

No.EDN-U(G-II)Elem/Pvt.Recog/Renewal/2021-143

Office of the,
Deputy Director Elementary Education,
Una, Distt. Una H.P.

Dated _____ the _____ Una

 January, 2022.

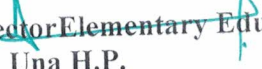
To

All the Managing Director/Principal of Pvt. Schools,
District Una Himachal Pradesh.

Sub:- **Regarding submission of Recognition/Renewal files for the session 2022-23.**

Sir/Madam,

On the subject cited above, you are hereby directed to apply for the recognition/
renewal of Recognition Certificate on the prescribed proforma along with other documents and
Renewal Fee Challan on or before 15 February, 2022 for the session 2022-23. If any type of
delay for the submission of documents for recognition/renewal you will be held responsible
personally. Check list of require documents is also enclosed.


Deputy Director Elementary Education
Una , Distt. Una H.P.

Check List for the Recognition of Private Managed

Sr No	Particulars	Remarks
1	Application fee deposited in treasury through Treasury Challan (DDO Code-512)	
2	Self Declaration Cum Application Form-1	
3	Details of society members with their Address & Designation on affidavit	
4	Proper Registration certificate of the society	
5	Constitution of the society	
6	Jamabandi & Tatima in the name society/school	
7	Latest Non-encroachment certificate of Govt. Land (Given by Tehsildar)	
8	Rent deed & lease deed as the case may be	
9	Site Plan of the school Attested by J.E. (Total Area and total built in area)	
10	Latest Building safety certificate from Ex- En PWD	
11	Details of rooms available in the school campus (classified)	
12	Details of infrastructure available in the school	
13	Details playground with Dimensions	
14	Details in r/o availability of the facility of drinking water with proof	
15	Details in r/o availability of the facility of electricity with proof	
16	Details in r/o availability of the facility of Toilet	
17	Enrollment class wise & category wise/boys & girls	
18	Fee & Fund Structure class wise showing annual/monthly charges	
19	Selection Procedure (Advt./Employment Exchange)	
20	List of teachers along with academic & professional qualifications (T.E.T.)	
21	List of Non-Teaching Staff along with relevant documents	
22	Details of pay Scale of the each category	
23	Certificate of CA in r/o financial position of the society for the last three years	
24	Certificate regarding fire fighting equipment / fire safety certificate	
25	Certificate regarding first aid facility available in the school	
26	Copies of appointment letters of the each member of Staff	
27	Copies of Consent letters of the each members of the staff	
28	Transaction above 3000/- Affidavit from Executive Magistrate	

Fee for the recognition of Private managed school from 1st to 5th -Rs. 5000/-

1st to 8th - Rs 10,000/-

6th to 8th - Rs 5000/-

The recognition certificate is for the five year only and after obtaining the recognition it should be renewed every year 15 days before starting the next session.

This fee should be deposited in the govt. Treasury in the Head of Account as given below.

Check list of documents for Renewal of Recognition yearly

Sr. No.	Particulars
1.	Application form
2.	Renewal fee through challan - Rs. 500/- (DDO Code - 512)
3.	Photocopy of Recognition letter and previous renewal
4.	Fire safety certificate
5.	Building safety certificate
6.	Safe Drinking Water Facility Certificate.
7.	School map/ photographs
8.	Staff statement alongwith salary statement
9.	Fee structure of the school
10.	RTE Act 2011 agreement
11.	Copy of PTF committee
12.	Land statement alongwith complete documents
13.	Non - Encroachment certificate
14.	Enrolment of 1 st to 8 th
15.	Balance Sheet
16.	Affidavit of Transaction above 3000/-