

### List of Documents

1. Print copy of Apply Online Registration

2. Online Challan of Fee deposited

Online Challan Steps → Google

→ Himkoshi

E-challan →

Online Receipt

Create New

Account

Detail of Head Account online Challan fee:-

Treasury Code	K	N	G	0	0
DDO Code			5	1	2

Major Code	Sub Major	Minor Code	Sub Head
0202	01	101	05
Education, Sports	General Education	Elementary Education	Receipt on A/c of Renewal from Private School

3. Self declaration cum application form-I under RTE Act duly filled in by the Institution.

4. School NOC Copy / Previous classes issued by the Department of Elementary Education for 1<sup>st</sup> to 8<sup>th</sup> or 1<sup>st</sup> to 5<sup>th</sup> and 6<sup>th</sup> to 8<sup>th</sup>.

5. Copies of recognition & renewal of the previous years are compulsory at the time of submission of file.

6. Copy of Registration of Society/ Trust along with member detail.

7. Land deed - Rent Deed.

8. School Building Map with authorised gusted officer.

9. School Building Photograph with Play Ground

10. Latest Building Safety certificate from the concerned XEN of HP PWD

11. Latest Fire safety certificate from Chief Fire Officer HP Shimla.

12. Non- encroachment certificate.

13. Financial Statement (Balance Sheet Approved by CA) of the school for the previous year

14. RTE Norms affidavit.

15. Salary affidavit of the all staff as per Govt. Norms (Minimum salary).

16. List of Teachers appointed as per R&P rules, RTE & NCTE norms on the prescribed proforma along with their Qualification certificates

Sr. no	Name of Teacher	Father Name	Date of Birth	Academic Qualification	Professional Qualification	Whether TET Qualified or Not	TET Sr.No & Roll No	Class Assigned	Appointment date	Trained or Untrained	Teacher Mobile No	Teacher Aadhar Number

17. Detail of DLED Teacher, Registration Copy/Examination Roll No Admit Card

Sr.	Name of DLED Teacher	Registration No	Examination Roll No

18. List of Teaching Learning Equipments, Sports articles, Library Books.

19. Detail of infrastructural facilities e.g. Building, Rooms, Separate Toilets (Boys & Girls), Drinking Water facilities, Playground, Boundary wall etc

20. Staff Photograph and Passport size photograph of individual Teacher alongwith their documents

21. Detail of Classwise fee structure of the School & Detail of 25% Reservation to Weaker section children

22. Website address of the School & Latest Contact Number Principal/Office MD

23. Detail of School Buses, Registration copy and photograph of the buses & Detail of Driver, Driver Licence Photo Copy & Medical Fitness Certificate Photo Copy.

24. Detail of School Enrollment Class wise with boys and girls

25. Photograph of the Child Help Line Number Printed on the School Notes Board.

CHECK LIST FOR GRANTING THE ESSENTIALITY CERTIFICATE

1. Preliminary Project report.
2. Revenue papers (Talima & Jamabandi latest)
3. NOC from Town & Country Planning Department
4. NOC for approached road from concerned Department/authority.
5. NOC from Forest Department
6. NOC from I&PH
7. Report of the availability of water in case IPH refuses to supply the water.
8. Site plan showing contours, constructions, roads, existing trees & distance of existing tree for construction.
9. Location plan showing the approximate distance of land in question from water supply main station.
10. NOC from local body (urban or rural as the case may be) stating there in that the infra structure and service provisions needs of the proposal have been considered and are not objected to.
11. NOC of Pollution Control Board with respect to proposed arrangements for disposal of effluents and sanitation.
12. Any other documents which the department may deem fit to ascertain the eligibility of applicant and suitability of land proposed to be transferred.
13. Inspection report duly conducted under the chairmanship of the concerned SDMA as per Proforma attached at annexure B.

