

**Name of Department : General Education**

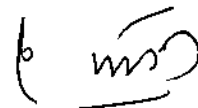
**Standard Operating Procedure and Checklist**

**Standard Operating Procedure for Registration/Recognition of Schools under Right to Education Act, 2009**

<b>Application for</b>	<b>Registration/Recognition of Schools under Right to Education Act,2009</b>
Mandatory supporting documents required	<ol style="list-style-type: none"><li>1. Application form as mention in Government order.</li><li>2. Court Order, if any</li><li>3. Appendix III</li><li>4. Original Chalan</li><li>5. Copy of Trust Deed and details of Governing body</li><li>6. Physical infrastructure including land and building as specified in the CBSE byelaws, 2018</li><li>7. Financial stability certificate from bank</li><li>8. Declaration of the school certifying running of the school as per Central and State acts/norms of the CBSE/ICSE</li><li>9. Statement as to suitable equipments for educational appliances for Maths, Science and Social Science and allied subject.</li><li>10. Statement as to sufficient computer lab</li><li>11. Statement regarding school library</li><li>12. Declaration as to spaces and rooms for extra- curricular activities.</li><li>13. Statement as to first aid facilities</li><li>14. Statement of suitable and sufficient furniture in class rooms.</li><li>15. Declaration as to play ground and adequate facilities.</li><li>16. Declaration as to minimum land area required for recognition of schools as prescribed in the CBSE byelaws 2018</li><li>17. Details of School Management Committee as stipulated in the RTE Act 2019.</li><li>18. Attested copy of land document, if it is own land</li></ol>

Application for	Registration/Recognition of Schools under Right to Education Act,2009
	<ol style="list-style-type: none"> <li>19. Copy of lease deed, if it is not own land</li> <li>20. Possession Certificate original (within six months)</li> <li>21. Location sketch and certificate original (within one year)</li> <li>22. Building fitness certificate issued by the Local Self Government Institution original (within one year)</li> <li>23. Fire and Safety Certificate issued by Fire and Rescue Services original (within one year)</li> <li>24. Sanitation certificate issued by Health Department original (within one year)</li> <li>25. Water analysis report by KWA/ Government approved institution original (within one year)</li> <li>26. Bond in stamp paper worth Rs.200/-</li> <li>27. Declaration that no unrecognized classes/branches shall be run within in the premises of the school or outside in the name of the school.</li> <li>28. Copy of site plan and building plan.</li> <li>29. Statement of staff and teachers now working with their qualification.</li> <li>30. Statement of number of students in standard wise.</li> <li>31. Appendix II/III</li> </ol>
Process description	<p><b>Step-1:</b> Submission of application with supporting documents as mentioned above.</p> <p><b>Step-2:</b> Remit required fee.</p> <p><b>Step-3:</b> Scrutiny of the application and supporting documents as per the checklist at the District Educational Officer level</p> <p><b>Step-4:</b> Site inspection by District Educational Officer</p> <p><b>Step-5:</b> The completed application with visit report and specific recommendation of the District Educational Officer to be submitted before the Director of General Education.</p>

<b>Application for</b>	<b>Registration/Recognition of Schools under Right to Education Act,2009</b>
	<p><b>Step-6:</b> Verification and scrutiny of documents in office of the Director of General Education.</p> <p><b>Step-7:</b> Submitted the application to General Education Department.</p>
Procedure of fees payment	Treasury payment (Head of Account 02-02-01-102-92)
List of reference documents	As mentioned in GO (MS) No. 22/2019 dated, 01/03/2019
Time line for completing the process in District Educational Officer level	20 days
Checking of application status	Facility for application status tracking by the applicant
Key contact person from department	District Educational Officer
Time line for completing the process in Director of General Education level	15 days
Departmental work flow	DEO → Additional Director of General Education → (General) General Education Department



for Director of General Education

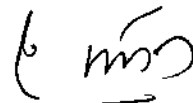
Name of Department : General Education

### Standard Operating Procedure and Checklist

#### Standard Operating Procedure for issuing NOC for setting up CBSE Schools (Formal Prior Recognition Letter)

Application for	NOC for setting up CBSE Schools
Mandatory supporting documents required	<ol style="list-style-type: none"><li>1. Request</li><li>2. Concerned Government Order obtained for starting school (Copy of NOC)</li><li>3. Latest fire and safety certificate from Fire and Rescue Services</li><li>4. Copy of latest Sanitation certificate issued by Health Department</li><li>5. Copy of latest Water analysis report by KWA/ Government approved institution.</li><li>6. Latest building fitness certificate issued by the Local Self Government Institution.</li><li>7. Staff statement</li><li>8. Copy of CBSE affiliation letter</li><li>9. Appendix III</li></ol>
Process description	<p><b>Step-1:</b> Submission of application with supporting documents as mentioned above.</p> <p><b>Step-2:</b> Remit required fee (if required)</p> <p><b>Step-3:</b> Scrutiny of the application with supporting documents as per the checklist at the District Educational Officer level</p> <p><b>Step-4:</b> Site inspection by District Educational Officer</p> <p><b>Step-5:</b> The completed application with visit report and specific recommendation of the District Educational Officer to be submitted before the Director of General Education.</p> <p><b>Step-6:</b> Verification and scrutiny of documents at the office of the Director of General Education.</p> <p><b>Step-7:</b> Issuance of Formal Prior Recognition letter</p>
Procedure of fees payment	Online payment
List of reference	As mentioned above

<b>Application for</b>	<b>NOC for setting up CBSE Schools</b>
documents	
Time line for completing the process in District Educational Officer level	30 days
Checking of application status	Facility for application status tracking by the applicant
Key contact person from department	District Educational Officer
Time line for completing the process in Director of General Education level	15 days
Departmental work flow	DEO → Additional Director of General Education (General



for Director of General Education