

Address Change Process & Policy

Background and Requirement

RKCL is running its operations through its ITGKs. These ITGKs are working on certain premises / physical locations, some of them in rented premise and some of them are having their own premise. ITGKs keep requesting RKCL for address / premise / physical location change because of multiple reasons, e.g. someone wants to move to its own premise from a rented accommodation etc. To make this address change process convenient and hassle free, RKCL has formed a policy and process for address change.

The following address change process and policy for ITGK is proposed:

- For any address / premise / physical location change, ITGK must apply for address change to RKCL through its Service Provider. RKCL may take action against ITGK in case ITGK changes / moves its address / premise / physical location from one place to another.
- ITGK shall submit request for Address Change to RKCL through its Service Provider.
- ITGK may submit relocation request within its District HQ / Tehsil / Panchayat Samiti.
- ITGKs may relocate from Urban to Rural, Rural to Rural areas. For any case, RKCL shall review the application and approve / reject the application on case to case basis.
- For any Address Change request, RKCL reserves the right to approve / reject / hold and RKCL's decision will be Final.

Address Change Process

S. No.	Process	Owner
1	Application for address change request duly filled must be submitted to SP.	ITGK
2	SP shall visit the proposed location within 5 working days.	SP
3	SP shall collect all the required documents from ITGK during his visit to proposed new location.	SP
4	After receipt of all documents, SP must complete the process within 2 days and submit Final Application with his remark (Recommended /Not recommended for Address Change) with reason for Changes to RKCL. SP shall also fill up and submit address change checklist as given below.	SP
5	RKCL shall Accept / Reject the application based on the documents attached by ITGK and Visit Reports submitted by SP within 2 days from receipt of the Original Application with documents from SP. This timeline is not applicable to exceptional cases.	RKCL
6	Mail shall be sent to the SP / ITGK regarding the status (Approved / Not Approve) from RKCL. No further communication shall be entertained on the same.	RKCL

Application for ITGK Address Change

ITGK Code: _____ ITGK Starting Year _____

ITGK Name: _____

ITGK Owner: _____ ITGK Contact No: _____

वर्तमान स्थान का विवरण

District:		Tehsil:	
Address:			
Urban (Tick if applicable)	Mohalla:	Ward No.	
	Police Station:	Municipality:	Pin Code:
Rural (Tick if applicable)	Village:	Gram Panchayat:	
	Police Station:	Panchayat Samiti:	Pin Code:

नये स्थान का विवरण

District:		Tehsil:	
Address:			
Urban (Tick if applicable)	Mohalla:	Ward No.	
	Police Station:	Municipality:	Pin Code:
Rural (Tick if applicable)	Village:	Gram Panchayat:	
	Police Station:	Panchayat Samiti:	Pin Code:

स्थान परिवर्तन के कारण

1. किरायानामा की अवधि समाप्त होना।
2. भू-स्वामी के साथ विवाद।
3. (अन्य) वर्णन करें _____

आवेदक का हस्ताक्षर: _____

आवेदन की तिथि : _____

ज्ञान केंद्र आवेदन के साथ आवश्यक दस्तावेज संलग्न कर अपने Service Provider को भेजें।

Service Provider Visit Report for Address Change

Application Receipt Date: _____

Applicant ITGK Code: _____ ITGK Starting Year: _____

ITGK Name: _____

नये स्थान का विवरण

क्या आवेदन पत्र में वर्णित पता पहुँचने योग्य है? हां / नहीं

नये स्थान का पूर्ण पता:

District:		Tehsil:	
Address:			
Urban (Tick if applicable)	Mohalla:		Ward No.
	Police Station:	Municipality:	Pin Code:
Rural (Tick if applicable)	Village:		Gram Panchayat:
	Police Station:	Panchayat Samiti:	Pin Code:

स्थान परिवर्तन के कारण

1. किरायानामा की अवधि समाप्त होना।
2. भू-स्वामी के साथ विवाद।
3. (अन्य) वर्णन करें _____

SP Representative Name * _____ Sign of Applicant ITGK Owner _____

Date of Visit: _____ Seal & Signature of SP _____

SP shall submit this report to RKCL with outside & inside photographs of new proposed location.

* Authorized person who is registered with RKCL in KYC shall be entitled to visit.

(To be printed on Stamp Paper)

UNDERTAKING

I ----- S/o----- Resident of ----- do hereby undertake that:

1. My Center Code is -----
2. I am one of the below (Please tick correct option) in ITGK:
 - a. Proprietor
 - b. Partner
 - c. Director
 - d. President / Chairman / Secretary
 - e. Karta
 - f. Trustee
 - g. Other (Specify):
- 2 My present Address of ITGK is -----
3. I wish to change my address from above address to -----
4. I shall transfer my all activities related to RKCL to this new address after obtaining confirmation from RKCL.
5. I shall close my all activities related to RKCL from existing address with date of consent of my new address from RKCL.
6. I shall inform the new address to all the Learners enrolled in the batch running as on date of change.
7. I shall make available all infrastructures as per norms of RKCL at new location.
8. I shall submit all Bonafied documents in respect of proposed address change.
9. I do understand the RKCL's decision shall be final in this regard.
10. I shall not lease / sublet this premises to any other person nor shall carry out the RKCL activities other than new approved location by RKCL.
11. I shall ensure that the study of the learners is not effected due to my address change process.

Seal & Signature

(Name of Signatory)

Status:

Mobile No:

Email Id:

Checklist for Address Change – To be submitted by SP

SP needs to verify below checklist before sending original documents to RKCL. SP shall send this filled up checklist for every address change application to RKCL along with rest of the required documentation.

Address Change Checklist

ITGK Code:

ITGK Name:

District:

Old Address:

New Proposed Address:

S. No.	Documents	Enclosed
1	Duly filed Application form by ITGK	YES /NO
2	Declaration for address change on Stamp Paper in attached format	YES /NO
3	New Rent Agreement / Ownership Document in case of own premises on Rs. 100 Stamp.	YES /NO
4	Utility Bill	YES /NO
5	Rs. 1000/- DD for processing fee in favor of RKCL payable at Jaipur (Non-refundable)	YES /NO
6	Duly filled and signed SP Visit report along with outside and inside photographs of new location	YES /NO
7	Recommendation	YES /NO

**** NOTE:** All the documents should be on the Name of the Owner who has signed the ITGK Agreement

I shall be fully responsible for the Documents submitted and my recommendation.

Seal & Signature of Service Provider

Action at RKCL Office

ITGK Code		Date of Approval	
Old Address			
New Address			

1. Date of receiving of Original Application from SP along with all document in original
2. Verification of following documents and findings-
 - a) Duly signed Application from ITGK
 - b) Rent Agreement with latest paid utility bill in the name of premises owner
 - c) Owner ship document – if owned premises
 - d) Other document evidencing support of location ownership/renting (in case of Rent Agreement it should be on Rs. 100 Stamp & Notarized must accompany Latest Month Utility Bill (Electricity/Water) Paid copy)
 - e) Declaration in original (on Stamp & Notarized)
 - f) Valid DD of Rs.1000
 - g) Duly filed and signed SP Visit report with photograph
3. If rejected mention with Reason:
4. If Exception Case, Mention the Details:
5. Documents are complete in all respect: Yes / No

(Proposed by)

(Recommended by)

(Approved by)

6. DD handed over to Accounts Dept.
7. Change in MyRKCL and other required places by technical department.
8. Information to Concerning ITGK and SP