FORM 1  
SELF DECLARATION CUM APPLICATION  
FOR GRANT OF RECOGNITION OF SCHOOL

(See rule -9)

To

The Deputy Director (Elementary Education)/ Block Elementary Education Officer  
(Name of District and State)

Sir/madam,

I am submitting self declaration/ application regarding compliance with the norms and standards specified in the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 and the rules for the grant of recognition to \_\_\_\_\_ (Name of the school)

With effect from the commencement of the school year 20 \_\_\_\_\_

Yours faithfully,

Enclosure

Place /Date

Chairman of Managing  
Committee/Manager

#### A. School Details

1. Name of School
2. Academic Session
3. District
4. Postal Address
5. Village/City
6. Taluk
7. Pin Code
8. Phone No. with STD Code
9. Fax No.
10. Email Address if any, *with the address of the school*
11. Nearest Police Station

#### B. General Information

1. Year of Establishment/ or to be established
2. Date of First Opening of School
3. Name of Trust/Society/Managing Committee
4. Whether Trust/Society/Managing Committee/ is registered
5. Period upto which Registration of Trust/Society/Managing Committee is valid
6. Whether there is a proof of non-proprietary character of the Trust/Society/Managing Committee supported by the list of members with their address on an affidavit in copy

7. Name and official address of the Manager/President/Chairman of the School

Name

Designation

Address

Phone

(0) \_\_\_\_\_

(#) \_\_\_\_\_

8. Total Income & Expenditure during last 3 years surplus/deficit

Year	Income	Expenditure	Surplus/deficit
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C. Nature and area of School

1. Medium of instruction
2. Type of School (Specify entry & exit classes)
3. If aided, the name of agency and percentage of aid
4. If School Recognized/affiliated earlier
5. If so, by which authority
  - \* Recognition number
6. Does the school has its own building or is it running in a rented building
7. Whether the school buildings or other structures or the grounds are used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for political or non-educational activity of any kind whatsoever?
8. Total area of the school

9. Built-in area of the school.

**D. Enrolment Status**

	Class	No. of Section	No. of Students
1.	Pre-primary		
2.	I - V		
3.	VI - VIII		

**E. Infrastructure Details & Sanitary Conditions**

Room		
	1. Class room	
	2. Office room-cum-store Room-cum-Headmaster room	
	3. Kitchen-cum-store	
Numbers		
Average Size		

**F. Other Facilities**

Whether all facilities have barrier free access	Teaching Learning Materials (attach list)	Sports & Play equipment (attach list)	Facility books in library • Books (No. of Books) • Periodical / Newspaper	Type and number of drinking water facility	Sanitary Conditions • Type of W.C. & Urinals • Number of W.C./Urinals separately for boys • Number of W.C./Urinals separately for girls
(1)	(2)	(3)	(4)	(5)	(6)

**G. Part C: Particulars of Teaching Staff**

**1. Teaching in Primary/Upper Primary exclusively (details of each teacher separately)**

Teacher Name	Roll No.	Date of Acquisition of Qualification	Profession of Qualification	Teaching Experience	Post assigned	Date of appointment	Employment mode

	Spouse Name								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

2. Teaching in Both Elementary and Secondary (details of each teacher separately)

Teacher Name/Father/Spouse Name	Date of Academic Birth	Academic qualification	Professional qualification	Teaching experience	Class assigned	Date of appl.	Class of school
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

3. Headmaster

Teacher Name/Father/Spouse Name	Date of Academic Birth	Academic qualification	Professional qualification	Teaching experience	Class assigned	Date of appl.	Class of school
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

4. Curriculum and Syllabus

Details of curriculum & syllabus followed in each class (up to VIII)	System of Pupil Assessment	Whether pupil of the school is required to take any Board exam (from class VIII)
(1)	(2)	(3)

I. Certified that the school has also submitted information in the data capture format in District Information System of Education with this application.

J. Certified that the school is open to inspection by any officer authorized by the appropriate authority.

K. Certified that the school undertakes to furnish such reports and information as may be required by the Deputy Director Education or Block Elementary Education Officer from time to time and complies with such instructions of the appropriate authority or the Deputy Director Education Officer as may be issued to secure the continuous fulfillment of the conditions of recognition or the removal of deficiencies in working of the school.

1. Certified that records of the school pertinent to the implementation of this Act shall be open to inspection by any officer authorized by the Deputy Director Education or Block Elementary Education Officer or appropriate authority at any time, and the school shall furnish all such information as may be necessary to enable the Central and / or State Government, Local Body or the Administration to discharge its or his obligations to Parliament / Legislative Assembly of the state/Panchayat/Municipal Corporation, as the case may be.

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Chairman/Manager

Managing Committee

School

Place:            Date:

Gram:            Phone:

E-Mail:            Fax: