



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

शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development



तमसो मा ज्योतिर्गमय
 Lead me from Darkness to Light

Off.: Shiksha Sadan, Sector 5, Panchkula, Haryana134109(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

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Regd

To

All the District Education Officers in the State of Haryana
 All the District Elementary Officers in the State of Haryana

Memo No 8/178-2016 PS (2)

Dated, Panchkula: 5-12-16

Subject: - E-governance- online application for permission for opening of new school/ permission for upgradation of private schools in the State of Haryana.

Kindly refer to the subject cited above.

1. The State Government is committed to encourage e-governance as a mode of citizen interface in all spheres of the government for better transparency and speedy disposal of the work and hence the department has also added a new process of online application for opening of new private school and for permission for upgradation of existing private schools in the State of Haryana in the first stage and soon the online application software for permanent recognition will be launched for the benefit of all concerned. This process is aimed to increase transparency, proper record management as well as monitoring of applications by public also.

2. Present process :-

- a. Presently as per rule 29 of Haryana School Education Rule, 2003, any individual or association of individuals or firms or society or trust or company shall apply in prescribed form No. 1 to Director alongwith prescribed fees, alongwith documents for getting permission to open a new school or if it is already existing school, for its permission to upgrade to the desired level.
- b. Various details are to be filled in the prescribed form No. 1 and various documents and prescribed fees is to be paid as per rules are to be annexed with this form and it has to be submitted to the Directorate in original.

3. New online process :-

- A. Firstly print a blank form –I which is available on departmental website i.e. schooleducationharyana.gov.in. It is available under sub head online applications- pvt. school portal-help desk download form –I. Thereafter complete the form-I and keep it ready for next step.
- B. Thereafter click on private school portal which is available on departmental website. Take all steps to fill up the form No. -1 as per step prescribed in user manual attached this link. Applicant will be required to use his user name and password which will be sent to applicant on registering.
- C. After completion of form –I through online process applicant is requested to save it, preview it and finally submit it and print at least one copy and each page of form –I must be signed and stamped, attach required documents and prescribed fees and thereafter send it to address :-

2/12/16



"Superintend Private School branch, Department of Secondary Education/ Elementary Education (as the case may be), Shiksha Sadan, Sector-5, Panchkula through registered post/ speed post/ courier only."

- D. It is made clear that the application for permission will be processed only after receipt of physical copy/ hard copy dully signed, stamped and all annexure enclosed alongwith prescribed processing fees only.

You are requested to give this initiative of the department vide publicity by using each & every means/ available with you. It is also made very much clear that this office will not entertain any offline application after the date of issue of this letter. The user manual for this online application process is also attached for information.

A S Mann 2/12/16
A S Mann
Additional Director Admn-I
for Director Secondary Education,
Haryana Panchkula

Sue
Dated: Panchkula, the 5-12-16

Endst.No. Even

A copy is forwarded to the following for information and necessary action:-

1. Secreray / Hon'ble Education Minister, Haryana.
2. PS/ACSSE
3. PA/DSE
4. PA/DEE
5. Steno/Additional Director Admn-I/II/III.
6. Technology Officer

A S Mann 2/12/16
A S Mann
Additional Director Admn-I
for Director Secondary Education,
Haryana Panchkula

Sue

