

**FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN
RESPECT OF SCHOOLS SEEKING AFFILIATION WITH THE CENTRAL BOARD OF
SECONDARY EDUCATION**

(In accordance with **School Safety Policy, 2016** issued by the NDMA, **Manual on Safety and Security of
Children in Schools** developed by NCPDR and the **National Building Code**)

PART-A

(This part is to be filled-up by the school and to be produced before the District Education Officer
along with all supporting documents and certificates in original)

GENERAL INFORMATION

1	Name of the School: (Name should be exactly as per NOC and recognition certificate)	
2	Address of the School:	
3	U-DISE code allotted to the school:	
4	Name and address of the Trust/Society/ Company (under section-8) running the School	
5	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES/NO
6	Proposed affiliation with CBSE for:	Middle Class/ Secondary/Senior Secondary
7	Location of school	<ul style="list-style-type: none"> • In the municipal limits of metropolitan city • In the municipal limits of city having population more than 15 Lakhs • In the hill areas (as per planning commission norms) • In the municipal limits of capital city of a state • In the municipal limits of class-x cities • On an island • In the municipal limits of a hill station • In the municipal limits of city having population less than 15 Lakhs • Outside the municipal limits of any town/city
8	Is the School already affiliated to any board for Class-X or XII examinations?	YES/NO (If yes name of the Board) (Also mention whether the school is affiliated for Class-X or XII)
9	Standard/level/class up to which the school is running:	From Class - to Class

(Signature of Principal)

(Signature of D.E.O.)

INFORMATION REGARDING NOC AND RECOGNITION CERTIFICATE		
10	Has the school obtained No Objection Certificate from the State Government for Affiliation with CBSE?	YES/NO
11	Number of NOC and date of issue:	
12	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 th ?	YES/NO
13	Number of Recognition Certificate from class-1 to 8 th and date of issue:	
INFORMATION REGARDING LAND DETAILS AND OWNERSHIP		
14	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	YES/NO
15	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	YES/NO
16	Total area (in square meters) in respect of 14 and 15 above on which the school is situated:	AREA IN SQ.M.
17	The land is in the possession of the school/ Trust/Society/Company legally by way of:	Sale deed/Lease deed/Gift Deed/Allotment etc.
18	Name of the Owner/Lessee of the land in respect of point-16 above:	
19	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	FROM TO TOTAL YEARS
20	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-16 above?	YES/NO If yes the details
INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS		
21	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	YES/NO
21(a)	If yes the date of last inspection:	
22	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	YES/NO
22(a)	If yes the date of last inspection:	
23	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	YES/NO
23(a)	If yes the date of last inspection:	
INFORMATION REGARDING THE STAFF		
24	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES/NO

(Signature of Principal)

(Signature of D.E.O.)

PART-C			
DISTRICT EDUCATION OFFICER SHALL PUT A TICK MARK AGAINST THE COLUMN UNDER WHICH THE SCHOOL IS FULFILLING THE LAND CRITERIA			
Name and Address of the school:		Total Land area in lawful possession of school:	
SN	LOCATION OF SCHOOL	LAND REQUIREMENT	PLEASE TICK THE CONCERNED COLUMN
1	Any Where in India	Minimum 6000 Square Meters	
2	In Municipal limits of cities with a population exceeding 15 Lakhs.	Minimum 4000 Square Meters	
3	In hilly areas prescribed by the Planning Commission (NITI Aayog).	Minimum 4000 Square Meters	
4	In Municipal Limits of the State Capital Cities.	Minimum 4000 Square Meters	
5	In the North Eastern States.	Minimum 4000 Square Meters	
6	In the state of Jammu and Kashmir	Minimum 4000 Square Meters	
7	In Municipal Limits of Ghaziabad, NOIDA, Faridabad and Gurugram cities	Minimum 4000 Square Meters	
8	In the Municipal Limits of Panchkula and Mohali/SAS Nagar	Minimum 4000 Square Meters	
9	In the Municipal Limits Class-X cities (Ahmedabad, Bengaluru, Hyderabad, Pune). Or on the Hill Stations. (For Secondary Level)	Minimum 2000 Square Meters	
10	In the Municipal Limits Class-X cities (Ahmedabad, Bengaluru, Hyderabad, Pune). Or on the Hill Stations. (For Senior Secondary Level)	Minimum 3000 Square Meters	
11	In the Municipal Limits of Chennai, Delhi, Kolkata and Mumbai Or the state of Arunachal Pradesh. Or the state of Sikkim Or the Islands. (For Secondary Level)	Minimum 1600 Square Meters	
12	In the Municipal Limits of Chennai, Delhi, Kolkata and Mumbai Or the state of Arunachal Pradesh. Or the state of Sikkim Or the Islands. (For Senior Secondary Level)	Minimum 2400 Square Meters	

Signature

(Name and Stamp of Issuing DEO)
DISTRICT EDUCATION OFFICER/NAME OF DISTRICT

(Signature of Principal)

(Signature of D.E.O.)

25	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES/NO
26	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	YES/NO
Signature with Stamp (of School Manager)		Signature with Stamp (of School Principal)
<u>PART-B</u>		
(This part is to be filled-up by the District Education Officer after verifying all supporting documents and certificates in original and visiting the school)		
File No..... Date of Issuance.....		
1	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and visiting the school and the information has been found correct.	
2	Is the school recommended for affiliation? (Please ensure that the school fulfils land requirements also as per details given in Appendix-A along with point nos. 1-26)	YES/NO
3	Recommended for Middle Class Syllabus/Secondary/Senior Secondary to CBSE?	Mention Level
Signature (Name and Stamp of Issuing DEO) DISTRICT EDUCATION OFFICER/NAME OF DISTRICT		

(Signature of Principal)

(Signature of D.E.O.)

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Signature

(Name and Stamp of Issuing DEO)
DISTRICT EDUCATION OFFICER/NAME OF DISTRICT

(Signature of Principal)

(Signature of D.E.O.)