building stability certificate and sanitation certificate obtained either from PWD / Registered Chartered Engineer <sup>+</sup> / Registered Chartered Architect <sup>+</sup> (mention the year specifically)
2.	Fire safety certificate from Fire Service department
3.	Medical Certificate of the manager / resident manager/ care taker's or care giver's / warden or Certificate of fitness of Manager / Resident Manager
4.	Conduct Certificate of the manager / resident manager/ care taker's or care giver's / warden or
5.	Police verification certificate of the manager / resident manager/ care taker's or care giver's / warden
6.	Medical Certificate of the security persons
7.	Conduct Certificate of the security persons
8.	Police verification certificate of the security persons
9.	Food Menu of the institution
10.	Last 3 years audit statement by the chartered accountant
11.	Form D: Building License from Tahsildar

## 3. Fees

S. No	Fee Type	Amount (INR)
1.	Renewal fee	3, 000

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