

Department of Elementary Education
Himachal Pradesh

Office of the Deputy Director of Elementary Education
Hamirpur District Hamirpur Himachal
Pradesh

Rules and Regulations with application forms for 1st to 8th Recognition (Fresh/
/Renewal) of Private Schools

2017-2018

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PROCEDURE FOR RECOGNITION

1	Advertisement in the various news paper	In the month of January, 2016
2	Applications for recognition to be submitted by the institutions in this office.	In the month of January, i.e. upto 31 st January, 2016
3	Inspection of the institutions for recognition by the inspection team.	In the month of February, i.e. upto 15 th February, 2017.
4	Shortcomings, if any, convey to the institution by the office.	In the month of January, i.e. upto 28 th February, 2017
5	Removal of Shortcomings by the institutions	In the month of January, i.e. upto 15 th March, 2017
6	Orders pass by the office i.e. recognition granted/rejected.	In the month of February, i.e. upto 31 st March, 2017

(Authoritative English text of the Government Notification No. EDN-C-F(10)-8/09 dated 05.03.2011 as required under article 348(3) of the Constitution of India)

Government of Himachal Pradesh
Department of Elementary Education

Notification No. EDN-C-F(10)-8/09

Dated Shimla-2 the 5th March, 2011

In exercise of the powers conferred under section 38 of the Right of Children to Free and Compulsory Education Act, 2009, (35 of 2009) the Governor of Himachal Pradesh is pleased to make the following rules to carry out the provisions of the Act *ibid*, namely:-

1. **Short title:** These rules shall be called the Right of Children to Free and Compulsory Education, Himachal Pradesh Rules, 2011.

PART I – PRELIMINARY

2. **Definitions:** (1) In these rules, unless the context otherwise requires, -
 - (a) “Act” means the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009);
 - (b) “Anganwadi” means an Anganwadi Centre established under the Integrated Child Development Scheme of the Ministry of Women and Child Development of the Government of India;
 - (c) “Chapter”, “Section” and Schedule” means respectively Chapter, Section of, and Schedule to, the Act;
 - (d) “Child” means any child of the age of 6 to 14 years;
 - (e) “Child belonging to disadvantaged group” means the child belonging to Scheduled Caste or Scheduled Tribe or Other Backward Classes, who belongs to a family that is below the poverty line or is a disabled child as per the provisions contained in Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995;
 - (f) “Child belonging to weaker section” means the child belonging to such guardian or parent who belongs to Below Poverty Line family;
 - (g) “Form” means a form appended to these rules;
 - (h) ‘Neighbourhood’ for the purposes of these rules means a minimum contiguous population of 500 or more in one or more than one village; and Municipal area ;
 - (i) “Primary school” means a school imparting education to students for the classes 1 to 5 and also includes its branch;
 - (j) “Pupil cumulative record” means record of the progress of the child based on comprehensive and continuous evaluation;

(k) “School mapping” means planning school location to overcome social barriers and geographical distance;

(l) The “State Government” means, the Government of Himachal Pradesh; (m) the term “SMC” wherever used in these rules shall be construed to mean ‘School Management Committee;

(n) Upper primary school, means a school imparting education to the students for the classes 6th to 8th; are

(2) All other words and expressions used herein and not defined but defined in the Act shall have the same meanings respectively assigned to them in the Act.

Documents as age proof for the purpose of section 14: Wherever a birth certificate under the Registration of Births, Deaths and Marriages Act, 2006 is not available, any one of the following documents shall be deemed to be proof of age of the child for the purposes of admission in schools :-

(a) Hospital or Auxiliary Nurse and Midwife (ANM) register record;

(b) *Anganwadi* or nursery record which the child has attended; and

(c) In the absence of clause (a) and (b) above, declaration of age of the child by the parent or guardian.

Recognition of schools for the purposes of section 18-(1) Every Primary school, other than a school established, owned or controlled by the local authority, established before the commencement of the Act or intended to be established, shall make a self declaration/file an application for recognition in FORM-I within a period of three months from the date of notification of these rules or as and when the school is intended to be established, to the concerned Block Elementary Education Officer, and

(2) Every Upper-Primary school and every school having classes 1st to 8th, other than a school established, owned or controlled by the State Government or local authority, established before the commencement of this Act or intended to be established, shall make a self declaration/ file an application for recognition in FORM-I within a period of three months from the date of notification of these rules or as and when the school is intended to be established to the Deputy Director Elementary Education regarding its compliance or otherwise with the norms and standards specified in the Schedule appended to the Act, and the following conditions, namely:-

(a) the school shall conform to the values enshrined in the Constitution;

(b) the school buildings or other structures or the grounds shall not be used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for political or non-educational activity of any kind whatsoever;

(c) that the school is open to inspection by any officer authorized by the State Government/ local authority; and

(d) the school shall furnish such reports and information as may be required by the Director of Education or Deputy Director of Elementary Education or Block Elementary Education Officer, from time to time and comply with such instructions of the State Government or local authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school.

