



Directorate of School Education

विद्यालय शिक्षा निदेशालय

APPLICATION FOR ESTABLISHMENT OF NEW SCHOOL (FORM-I) [See Rule 29 (1)]

Cost of Form Rs. 500/-

(Note: - (✓) tick mark the circle for appropriate information)

New School

Up-Gradation of School

District:

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1. Details of Proposed School:

A. General

i. Name of School

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ii. Stage for which permission/ up-graduation applied for

Primary Middle High Sr. Sec.

iii. Sr. Sec. Stage mention stream for which permission / up-graduation is sought.

Arts Commerce Science

iv. For up-graduation Permanent/ Provisional recognition granted by

Director DEO

Note: The schools running in the State before 31.03.2007 as temporarily recognized shall be deemed to have been permitted under this rule for the purpose of recognition or upgradation.

No. Date

v. If already recognized mention stage along with order no. and date

Primary Middle High

Director DEO Deemed Recognized

No. Date

B. Locational Details of School:

Urban Rural

i. Plot No.

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ii. Sector/ Mohalla

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iii. City / Town / Village

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iv. HUDA / Municipal Council / Committee/ Panchayat

v. CD Block

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vi. Assembly Constituency

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vii. District

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viii. Telephone Number with STD Code

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ix. Fax Number

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x. E-Mail address

C. Type of School/ Curriculum:

- i. Type of School Boys Girls Co-Education
- ii. Approximate number of students to be admitted
- iii. Affiliating Board BOSE CBSE ICSE Others
- iv. Curriculum:
- a) For 1-8th Class BOSE CBSE ICSE Edu. Deptt.
- b) For 9-12th Class BOSE CBSE ICSE Others
- v. Medium of instruction Hindi English Both Others

2. Details of Authority to run the school (Refer to Rule-29)

1. Name

2. Registration Details

- i. Scheme of Management (Under Rule 32) Yes No
- ii. a. Registration Number & Date
- ii. b. Registration Authority
- iii. Composition of managing committee Yes No
- iv. Number of members of managing committee
- i. Copy of Bye-Laws attached. Yes No

3. Land Details (Refer to Rule - 30):

A. Area Details:

Total Land Area

Sqm. Acre Kanal Marla

Yes No

If Yes, Then Area Distance

B. Owner Derails (Refer to Rule —)

i. The Name of individual or Association of individuals or Trust or Society or Company or School whom ownership vests

ii. The ownership Title document attached Yes No

C. Lessor Details

i. Name

ii. Address

D. Lessee Details

i. Name of the lessee (President or Secretary or Manager)

ii. Whether authorized by the authority running the school

iii. Copy of resolution attached or not Yes No

E. Location of land

i. Khewat/Khasra No./Killa No./Plot No. Khewat Khasra Killa Plot No.

ii. Whether land is in one patch or more Number of patch

iii. If more than one patch sizra of land duly countersigned by the Tehsildar be attached Yes No

iv. Whether pieces of land adjacent & easily approachable and functionally suitable? Yes No

4. Proposed Building Details:

A. Proposed Plan

i. Proposed plan whether attached and duly signed by registered architect and owner or lessee Yes No

ii. Covered Area

(a) Ground coverage-(for New Schools: it should be conforming to urban Development Department, Town and country planning Department, Panchayant and Development Department whichever is applicable Sq. Ft.

(b) Total covered area (if more than one floor) Sq. Ft.

(c) Percentage of ground coverage Sq. Ft.

(d) FAR (Floor area ratio) (for new Schools) :

B. Room Details:

i. Total No. of Rooms

Size of Class Room

(a) for new school - 24' X 18' X 10' @ 10 Sq. ft./Student

ii. Number of Class Room (One class room for each section)

(b) for Existing school- I-VIII Class @ 9 Sq. ft. / Student IX-XII Class @ 10 Sq. ft. / Student

Class Rooms

Total Room	Lentered		Size in ft.			Area (Sq. ft. each room)	No. of Students to be adjustment	Total No. of Student
	Yes	No	L	B	H			
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	<input type="text"/>

<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total									<input type="text"/>	<input type="text"/>

Other Rooms

	Yes	No	L	B	H	
Office of Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X <input type="text"/>
Staff Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X <input type="text"/>
Office Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X <input type="text"/>
Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X <input type="text"/> No. of books to be provided <input type="text"/>
Physics Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X <input type="text"/>
Biology Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X <input type="text"/>
Science lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X <input type="text"/>
Computer Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X <input type="text"/>
Store Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	X	<input type="text"/>	X <input type="text"/>

iii. Verandah

a. for new school – 8' for single loaded & 10' for double loaded ft.

b. for existing school – 6' for single loaded & 8' for double loaded ft.

