

DOCUMENT REQUIRED FOR ESTABLISHMENT OF NEW SCHOOL OR STARTING HIGHER CLASSES (UPGRADATION OF SCHOOL)

- 1 **FORM I** (Online print of Form-I duly signed by authorized person).
- 2 **PROCESSING FEES + FORM FEES** (Rs. 1000 for Primary, Rs. 2500 for Middle, Rs, 5000 for Matric and Rs. 10,000 for Senior Secondary, and plus cost of form Rs. 500 for each).
- 3 **UNDERTAKING** (specimen enclosed it will be generated through computer and to be signed by the authorized person before the receiving authority).
- 4 **REGISTRATION CERTIFICATE OF SOCIETY/TRUST/INDIVIDUAL/INDIVIDUALS OF ASSOCIATION/COMPANY**
- 5 **OWNERSHIP OF LAND** (Original ownership deed/leased deed).
- 6 **PROPOSED SITE PLAN OF BUILDING** (plan duly signed by registered architect and authorized person of management along with description of land on which the school is proposed to be build up).
- 7 **FINANCIAL RESOURCES** (copy of Bank balance of passbook/statement if the finance sanctioned by financial institution be attached).
- 8 **ANY OTHER.**(i) Proposed fee & funds structure.
(ii) Proposed Number of students.
(iii) Proposed staff statement(salary of staff).

**NOTE: (i) APPLICATION IN FORM-I IS REQUIRED TO BE SUBMITTED DIRECT TO THE APPROPRIATE AUTHORITY.
(ii) SOFT COPY OF ALL ATTACHED DOCUMENTS ON CD TO BE ATTACHED.**

COMPOSITION OF MANAGING COMMITTEE

Sr. No	Name	Age	Qualification	Profession	Designation
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Specimen

(To be typed on stamp paper)

UNDERTAKING

I, _____, son of Shri _____, resident of _____,
 President/Secretary/ Manager of the Managing Committee of _____ school, run by
 _____ do hereby make an undertaking as under :-

1. That the school is proposed to be established at _____ in the _____ acre area. The proposed number of students is likely to be enrolled _____.
2. That the school will impart the education upto the stage of _____.
3. That the dimension of the class rooms and other structure of the building will be kept according to Haryana School Education Rules-2003.
4. That the financial resources and expenses for the establishment and running of the school is provided as given in Form no.1.
5. That the scheme of management shall be got approved by the department as per rules.
6. That the minimum qualification of the head of school, teachers and non teaching staff and their recruitment will be done as per the norms laid down in Haryana School Education Rules-2003.
7. That the school authority will pay the salary to the staff according to the Haryana School Education Rules-2003.
8. That class wise admission fee, tuition fee and other fees & funds would be charged from the students as per information given in Form I.
9. That managing committee of the school will provide all essential facilities to the students as per the Haryana School Education Rules-2003.
10. That the school management authority will be the fully responsible for the documents submitted , if any document, found illegal or fake at any stage.

Executant**Place :-****Date :-****VERIFICATION**

Verified that the information stated above are true and correct to the best of my knowledge and nothing has been kept concealed therein.

Deponent**Place :-****Date :-**

Certificate of Land Ownership as per Revenue Record

It is certified that Sh./Smt.....
R/o..... is in ownership of land measuring.....acre in the
revenue estate ofhaving the description as under:

Khatoni No.**Khewat/Khasra No.****Killa No.**

Further certified that this land is leased for.....years
to.....(Society/Trust)
which is running the(name of school)
at.....(address of school).

The said school is situated on the fore-mentioned land which is in contiguous (single piece of land*).

This is based on the revenue record.

Signature/Stamp
Tehsildar/Circle Revenue Officer

*If the land is having more than one piece and situated at different places, then mention the distance from the main plot on which school building is situated.