





**Part-C**

**4 Building Details:**

**A. Existing Plan**

- (i) Existing plan of building duly signed by registered architect, owner or lessee  Owner/Lessee (President or Manager or Secretary)  Architect
- (ii) Covered Area
- (a) Ground coverage -(it should be conforming to Urban Development Department, Town and Country Planning Department, Panchayat and Development Department whichever is applicable)
- (b) Total covered area (if more than one floor)
- (c) Percentage of ground coverage
- (d) FAR (Floor area ratio)  :

**B. Class Room Details:**

- i) Total No. of Rooms
- ii) Number of Class Rooms (one class room for each section)

**Size of Class Room**

- a) for new School - 24'x18'x10' @ 10Sq.ft./Student  
 b) for Existing School -  
 I-VIII Class- @ 9 Sq.ft./Student  
 IX-XII Class- @ 10Sq.ft./Student

Type	Lentered				Total Room	Size (in ft.)			Area (Sq.Ft. each room)	No of Students to be adjusted	Total No of Student
	0	Yes	0	No		L	B	H			
Class Room	0	Yes	0	No	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	<input type="text"/>
Class Room	0	Yes	0	No	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	<input type="text"/>
Class Room	0	Yes	0	No	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	<input type="text"/>
Class Room	0	Yes	0	No	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	<input type="text"/>
Class Room	0	Yes	0	No	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	<input type="text"/>
<b>Total</b>					<input type="text"/>						<input type="text"/>

**Other Rooms**

Office of Head	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Staff Rom	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Office Room	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Library	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Physics Lab	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Biology Lab	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Science Lab	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Computer Lab	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Store Room	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Chemistry Lab	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Commerce Room	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
Composite Science Lab	0	Yes	0	No	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>

No. of books available

- For Primary - 1000
- For Middle - 2000
- For Secondary - 3000
- For Sr. Secondary - 4000

iii) **Veranda**

- 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) **Stair**

- a) for new School - 6' 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 provide ramp then it should arrange the classes for the handicapped students at the ground floor.  Yes  No If No, Size

(i) Provision for laboratory

- |   |                                    |   |
|---|------------------------------------|---|
| <input type="checkbox"/> Science            | <input type="checkbox"/> Biology   | <input type="checkbox"/> Multimedia                           |
| <input type="checkbox"/> Chemistry          | <input type="checkbox"/> Physics   | <input type="checkbox"/> Others(Specify) <input type="text"/> |
| <input type="checkbox"/> Composite Science  | <input type="checkbox"/> Math      |   |
| <input type="checkbox"/> Geography          | <input type="checkbox"/> Computers |   |
| <input type="checkbox"/> Functional English | <input type="checkbox"/> Music     |   |

(ii) Drinking water facility (Mode of water supply)  Yes  No Mode

(iii) Electricity facility  Yes  No

(iv) Furniture for students  Yes  No

(v) Open space for morning assembly  Yes  No

- (vi) Boundary Wall  Yes  No
- (vii) Toilets and Urinals separate for boys and girls  Yes  No
- (a) Number of toilets for the girls
- (b) Number of toilets for the boys
- Total toilets**

### 5. Pledge Money

Pledge money atleast equal to six months basic pay of the staff but in no case less than the amount as mentioned below, shall be deposited in the name of Director School Education (by designation), in the shape of fixed deposit or bank guarantee not less than a period of three years:—

Stage	Class	Rs.
Primary	I-V	50,000
Middle	I-VIII	1,00,000
Secondary	I-X	1,50,000
Senior Secondary	I-XII	2,00,000