iv. Stairs

a. for new school – 8' width Yes No If No, Size

b. for existing school – 4'6" width. Additional stair after linear distance of 100' Yes No If No, Size

v. Ramp

a. for new school – 6' width Yes No If No, Size

b. for existing school – 6' width. If the school does not provided ramp then it should arrange the classes for the handicapped students at the ground floor. Yes No If No, Size

vi. Provision for laboratory

Science <input type="checkbox"/>	Functional English <input type="checkbox"/>	Computers <input type="checkbox"/>
Chemistry <input type="checkbox"/>	Biology <input type="checkbox"/>	Music <input type="checkbox"/>
Composite Science <input type="checkbox"/>	Physics <input type="checkbox"/>	Multimedia <input type="checkbox"/>
Geography <input type="checkbox"/>	Mathematics <input type="checkbox"/>	Others <input type="checkbox"/>

vii. Drinking water facility Yes No Mode of water supply

viii. Toilets & Urinals separated for boys and girls Yes No

a. Number of toilets for the girls

b. Number of toilets for the boys

Total Number of toilets

5. Proposed Staff statement attached? Yes No

(A) Whether pay scales would be same as provided in Appendix A attached with Haryana School Education Rule-2003 Yes No

If No, Then Specify the pay scales.

i. Head of the institution (Principal/ Head Master)

ii. Lecturers

iii. Master/ Mistress

iv. Teachers(JBT/C&V/Language/PTI)

v. Non Teaching Staff (Clerk/Lab assistant/Class IV)

(B) Rules & Regulations for staff under rule 162 Yes No

6. Proposed fee structure

i. Class-wise fee and funds (no funds except Red cross, CWF and Sports funds) Yes No

ii. to be displayed on the notice board. Yes No

iii. issue of fee receipt. Yes No

iv. Whether fee is charged according to the (Rule 158 & 159) Yes No

7. Undertaking attached Yes No

8. Financial Statement (by C.A.) Yes No

i. Bank Balance (Attested copy of passbook / Statement)

9.Processing Fee + Form Fee Yes No

for 5th Rs. 1000/- for 10th Rs. 5000/-
for 8th Rs. 2500/- for 12th Rs. 10,000/-
(Plus Rs. 500/- fee of the form)

Details of Draft

Draft No.

Dated

Bank Name

Payable at

File No.

Certified that the above information is correct and nothing has been concealed.

**Signature of Authorized Executive
Member of Management**



DOCUMENT REQUIRED FOR ESTABLISHMENT OF NEW SCHOOL OR STARTING HIGHER CLASSES (UPGRADATION OF SCHOOL)

- 1 **FORM I** (duly filled in and signed by authorized person).
- 2 **PROCESSING FEES + FORM FEES** (Rs. 1000 for Primary, Rs. 2500 for Middle, Rs, 5000 for Matric and Rs. 10,000 for Senior Secondary, and plus cost of form Rs. 500 for each).
- 3 **UNDERTAKING** (specimen enclosed it will be generated through computer and to be signed by the authorized person before the receiving authority).
- 4 **REGISTRATION CERTIFICATE OF SOCIETY/TRUST/INDIVIDUAL/INDIVIDUALS OF ASSOCIATION/COMPANY**
- 5 **OWNERSHIP OF LAND** (Original ownership deed/leased deed).
- 6 **PROPOSED SITE PLAN OF BUILDING** (plan duly signed by registered architect and authorized person of management along with description of land on which the school is proposed to be build up).
- 7 **FINANCIAL RESOURCES** (copy of Bank balance of passbook/statement if the finance sanctioned by financial institution be attached).
- 8 **Copy of NOC/CLU from DTP/M.C., Department.**
- 9 **ANY OTHER.**(i) Proposed fee & funds structure.
(ii) Proposed Number of students.
(iii) Proposed staff statement (salary of staff).

**NOTE: (i) APPLICATION IN FORM-I IS REQUIRED TO BE SUBMITTED DIRECT TO THE APPROPRIATE AUTHORITY.
(ii) SOFT COPY OF ALL ATTACHED DOCUMENTS ON CD TO BE ATTACHED.**

COMPOSITION OF MANAGING COMMITTEE

Sr. No	Name	Age	Qualification	Profession	Designation
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Specimen

(To be typed on stamp paper)

UNDERTAKING

I, _____, son of Shri _____, resident of _____, President/Secretary/ Manager of the Managing Committee of _____ school, run by _____ do hereby make an undertaking as under :-

- (a) That the school is proposed to be established at _____ in the _____acre area. The proposed number of students is likely to be enrolled _____.
- (b) That the school will impart the education upto the stage of _____.
- (c) That the dimension of the class rooms and other structure of the building will be kept according to Haryana School Education Rules-2003.
- (d) That the financial resources and expenses for the establishment and running of the school is provided as given in Form no.1.
- (e) That the scheme of management shall be got approved by the department as per rules.
- (f) That the minimum qualification of the head of school, teachers and non teaching staff and their recruitment will be done as per the norms laid down in Haryana School Education Rules-2003.
- (g) That the school authority will pay the salary to the staff according to the Haryana School Education Rules-2003.
- (h) That class wise admission fee, tuition fee and other fees & funds would be charged from the students as per information given in Form I.
- (i) That managing committee of the school will provide all essential facilities to the students as per the Haryana School Education Rules-2003.
- (j) That the school management authority will be the fully responsible for the documents submitted , if any document, found illegal or fake at any stage.