(3) Every self declaration received in **FORM I** shall be placed by the Block Elementary Education Officer or Deputy Director of Elementary Education, as the case may be in public domain within fifteen days of its receipt.

(4) The Block Elementary Education Officer or the Deputy Director Elementary Education, *as the case may be* shall conduct or get conducted the inspection of schools which claim to fulfill the norms and standards specified in the Schedule and the conditions mentioned in sub-rule (2) within three months of the receipt of the self declaration in **FORM-I**.

(5) After the inspection referred to in sub-rule (3) of this rule is carried out, the inspection report shall be placed by the Block Elementary Education Officer or Deputy Director Elementary Education, *as the case may be* in public domain and schools found to be conforming to the norms, standards specified in the Schedule and the conditions specified in sub-rule (2) shall be granted recognition by the Block Education Officer or Deputy Director Elementary Education, as the case may be in FORM-II within a period of 15 days from the date of inspection.

(6) Schools which were established prior to the enforcement of the Act and which do not conform to the norms, standards and conditions mentioned in sub- rule (2) shall be listed by the concerned Block Elementary Education Officer, in case the school is a primary school or the Deputy Director Elementary education, in the case of upper-primary school or a school having *classes 1st to 8th* , through a public order to this effect. Such schools may request the Block Elementary Education Officer or Deputy Director Elementary education, as the case may be, for an on-site inspection for grant of recognition, any time before 31st march 2013.

(7) Schools which were established prior to the enforcement of the Act and do not conform to the norms, standards and conditions mentioned in sub- rule (2) after three years from the commencement of the Act, shall cease to function.

(8) Every school, other than a school established, owned or controlled or intended to be established, by the State Government or local authority established after the commencement of the Act shall conform to the norms and standards and conditions mentioned in sub-rule (1) in order to qualify for recognition.

(9) Every self declaration cum application for recognition shall be accompanied by such recognition and inspection fee as may be notified by the State Government from time to time.

10. Withdrawal of recognition to schools for the purposes of section 18(3)- (1) Where the Block Elementary Education Officer in case of a primary school and the *Deputy* Director Elementary education, in case of an upper-primary school or a school having classes 1st to 8th, on his own motion, or on any representation received from any person, has reason to believe, to be recorded in writing, that a school recognized under rule 9, has violated one or more of the conditions for grant of recognition or has failed to fulfill the norms and standards specified in the Schedule, she/ he shall act in the following manner:-

(a) issue a notice to the school specifying the violations of the condition of grant of recognition and seek its explanation within one month; and

(b) in case the explanation is not found to be satisfactory or no explanation is received within the stipulated time period, the Block Elementary Education Officer or the Deputy Director Elementary Education , as the case may be, may cause an inspection of the school, to be conducted by a Committee, which shall make due inquiry and submit its

report, along with its recommendations for continuation of recognition or its withdrawal, to the Block Elementary Education officer or *Deputy Director Elementary education*.

(c) The Block Elementary Education Officer in case of primary schools and the Deputy Director Elementary education in case of upper-primary schools or a school having classes 1st to 8th shall consider the report of the Committee under sub-rule(1) and may pass an order for withdrawal of recognition or continuation of the same as is deemed appropriate on the basis of a speaking order:

Provided that, no order for the withdrawal of recognition shall be passed by the said officer without giving the school an opportunity of being heard:

Provided further that, no such order shall be passed by the aforesaid officers without the prior approval of the Director of Elementary Education, Himachal Pradesh.

(2) The order for withdrawal of recognition shall be operative from the immediately succeeding academic year and shall specify the neighborhood schools to which the children of that school shall be admitted.

PART VII – TEACHERS

13. Minimum Qualification for the purposes of section 23 (1)- The minimum qualifications laid down by the academic authority referred to in sub-section (1) of Section-23 shall be applicable for every school referred to in clause (n) of section 2.

