



GOVERNMENT OF HARYANA / हरियाणा सरकार
Directorate of School Education
विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development



तमसो मा ज्योतिर्गमय
 From Darkness lead me to Light

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To

1. All the Deputy Commissioners in the Haryana State.
2. All the Additional Deputy Commissioners in the Haryana State.
3. All the Sub Divisional Officers (Civil) in the Haryana State.
4. All the District Education Officers in the Haryana State.
5. All the District Elementary Education Officers in the Haryana State.

Memo No. 8/91-2007-PS(2)
 Dated: Chandigarh, the 03-06-2009

Subject: Amendment in Haryana School Education Rules, 2003.

*_*_*_*_*

I am directed to refer to memo No. 8/91-2007-PS(2) dated 13.03.2009 issued by this office regarding the subject noted above, vide which a copy of the Haryana School Education (Amendment) Rules, 2009 was forwarded to you. Under the amended rules, a District Level Committee under the chairmanship of Deputy Commissioner concerned has been constituted for processing and recommending cases of recognition received from the appropriate authority (Rule 34 (2)). Further, to decentralize the process for grant of recognition to '**existing schools**', it has been laid down in the rules (Rule 34 (6)) that this committee shall be the competent authority to grant recognition to the schools which qualify for the relaxed school norms as provided in rule 30 (1) (b).

2. As per Rule 3(1) of the Haryana School Education Rules, 2003 prior permission from the competent authority is required to establish or upgrade or to continue a school in the State of Haryana. All existing un-recognized schools and all existing recognized schools desirous of upgrading their schools, were required to apply for recognition/ upgradation, as the case may be, before 10.4.2007. A list of all such schools was

prepared by the District Education Officers concerned and a compilation of such lists was notified by this office vide Notification No.8/7-09-PS(2) dated 21.02.2009 (Copy enclosed at Annexure 'A').

3. After amendment in the rules, the powers to grant recognition/ up-gradation to the schools notified as '**existing schools**' have been delegated to the District Level Committee as mentioned in Para-1 of this letter. This Committee would look into each and every case in the light of the amended rules. It may be seen from the rules that the Committee has been empowered to decide the stage (Primary, Middle, Secondary and Senior Secondary) upto which the school can function/ upgrade depending upon the land, building and other infrastructure available in the school. Further, the Committee will decide the number of students which can be admitted in the school depending upon the size of the school and the criteria provided in the rules. A copy of the **inspection Proforma** for carrying out the inspection of the Private schools for grant of recognition is enclosed at **Annexure 'B'**. An indicative **checklist** for processing cases for grant of recognition to such schools is enclosed at **Annexure 'C'**. Specimen for issue of **recognition letter** to the schools, for which the district level committee is competent, is enclosed at **Annexure 'D'**.

4. It has been further directed that the task of granting recognition to '**existing schools**' may be completed before 30th September, 2009. It is, however, clarified that the District Level Committee will continue its role as a recommendation making committee in cases of schools who have applied after 10.4.2007 or may apply in future for recognition or up-gradation. The District Education Officer/ District Elementary Education Officer, as the case may be, shall maintain a permanent record in the form of separate register for receipt of applications for recognition and recommendation made. He shall also be responsible for preliminary scrutiny of applications and presenting them before the committee.

Copies of the Haryana School Education Rules, 2003 and subsequent amendments (2004, 2007 and 2009) are also enclosed herewith for reference and record.

You are requested to take further necessary action in this regard.

Encl: As above.

**Assistant Director (Pvt. School)
for Commissioner & Director General School
Education Haryana, Chandigarh.**

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, Chandigarh
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, Chandigarh.
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 1st 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-A. 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.

Name of the School: _____

Other Rooms

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

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 – 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 has 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

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

vii. Drinking water facility Yes No Mode of water supply

viii. Electricity facility Yes No

ix. Furniture for students Yes No

x. Open space for morning assembly Yes No

xi. Boundary wall Yes No

a. Number of toilets for the girls

b. Number of toilets for the boys

Total Number of toilets

5. Staff statement attached?

Yes No

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

(B) 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)

(C) Rules & Regulations for staff (Rule 162) Yes No

(D) Written agreement with teachers (Rule 161) Yes No

6. Fee structure

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

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

iii. Whether displayed on the notice board. Yes No

iv. Whether receipt is issued. Yes No

Name of the School: _____

7. School Record maintained (Rule 28) Yes No

8. Affidavit attached (Rule Yes No

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

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

10. 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.
Bank Name
File No.

