



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

शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development
 School Education, Haryana
 विद्यालय शिक्षा, हरियाणा
 तमसो मा ज्योतिर्गमय
 Lead me from Darkness to Light

Off.: Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel: 91(0172)-2560246 Fax: 91(0172)-2560253
 कार्यालय: शिक्षा सदन, सेक्टर 5 पंचकुला-134109 (भारत) दूरभाष : 91 (0172) 2560246 फैक्स: 91 (0172) 2560253
 e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in



To

All District Education Officers
 All District Elementary Education Officers

Memo. No. 1/1-2010-AS(2)
 Dated, 05.01.2017

Subject: To collect information of all Privately Managed Aided Schools (Primary, Elementary, Secondary and Sr. Secondary levels).

You may be aware that the Government of Haryana seriously considering to take over the staff working on sanctioned/ aided posts of subject mentioned schools. In this connections various kinds of relevant information is required. For this purpose a detailed format has been devised and same is appended herewith. This information has to be gathered by all district authorities of the education department in a campaign mode by personally visiting at the premises/ offices of the schools concerned. The DEOs/ DEEOs or their representatives wheresoever required shall collect and the information and same shall be duly certified from the records of the schools. The information so gathered shall forthwith be forwarded to HQ before 09.01.2017 through special messenger of the district authorities.

All district offices of the school education department shall remain open on 07.01.2017 & 08.01.2017 for this purpose.

Virender Singh, HCS
 Additional Director Administration

All managements of the aided schools shall ensure that the schools under their control shall remain open on the dates i.e. 06.01.2017 to 08.01.2017 and every possible arrangement shall be made for expeditious furnishing of the information to the visiting district authorities.

Virender Singh, HCS
 Additional Director Administration

Proforma for information required from Aided School

Name of the School:

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Complete Address

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Details of the Management committee

Designation	Full Name	Mobile Number	Email Address
President			
Manager			
Principal			
Headmaster			

Class wise number of students

1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	Total

***As for the complete information of students fill complete students details on MIS portal of department.**

Details of the teacher working on sanctioned/ aided posts.

Name of teacher	Designation & teaching subject	Date of Birth	Date of appointment	Salary as on Dec, 2016	Pending CPF contribution share

***Use separate sheet(s) as Annexure 'A' in same format for complete list of teacher working**

Total land in the possession of the society

SN	Plot No.	Area (in sq. yards or acres)	Nature of acquisition of land (purchase / gift / relinquishment / bequeath / lease / etc.)	Documentary conditions, if any, regarding future transfer of the land

Details of building

SN	No. of Rooms	No. of halls	Constructed from out of fund acquired through donations or income from students fees, bank loan, etc.	Documentary conditions, if any, on use or maintenance of building

Attach copy of the constitution / MoA of the school society / trust / company.

Present status of control over the school

Elected Managing committee	Administrator	Any other

Details of liquid assets (like Bank balances, FDs, bullions, mutual funds, share stocks, bonds, cash in hand, etc.)

SN	1. Name of Bank 2. Account Number 3. IFSC code 4. Balance as on date	Value of FDs	mutual funds, share stocks, bonds	Cash in hand	Others

Sources and amount of annual income other than fee funds and government grants.

Year	Donations	Rent	Interest	Others
2015-16				
2014-15				

Name of nearest Government schools within 3 KM radius of the aided school (to be filled by DEO/ DEEO)

SN	Name of School	School Code	Distance from aided school	Remarks

Signature of principal/ manager / secretary / president
with school stamp

Signature of DEO or his representative