15. Salary and allowances and conditions of service of teachers for the purpose of section

23(3)-The salary and allowances payable to and the terms and conditions of service of teachers of schools specified in sub-clause (i) of clause (n) of section 2, shall be as may be specified by the State Government from time to time through its various Recruitment & Promotion Rules of the respective posts and other orders/ instructions issued by the State Government. Provided that the State Government may through a scheme notified by it, allow the School Management Committee to engage teachers on part-time or temporary basis and pay them at such rates as are specified in the instructions issued by the State Government.

16. Duties to be performed by teachers for the purpose of clause (f) to section 24(1)- (1) In performance of the functions specified in sub-section (1) of section 24 and in order to fulfill the requirements of clause (h) of sub-section (2) of section 29, the teacher shall maintain a file containing the cumulative pupil progress record for every child, *in the* Form specified by the State Government, which shall form the basis for the awarding the completion certificate specified in sub-section (2) of section 30.

(2) In addition to the functions specified in clauses (a) to (e) of sub-section (1) of section 24, a teacher shall perform the duties assigned to him or her by the State Government or the Director of Education, Himachal Pradesh including the duties related to teacher training/curriculum development and the duties specified in the Schedule.

10

17. Manner of redressal of grievances of teachers- The redressal of grievances of teachers shall be dealt with in accordance with the rules made applicable to the them by the State Government.

Norms and Standards for School :-

(1) No School shall be establishes or runs a school without obtaining certificate of recognition, or continues to run a school after withdrawal of recognition, shall be liable to fine which may extend to one lakh rupees and in case of continuing contraventions to a fine of ten thousand rupees for each day during which such contravention continues.

Sr. No.	Item	Norms and Standards	
1.	Number of teachers:-		Number of Teachers
	(a) For first class to fifth class	Admitted children up to sixty	Two
		Between sixty-one to ninety	Three
		Between Ninety-one to One Hundred and twenty	Four
		Between One Hundred and twenty-one to two Hundred	Five
		Above One Hundred and fifty children	Five plus one Head teacher
		Above Two Hundred children	Pupil-Teacher Ratio(excluding Head teacher) shall not exceed forty
	(b) For sixth class to eighth class	(1) At least one teacher per class so that there shall be at least one teacher each for--- (i) Science and Mathematics; (ii) Social Studies; (iii) Languages; (2) At least one teacher for every thirty-five children. (3) Where admission of children is above one hundred---- (i) A full time head-teacher; (ii) Part time instructors for--- (A) Art Education; (B) Health and Physical Education; (C) Work Education;	
2	Building	All-weather building consisting of (i) At least one class-room for every teacher and an office-cum-store-cum-Head teacher's room; (ii) Barrier-free access; (iii) Separate toilets for boys and girls; (iv) Safe and adequate drinking water facility to all children; (v) Playground; (vi) Arrangements for securing the school building by boundary wall or fencing.	
3	Minimum number of working days/instructional	(i) Two hundred working days for first class to fifth class.	

	hours in an academic year	(ii) Two hundred and twenty working days for sixth class to eighth class. (iii) Eight hundred instructional hours per academic year for first class to fifth class. (iv) One hundred instructional hours per academic year for sixth class to eighth class.
4	Minimum number of working hours per week for the teacher	Forty Five teaching including preparation hours
5	Teaching learning equipment	Shall be provided to each class as required.
6	Library	There shall be a library in each school providing newspaper, magazines and books on all subjects, including story books.
7	Play material, games and sports equipment	Shall be provided to each class as required.

Documents required for Fresh recognition or renewal recognition

1	List of Society members alongwith their designation
2	Proper Registration certificate of the Society
3	Constitution of Society
4	Tatima / Jamabandi in r/o the detail in the name of society
5	Detail of building available with the society (Building map prepared by competent authority).
6	The rent deed/ lease in case the building/ land taken on rent/ lease basis
7	Availability of toilet facility the school (separate for boys and girls)
8	Availability of Playground
9	Availability of the facility of drinking water and electricity etc
10	Last five years Copy of recognition/renewal recognition(2012-2016)
11	List of staff alongwith their passport size photograph, educational and professional qualifications and the scale/ salary paid
12	Certificate of Chartered accountant in r/o financial position of the society (Report for the last three years)
13	Photographs of the location of the school
14	Fee structure of the school
15	Building safety certificate (issued by competent authority
16	Fire safety certificate
17	Recognition/ Renewal fee through Challan (1 st to 8 th = 10,000-00, 6 th to 8 th = 5000-00, Renewal fee= 500-00)
18	Teachers Consent letter duly countersigned by the school management i.e.(Chairman/Secretary of the school society) with their educational qualification Certificates be attached with the application form
19	Non-encroachment certificate of Govt. land be made/obtained from Executive Magistrate i.e.(Tehsildar / Naib Tehsildar)
20	Staff salary affidavit showing the salary of the staff given/paid as per the Notification of Department of Labour & Employment regarding minimum rates of wages should be given by the management.