0 Yes 0 No If yes, Amount

### 6. Certificates –

- 1 Ownership of Land of Sub Divisional Magistrate. 0 Yes 0 No As per Annexure \_\_\_
- 2 Construction of Building of District town planner/ municipality/registered architect/ empanelled architect 0 Yes 0 No As per Annexure \_\_\_
- 3 Safety of Building of Public works Department/ Municipality/ Registered Engineer/empanelled Engineer 0 Yes 0 No As per Annexure \_\_\_
- 4 Fire Safety of Fire Officer, authorized agency by Central Government or State Government 0 Yes 0 No As per Annexure \_\_\_
- 5 Hygienic of Chief Medical Officer, Senior Medical Officer, empanelled Medical Officer 0 Yes 0 No As per Annexure \_\_\_
- 6 No Objection Certificate regarding land use of Municipal area: municipality/municipal council/local authority 0 Yes 0 No As per Annexure \_\_\_
- Out side municipality area like urban area/ controlled area/rural area: As notified under relevant laws. 0 Yes 0 No As per Annexure \_\_\_

**Note: - The schools which qualify for relaxed land norms under these Rules, shall not be required to attach certificate referred above at Sr No. 6 for the purpose of recognition or up gradation.”**

### 7. Staff statement attached?

0 Yes 0 No As per Annexure \_\_\_

(A) Whether teachers are suitably trained with minimum qualifications 0 Yes 0 No

(B) Whether pay scales would be same as provided in Appendix A attached with Haryana School Education Rule-2003 0 Yes 0 No

If no then specify the pay scales.

(i) Head of institution(Principal/Headmaster)

(ii) Lecturers

(iii) Master/Mistress

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

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

(C) Written agreement with teachers(Rule161) 0 Yes 0 No

### 8. Rules and Regulations for staff under rule 162

0 Yes 0 No As per Annexure \_\_\_

### 9. Fee structure –

- i) class –wise fee and funds (no funds except Red Cross, CWF and Sports Fund) 0 Yes 0 No As per Annexure \_\_\_
- ii) to be displayed on the notice board. 0 Yes 0 No As per Annexure \_\_\_
- iii) issue of fee receipt. 0 Yes 0 No As per Annexure \_\_\_
- iv) fees charged is according to the facilities provided by the school 0 Yes 0 No As per Annexure \_\_\_

### 10. School Record

0 Yes 0 No As per Annexure \_\_\_

### 11. Affidavit (As per specimen)

0 Yes 0 No As per Annexure \_\_\_

### 12. Financial Statement (by C.A)

0 Yes 0 No As per Annexure \_\_\_

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

### 13. Audit Report (as per rule 30)

0 Yes 0 No As per Annexure \_\_\_

### 14. Processing Fee + Form Fee

(For 5<sup>th</sup> Rs. 1000/-, for 8<sup>th</sup> Rs. 2500/-, for 10<sup>th</sup>Rs. 5000/- & for 12<sup>th</sup> Rs. 10,000/- plus Rs. 500/- fee of the form)

Draft No.  Dated

For Rs  Bank

Place  File No.

Payable at

**Certified the information and document supplied by me with this form is true and nothing has been concealed.**

Date:

Place:

**(Signature of President or Manager or Secretary)**  
With Seal

## Check List for processing cases for permanent recognition

SN	Document Required	Particulars
1.	Processing Fee.	Demand Draft Rs. 1,000/- for primary school, Rs. 2,500/- for middle school, Rs. 5,000/- for high school and Rs. 10,000/- for Senior Secondary School as processing fee in favour of Director School Education, Haryana, Panchkula
2.	Registration of Society/ Trust/ Company (Memorandum/ Rules & Regulation/ Resolution.) (Attested Copy)	"Any individual or association of individual or firm or society registered under Societies Registration Act, 1860 (21 of 1860), or trust created under the Indian Trust Act, 1882 (2 of 1882), or company registered under the Companies Act, 1956 (1 of 1956)
3.	Attested Copy	Permission to open the School / Provisional recognition.
4.	Original on Letter Pad.	Proposed class-wise students strength.
5.	Original on Letter Pad.	Proposed class-wise Fee & Funds.
6.	Original on Letter Pad.	Staff Statement & Salary Statement (Minimum wages should not be less than D.C. Rate) and agreements & Appointments of Staff.
7.	Affidavit (Original)	As per specimen
8.	Ownership of Land/ Pattannama	In the name of Society/ trust/ company, for minimum time period is 20-years.
9.	Pledge money	F.D. or Bank Guarantee not less than a period of 3-years. Rs. 50,000/- for primary school, Rs. 1,00,000/- for middle school, Rs. 1,50,000/- for high school and Rs. 2,00,000/- for Senior Secondary School as pledged in favour of Director School Education, Haryana, Panchkula.
10.	Ownership of Land	Sub Divisional Magistrate/ Registering authority (Attested copy of Gazetted Officer.) If land is in more than one patch, then a sizra-aksh is required counter signed by Tehsildar.
11.	Construction Plan of Building	District town planner/ municipality/ registered architect/ empanelled architect (Original in Blue Print)
12.	Certificate Safety of Building	Public works Department/ Municipality/ Registered Engineer/ empanelled Engineer (Original)
13.	Certificate of Fire Safety	File officer, authorized agency by Central Government or State Government (Original)
14.	Certificate of Hygienic	Chief Medical Officer, Senior Medical Officer, Empanelled Medical Officer (Original)
15.	Number of Rooms	Primary 5+2 Rooms, Middle 8+6 Rooms, Secondary 10+6 Rooms, Senior Secondary 12+6 for Arts/ 12+8 for Arts & commerce and 12+10 for Arts, Commerce & Science.
16.	Financial Statement	Registered Chartered Accountant. (Original Current Closing Year.)
17.	Maintenance of Record.	As per Rule-28 of Haryana School Education Rules, 2003
18.	Other information	

**AFFIDAVIT**

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ and Manager/Secretary of \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That the school building is safe, properly ventilated, spacious and dimension of the class rooms & building is as per Haryana School Education Rules, 2003.
2. That the Society/Trust is Regd. Under the registration of societies Act.
3. The school shall charge fee and funds as declared to the appropriate authority in the application for recognition and display the same on the notice board of the school and shall not increase the fees during the any academic session. In case of change in the fee structure the school shall inform to the appropriate authority by 1<sup>st</sup> of January of every year and will also issue printed receipt of fees/ funds to the students.
4. That there is no business premises in any part of the building of the school and is not used for commercial or residential purpose during day and night.
5. That the salary of teaching and non teaching staff are regularly paid and records of payments are kept in salary register accordingly.
6. That no teacher or student is compelled to attend a class of religious instructions.
7. That no complaint/inquiry is pending against school property/management committee of the school seeking recognition.
8. That the school is maintaining all record required as per rule 28 Haryana School Education Rules, 2003.
9. That the teachers are suitably trained with minimum qualification as per Appendix. Proper appointment letter have been issued to teachers and agreement has been executed between teacher and management as per requirement of Haryana School Education Rules, 2003.
10. That the school will be open for inspection for the officer authorized by the appropriate authority/Director.
11. That the school will furnish all reports and information as may be required by any authority/ Director from time to time.
12. That the land of school is free from all encumbrances.
13. That the documents submitted by the management are on the basis of facts & records, if any document found fake and illegal at any stage the management will be fully responsible for that.
14. That the school management shall abide by all the provisions of the Haryana School Education Act, 1995 and Haryana School Education Rules, 2003 as amended from time to time and directions/ instructions issued by the Director/ appropriate authority from time to time.

**Place**

**Deponent.**

**Dated.**

**VERIFICATION**

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

**Place**

**Deponent.**

**Dated**

**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 of .....having the description as under:-

Khatoni No.                      Khewat/Khasra No.                      Killa No.

Further certified that this land is leased for .....years 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

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\*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 the .....of ..... School, ..... run by .....Society.

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 2<sup>nd</sup> to 8<sup>th</sup> 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 :-**