Executant**Place :-****Date :-****VERIFICATION**

Verified that the information stated above are true and correct to the best of my knowledge and nothing has been kept concealed therein.

Deponent**Place :-****Date :-**

Certificate of Land Ownership as per Revenue Record

It is certified that Sh/Smt.....

R/o.....is in ownership of land measuring
in the revenue estate ofhaving the
 description as under:-

Khatoni No. Khewat/Khasra No. Killa No. Rakba

Further certified that this land is leased foryears to
 to

.....(Society/Trust) which is running
 the.....
 ...(name of school) at

.....(address of school). The said school is situated on the fore-mentioned land
 which is in contiguous (Single piece of land). This is based on the revenue record.

Signature/Stamp

Tehsildar/Circle Revenue Officer

_____ *if the land is having more than one piece and situated at different places, then mention the
 distance from the main plot on which school building is situated.

UNDERTAKING

I,resident of do hereby affirm and declare as under :-

I am theof School, run bySociety.

1. That the grant for recognition is Class not extendable and does not in any way imply any obligation to recognize/affiliate beyond Class VIII.
2. That the school shall be by the provisions of Right of Children to Free and Compulsory Education Act, 2009 and the Haryana State Right of Children to Free and Compulsory Education Rules 2011.
3. That the school shall ensure that:-
 - (i) The school shall admit in class I, to the extent **25%** of the strength of that class. Children belonging to weaker section and disadvantaged group in the neighborhood and provide free and compulsory elementary education till its completion :
Provided, that in case of pre primary classes also, this norm shall be followed.
 - (ii) The school shall admit in class 2nd to 8th under rule 134-A to the extent of **10 %** of the strength of that class for meritorious students belonging to economically weaker section.
4. That for the children referred to in paragraph 3, the school shall be reimbursed as per sub section (2) of section 12. To receive such reimbursements school shall provide a separate bank account.
5. The school shall not collect any capitation fee and subject the child or his or her parents or guardians to any screening procedure.
6. That the school shall not deny admission to any child for lack of age proof. If such admission is sought subsequent to the extended period specified for admission, the same shall not be denied and the child shall not be discriminated on the ground of religion, caste or race, place of birth or any of them.
7. That the school shall ensure that :-
 - (i) no child admitted shall be held back in any class or expelled from school till the completion of elementary education in a school;
 - (ii) no child shall be subjected to physical punishment or mental harassment;
 - (iii) no child is required to pass any board examination till the completion of elementary education.
 - (iv) every child completing elementary education shall be awarded a certificate as laid down under rule 22;
 - (v) inclusion of students with disabilities /special needs as per provision of the Act;
 - (vi) the teachers are recruited with minimum qualifications as laid under section 23(1) of the Act. Provided further that the current teachers who, at the commencement of this Act do not possess minimum qualifications shall acquire such minimum qualification within a period of 5 years;
 - (vii) the teacher performs its duties specified under section 24(1) of the Act; and
 - (viii) the teachers shall not engage himself or herself for private teaching activities.
8. That the school shall follow the syllabus on the basis of curriculum laid down by academic authority.
9. The school shall enroll students proportionate to the facilities available in the school as prescribed 19.
10. That the school shall maintain the standards and norms of the school as

specified in section 19 of the Act. The facilities reported at the time of last inspection are as given under :-

- (i) Area of school campus total built up area.
- (ii) Area of play ground
- (iii) Number of class rooms
- (iv) Room for Headmaster-cum-Office-cum-Storeroom
- (v) Separate toilet for boys and girls
- (vi) Drinking Water Facility
- (vii) Kitchen for cooking Mid Day Meal
- (viii) Barrier free Access
- (ix) Availability of Teaching Learning Material /Play Sports Equipments/Library.

11. That no unrecognized classes shall run within the premises of the school or outside in the same name of school.
12. That the school buildings or other structures or the grounds are used only for the purposes education and skill development.
13. That the school is run by a society registered under the Societies Registration Act, 1860(21 of 1860), or a public trust constituted under any law for the time being in force.
14. That the school should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules A copy of the statements of accounts should be sent to the District Elementary Education Officers every year.
15. That the recognition code Number allotted to your school is This may please be noted and quoted for any correspondence with this office.
16. That he school furnishes such reports and information as may be required by the Director of Education/District Elementary Education Officer from time to time and complies with such instructions of the State Government/Local Authority as may be issued to secure the continued fulfillment of the condition or recognition or the deficiencies in working of the school.
17. That the Renewal of Registration of Society, If any be ensured.
18. The Other Condition as per Annexure III enclosed.

Deponent

Place:-

Date :-

VERIFICATION

Verified that the information stated above are true and correct to the best of my knowledge and nothing has been kept concealed therein.

Deponent

Place:-

Date :-