A. School Details		
1	Name of School	
2	Academic Session	
3	District	
4	Postal Address	
5	Village/City	
6	Tehsil	
7	Pin Code:	
8	Phone No. with STD Code	
9	Mobile No.	
10	Fax No.	
11	E-mail address	
12	Nearest Police Station	
B. General Information		
1	Year of Establishment/ or to be established	
2	Date of First Opening of School	
3	Name of Trust/Society/Managing Committee	
4	Whether Trust/Society/Managing Committee/ is registered	
5	Period upto which Registration of Trust/Society/Managing Committee is valid	
6	Whether there is a proof of non-proprietary character of the Trust/Society/Managing Committee supported by the list	

	of members with their address on an affidavit in copy			
7	Name and official address of the Manager/President/Chairman of the School			
8	Name			
9	Designation			
10	Address			
11	Phone No.	(O) (R)		
12. Total Income & Expenditure during last 3 years surplus/deficit				
Sr.No.	Years	Income	Expenditure	surplus/deficit
1				
2				
3				
C. Nature and area of School				
1	Medium of Instruction			
2	Type of School (Specify entry & exit classes)			
3	If aided, the name of agency and percentage of aid			
4	If School Recognized/affiliated earlier			
5	If so, by which authority • Recognition number			
6	Does the school has its own building or is it running in a rented building.			
7	Whether the school buildings or other structures or the grounds are used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for political or non educational activity of any kind whatsoever?			
8	Total area of the school			

2. Teaching in Both Elementary and Secondary (details of each teacher separately)								
Teacher Name	Father Spouse Name	Date of birth	Academic Qualification	Professional qualification	Teaching Experience	Class assigned	Date of apptt	Trained or untrained
3. Headmaster								
Teacher Name	Father Spouse Name	Date of birth	Academic Qualification	Professional qualification	Teaching Experience	Class assigned	Date of apptt	Trained or untrained
H. Curriculum and Syllabus								
Details of curriculum & syllabus followed in each class (up to VIII)		System of Pupil Assessment			Whether pupils of the school are required to take any Board exam upto class VIII ?			

I. Certified that the school has also submitted information in this data capture format of District Information System of Education with this application;

J. Certified that the school is open to inspection by any officer authorized by the appropriate authority;

K. Certified that the school undertakes to furnish such reports and information as may be required by the Deputy Director Education or Block Elementary Education Officer from time to time and complies with such instructions of the appropriate authority or the Deputy director Education Officer as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school;

L. Certified that records of the school pertinent to the implementation of this Act shall be open to inspection. by any officer authorized by the Deputy Director Education or Block Elementary Education Officer or appropriate authority at any time, and the school shall furnish all such information as may be necessary to enable the Central and / or State Government/ Local Body or the Administration to discharge its or his obligations to Parliament / Legislative Assembly of the state/Panchayat/Municipal Corporation, as the case may be.

Sd./-

Chairman/Manager,
Managing Committee
.....School

Place :-
Date :-
Phone:
E-Mail:
Fax:

Online payment djus grq I 1.Fkkuk ds fy, fn' kk

funz k %&

SAMPLE FORMAT for filling e Challan -: Challan Payment Gateway

Payment Detail Payee Detail

Department*

Distt/Trea.*

DDO

Head(HOA) *

Dept Ref. No

Remark

Tendered By *

Address *

Email

Mobile *

Period from To

Service(s)*

Head	Payment of (Service)	Amount Rs.
0202-01-101-02	SECONDARY EDUCATION	<input type="text" value="0"/>
0202-01-101-03	REIMBURSEMENT ON A/C OF SARV SHIKSHA ABHIYAN	<input type="text" value="0"/>
0202-01-101-04	MISCELLANEOUS RECEIPTS	<input type="text" value="0"/>
0202-01-101-05	RECEIPT ON ACCOUNT OF INSPECTION FEE FROM PRIVATE INSTITUTION MANAGEMENT	<input type="text" value="10000"/>