Dated
Payable at

Recommendations (strike out whichever is not applicable):

We the members of the Inspection committee, have satisfied over selves that the school fulfills all conditions of recognition/ upgradation laid down in Haryana School Education Rules, 2003 amended from time to time and guideline issued by the Department. We, therefore, recommend that the school be granted recognition/ upgradation subject to the following:

Note: The recommendations, amongst other things, should specifically mentioned the stage upto which the school is to be recognized and the number of students that can be admitted in the school.

Or

We find that school is not fit for recognition/ upgradation and has the following deficiencies/ discrepancies:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

We, therefore recommend rejection of the request for recognition/ upgradation applied for Class ____ to Class ____

District Education Officer
or District Elementary
Education Officer
(Member Secretary)

Sub Divisional Officer (Civil)
Member

Additional Deputy Commissioner
Member

Chairman
Deputy Commissioner

GOVERNMENT OF HARYANA
EDUCATION DEPARTMENT

ORDER
(under Rule 34(6) of Haryana School Education Rules-2003)
GRANT OF PERMANENT RECOGNITION

Order No

Dated,.....

In exercise of powers conferred under rule 34(6) of Haryana School Education Rules 2003, as amended from time to time, sanction is hereby accorded for grant of Permanent Recognition to _____ (name of school) as per the following details and terms & conditions (overleaf):

School Code: _____ / _____ / _____ / _____ / _____
(Serial No.) (District) Stage of School Affiliating Board Year

Name & Address of the School _____

Name of the Individual or Association of Individuals or Society or Trust or Company establishing the School _____

Affiliating Board (Haryana Board/ CBSE/ ICSE) _____

For Classes (Stage upto which it is being recognized) _____

Stream (Arts/ Commerce/Science) _____

Maximum number of students to be enrolled _____

DEO/DEEO
-cum- Member Secretary
Of the District Committee
(As specified under Rule 34(6) of the Haryana School Education Rules, 2003 as amended from time to time)
(Signature and Seal)

Deputy Commissioner _____
-cum- Chairman
Of the District Committee
(As specified under Rule 34(6) of the Haryana School Education Rules, 2003 as amended from time to time)
(Signature and Seal)

Endst No. Even:

Dated:

1. Manager of School Management _____
2. Commissioner & Director School Education, Haryana, Chandigarh
3. DEO / DEEO _____
4. Secretary, Haryana Board of School Education, Bhiwani
5. Principal/ Head of School _____
6. Master file

DEO/DEEO -cum- Member Secretary

**For Terms and Conditions, Please see reverse.*

TERMS & CONDITIONS:

- 1. The school shall follow the course of study as per syllabus prescribed by the affiliated board.**
- 2. The school shall charge fees and funds as declared to the appropriate authority at the time of application for recognition and display the same on the notice board of the school and shall not increase the fees during any academic session. . In case of change in the fee structure the school shall inform to the appropriate authority in the Form-VI, before the commencement of next academic session by 1st january of every year and will also issue printed receipt of fees/funds to the students.**
- 3. No Funds can be charged other than the funds mentioned in the Haryana School Education Rules (Amended) 2007,Rule-160.**
- 4. Salary shall be paid as per declaration at the time of seeking recognition**
- 5. School shall be open for admission without any discrimination based on religion, caste, race, place of birth or any other whimsical.**
- 6. Managing Committee shall not allow to run two schools affiliated by different board/council in the same premises.**
- 7. Committee shall not close down the school or an existing class during the academic session without the prior approval of the appropriate authority.**
- 8. The school shall be open for inspection for the inspecting officer authorized by the Director/Appropriate authority.**
- 9. Recognition so granted shall be reviewed after every 10 years.**
- 10. No financial assistance shall be granted by the Department to the school**
- 11. School premises shall not be used for commercial purpose and anti National activities.**
- 12. Approval of Managing Committee shall be obtained from the appropriate authority in case of any change in the committee**
- 13. The Managing Committee shall follow the instructions issued by Government/Director from time to time and supply the information to the Govt. / Department as required.**
- 14. In addition to above the Managing Committee shall abide by the provisions of Haryana School Education Rules, 2003 and amendments if any thereafter. The Managing Committee shall be liable for disciplinary action in case of violation of any provisions of the rules.**
- 15. School will provide ramp as per provisions specified in the rules.**
- 16. If any information, at any stage found Contrary to the Fact's, the recognition would be revoked forthwith.**
- 17. That the number of students in classroom shall not be more than the students calculated on the 10 square feet per student for secondary and Senior Secondary Schools and 9 Square feet per student for elementary stage.**