APPENDIX-III

FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADATION OF 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 NCPCR 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	Affiliation Number allotted by CBSE to the school:	2132798
2	Name of the School as per affiliation letter of CBSE:	ST. MARY'S CONVENT SCHOO
3	Address of the School:	GANDHUPAL P.O. MUNDAKHERA, DISTT. AMRO
4	Standard/level/class up to which the school is running:	From Class -- to Class X
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	YES/NO
6	U-DISE code allotted to the school:	09061900502
7	Name and address of the Trust/Society/ Company(under section-8) running the School as on date	FRANCISCAN SISTERS OUR LADY OF GRACE
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES/NO
9	Purpose of present application:	Extension/ Upgradation
10		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-I cities On an island In the municipal limits of a hill station In the municipal limits of city having

(Signature of Principal)
Principal
St. Mary's Convent School
Gandhupal (Amroha)

(Signature of D.E.O. /First/Second/Third Secretary (Education))

		population less than 15 Lakhs ✓ Outside the municipal limits of any town/city.
10	Has the school obtained Recognition Certificate from the State Government from class-1 to 8th?	YES/NO ✓
11	Number of Recognition Certificate from class-1 to 8th and date of issue:	N.A.
12	Is the School affiliated to any other board besides CBSE 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)**
INFORMATION REGARDING LAND DETAILS AND OWNERSHIP		
13	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	✓ YES/NO
14	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
15	Total area (in square meters) in respect of 12 and 13 above on which the school is situated:	AREA IN SQ.M. 19348
16	The land is in the possession of the school/ Trust/Society/Company legally by way of:	PRESIDENT Sale deed/Lease deed/Gift Deed SCHOOL
17	Name of the Owner/Lessee of the land in respect of point-15 above:	FRANCISCAN SISTERS OF OUR LADY OF GRACE
18	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 N/A YEARS
19	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-14 above?	YES/NO ✓ If yes the details
INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS		
20	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	✓ YES/NO
20(a)	If yes the date of last inspection:	20/06/2012
21	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
21(a)	If yes the date of last inspection:	22/01/2019
22	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
22(a)	If yes the date of last inspection:	11/01/2019
INFORMATION REGARDING THE STAFF		

(Signature of Principal)
Principal
St. Mary's Convent School
Gandhupal (Ambikapur)

(Signature of Deputy/Assistant/First/Second/Third Secretary (Education))

APPENDIX-III

23	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES/NO
24	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES/NO
25	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
26	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	YES/NO

Signature & Stamp
(of School Manager)
Manager
St. Mary's Convent School
Gandhupal (Amroha)

Signature & Stamp
(of School Principal)
Principal
St. Mary's Convent School
Gandhupal (Amroha)

PART-B

(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. CBSE/7017/2018-19/ Date of Issuance 29.1.2019

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 extension/upgradation of affiliation?	YES/NO extension/upgradation

(RAMAIYA KUMAR)
Signature
(Name and Stamp of Issuing DEO)
DISTRICT EDUCATION OFFICER/NAME OF DISTRICT
FIRST /SECOND /THIRD SECRETARY(EDUCATION)/NAME OF EMBASSY

Counter Signature

(Name, Designation and Stamp)
DISTRICT COLLECTOR/DEPUTY COMMISSIONER
(or his authorised representative*)
NAME OF DISTRICT
DEPUTY CHIEF OF MISSION/AMBASSADOR/NAME OF EMBASSY
(*Not Below the rank of a Group-A Gazetted Officer)

(Signature of Principal)
Principal
St. Mary's Convent School
Gandhupal (Amroha)

(Signature of DEO/ /First/Second/Third Secretary (Education))