Pay Mode *

Bank*



Enter Code

Total Amount(Rs.) 10000 (Ten Thousand)

Submit

echallan-IFMS		eChallan :- Challan Payment Gateway																					
Instructions		Payment Detail	Payee Detail																				
<p>a) * implies mandatory fields. # Error Msg on Mouse over.</p> <p>b) Tendered By and mobile no. Field should be correct as the challan generated will be password protected</p> <p>c) eg. ABC67890 where ABC is first 3 chars of Tendered By and 67890 is the last 5 digit of Mobile no.</p> <p>d) in service(s) enter Amount > 0 whichever service is applicable.</p> <p>e) For manual payment, deposit amount by cash/DD/Cheque at bank counter.</p>	Department* <input type="text" value="Education"/>	Tendered By* <input type="text"/>																					
	Distt./Trea.* <input type="text" value="HAMIRPUR-DTO HAMIRPUR"/>	Address* <input type="text"/>																					
	DDO* <input type="text" value="HMR00-512 DY. DIR.ELE EDUCATION HAMIRPUR"/>	Email <input type="text"/>																					
	Head(HOA)* <input type="text" value="0202-01-101 ELEMENTARY EDUCATION"/>	Dept. Ref. No. <input type="text" value="Licence/Permit/TIN/Registration etc."/>																					
	Remarks <input type="text"/>	Mobile* <input type="text"/>																					
		Period from <input type="text"/> To <input type="text"/>																					
	<table border="1"> <thead> <tr> <th>Service(s)*</th> <th>Head</th> <th>Payment of (Service)</th> <th>Amount Rs.</th> </tr> </thead> <tbody> <tr> <td></td> <td>0202-01-101-02</td> <td>SECONDARY EDUCATION</td> <td><input type="text" value="0"/></td> </tr> <tr> <td></td> <td>0202-01-101-03</td> <td>REIMBURSEMENT ON A/C OF SARV SHIKSHA ABHIYAN</td> <td><input type="text" value="0"/></td> </tr> <tr> <td></td> <td>0202-01-101-04</td> <td>MISCELLANEOUS RECEIPTS</td> <td><input type="text" value="0"/></td> </tr> <tr> <td></td> <td>0202-01-101-05</td> <td>RECEIPT ON ACCOUNT OF INSPECTION FEE FROM PRIVATE INSTITUTION MANAGEMENT</td> <td><input type="text" value="0"/></td> </tr> </tbody> </table>	Service(s)*	Head	Payment of (Service)	Amount Rs.		0202-01-101-02	SECONDARY EDUCATION	<input type="text" value="0"/>		0202-01-101-03	REIMBURSEMENT ON A/C OF SARV SHIKSHA ABHIYAN	<input type="text" value="0"/>		0202-01-101-04	MISCELLANEOUS RECEIPTS	<input type="text" value="0"/>		0202-01-101-05	RECEIPT ON ACCOUNT OF INSPECTION FEE FROM PRIVATE INSTITUTION MANAGEMENT	<input type="text" value="0"/>		
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	0202-01-101-05	RECEIPT ON ACCOUNT OF INSPECTION FEE FROM PRIVATE INSTITUTION MANAGEMENT	<input type="text" value="0"/>																				
	Pay Mode* <input type="text" value="Select Payment Mode"/>	Total Amount(Rs.) 0.0																					
	Bank* <input type="text" value="Select Bank"/>																						
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**PERFORMA FOR INFORMATION OF PRIVATE SCHOOL FOR GRANT / RENEWAL OF
RECOGNITION FOR THE SESSION OF 2017-18 IN R/O DISTT. HAMIRPUR, H.P.**

1.	Name of privately managed school with Address			
2.	Name of Society			
3.	(a) whether the Society is registered under Societies Act. 1960.	Reg No.	dated:	
	(b) copy of society registration attached	Registering Authority	Yes/No	
4.	Contact No. of the Head:	Mobile No. _____	Landline No. _____	
5.	Valid E-mail ID of the school:			
6.	Detail of Recognition fee; amount, date	Amount	Challan No.	Date:
7.	Recognition/ Renewal certificate of school	Attached or not?	Yes / No	
8.	Constitution of the society if changed.			
9.	Detail of Land in the name of Society alongwith Tatima Jamabandi (If new/changed/Not attached in the previous session)	Attached or not_____		
10.	Detail of Society Member along with designation	Updated/renewed:	Date of updation :	
11.	Detail of building available with the Society	Own_____	Rented:_____	
12.	If the Society has taken the building/land on lease/rent basis. The Rent/ Lease Deed may be attached with case along with Tatima	Valid up to.	_____	
13.	Whether the Building Safety Certificate from PWD attached with validity	Yes/No.	Valid upto.	
14.	Whether the Fire Safety Certificate from Fire Department attached with validity	Yes/No.	Valid upto.	
15.	Details of accommodation:			
	(a) Instructional rooms for 1 st to 5 th class.	No. of rooms	_____	
	(b) Instructional rooms for 6 th to 8 th class.	No. of rooms	_____	
	(c) Whether school is building is fit for schools purpose or not.?	Yes/ No.		
16.	Library.	Yes/ No	No. of Books. _____	
17.	Detail of furniture available for students	Desk / Chairs / Mats/	_____	
18.	Whether adequate drinking water facility available.	Yes / No	Water source.....	
19.	Whether Electricity connection available.	Yes / No	Meter No.	
20.	Detail of urinals with dimensions and water facility.	Category	Nos.	Dimension
		Staff		
		Boys		
		Girls		

21.	Detail of playground with size	No.	Size.
22	Class wise enrolment		
	1 st	2 nd	3 rd
	4 th	5 th	6 th
	7 th	8 th	
22	Total No. Students in Pry. =		
	Total No. Students in U/Pry.=		
	Grant Total: =		
23.	Detail for staff member for Pry. Wing with academic and professional qualification. (attach list of staff separately for 1 st to 5 th)	No. of JBT qualified Teacher = No. TET Pass Teachers _____ No. Non TET Pass Teachers _____	
24.	Detail for staff member for U/Pry. Wing with academic and professional qualification. (attach list of staff separately for 6 th to 8 th)	TGT(Arts) = No TET Pass ____/No ____ TGT(NM) = TET Pass ____/No ____ LT/OT = TET Pass ____/No ____ DM = PET = HM=	
25.	Whether Income & Expenditure statement for last year/ session issued by CA attached or not?	CA Statement For the Year/Session 2016-17	Yes/ No
26.	Mode of payment of teacher(By Cash/NEFT/Check & others)	Properly maintained or not?	Yes / No
27.	Whether CCE based teaching is provided or not?	Yes/ No	
28.	Whether SMC constituted or not?	Yes/ No	
29.	Detail of Fee and Funds being charged.	1 st	2 nd
		3 rd	4 th
		5 th	6 th
		7 th	8 th
30.	School Building Distance certificate between Nearby Govt. GPS/GMS/GHS/GSSS (any) provided by PWD Dept		
31	Total No of admissions granted under 25 % reservation in weaker section during session 2016-17 (if any)		

- Teaching Staff for Class 1st to 5th Classes 0 – 60 Students = 02 JBT/ETT Teacher with TET Pass.
61-90 Students = 03 JBT/ETT Teacher with TET Pass.
91-120 Students = 04 JBT/ETT Teacher with TET Pass.
121-200 Students = 05 JBT/ETT Teacher with TET Pass.
above 150 students = 5 +one Head Teacher
above 200 children = Pupil Teacher Ratio(excluding Head Teacher)- shall not exceed forty
- Teaching Staff for 6th to 8th Classes (1) at least one teacher per class so that there shall be at least one teacher each for:
(i) Science and Mathematics;
(ii) Social Studies;
(iii) Language.
(2) At least one teacher for every 35 children.
(3) Where admission of children is above than 100:
(i) a full time Head Teacher.
(ii) Part time instructor for – (a) Art Education (b)Health &Physical Education (c)Work Education
- Building All weather building consisting of:-
(i) at least one class room for every teacher and an office-cum-store room-Headmaster room
(ii) barrier free access
(iii) Separate Toilets for boys and Girls;
(iv) safe and adequate drinking water facility to all children
(v) playground
(vi) arrangements for securing the school building by safe boundary wall or fencing
- Teaching Learning Equipments, Play material Games & Sports equipments shall be provided to each class as required

* Library There shall be a library in each school providing newspaper, magazines and books on all subjects, including story books