

DOCUMENTATION ON PRIVATE SCHOOL RECOGNITION MODULE

Private School Recognition module facilitates individual/trust/society which is to establish, or have established, a private school in Delhi to apply for recognition/upgradation to the Directorate of Education. Such schools need to visit the official website of the DoE: <http://www.edudel.nic.in/> and click on the “AERU” link as shown in the figure 1 below:

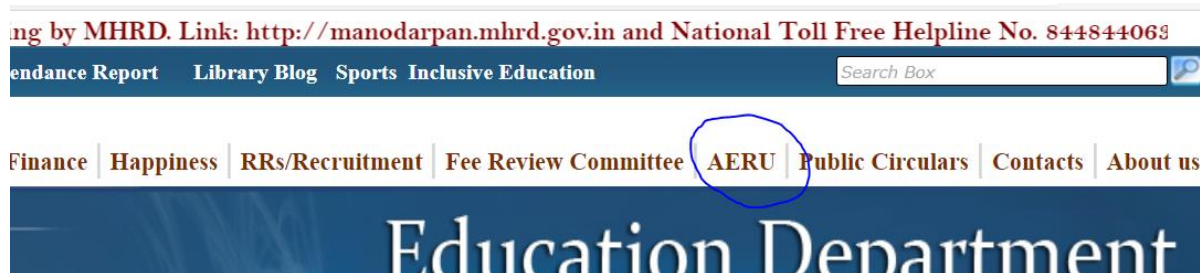


FIGURE 1

This will re-direct the concerned entity to a page as displayed in figure 2. The first question to which the entity needs to respond is whether it has applied/procured the “Essentiality Certificate” manually before 13th June 2011? If the entity selects “Yes”, two radio buttons appear reading: “Applying for Recognition” and “Applying for Upgradation”, else if “No” is selected then the said entity has to apply for the Essentiality Certificate first.

Use Microsoft Internet Explorer version 5.0 or above	
ESSENTIALITY CERTIFICATE	
Not applicable for Minority Institutions	
Go to Staff-Statement(Annexure-II) directly if filled incomplete. Only Insertion/Addition is allowed and no Amendment/Correction	
Whether the Society/Trust has applied/ procured for EC manually before 13 th June 2011	<input type="radio"/> Yes <input type="radio"/> No
Click here for current status of EC/Recognition/Upgradation Ap	
Click here for incomplete details filled (Recognition/ Upgradation).	
<input type="button" value="Submit"/>	

FIGURE 2

Let's first take up the case where the concerned chooses “Yes” and selects “Applying for Recognition”. The said entity, in this case, would be navigated to a page, as shown in figure 3 below, where various details is to be provided.

These details mainly relate to the “Essentiality Certificate” issued to the entity, as can be seen in the figure below, viz: Letter no. of issued EC, Stage of education up to which EC is granted etc.

ESSENTIALITY CERTIFICATE			
APPLICATION UNDER RULE 44 OF THE DELHI SCHOOL EDUCATION RULES, 1973 TO ESTABLISH A NEW SCHOOL IN THE NATIONAL CAPITAL TERRITORY OF DELHI.			
1. Name of Individual/ Society/ Trust/ Association of individuals which intends to Establish a new school			
2. Address of Individual/ Society/ Trust/ Association of individuals which intends to Establish a new school			
(Note- Do not Type Name of Individual Society/Trust/Association in Corresponding Address) (All fields mandatory except (*) marked fields.)			
1. House No	2. StreetNo *	3. Sector *	
4. Village	5. State Name	6. Pin Code	
3. a) Enter Telephone no. of Society office			
3. b) Enter E-mail ID for correspondence with society			
4. a) Enter Letter No. of EC has been issued to the Society/Trust.			
4. b) Enter w.e.f. date of EC has been issued to the Society/Trust.			
5. Registration no. of Society/Trust.			
6. The District in which the new school is proposed to be Established.		Select	
7. The Zone in which the new school is proposed to be Established.		Select	
8. The stage of education up to which EC is granted.		FromClass Select ToClass Select	
Next			

FIGURE 3

Thereafter the said entity is re-directed to “PROFORMA FOR RECOGNITION” page which is an application form for recognition seeking various details. The collated image of this proforma is shown in subsequent figures with relevant and succinct explanation.

EC ID: [REDACTED]	
PROFORMA FOR RECOGNITION (amar)	
1. Name of the society/trust/association.	
2. Name of the District in which it is situated.	
3. Name of the Zone in which it is situated.	
4. School Address for Correspondance	
Contact No [REDACTED]	
(All fields mandatory except (*) marked fields.)	
a. House No	b. StreetNo *
c. Sector *	
d. Village	e. State Name
f. Pin Code	
5. Whether E.C issued for the school. (If Yes, attach copy of E.C, If minority institution attach Minority Certificate).	
Yes No	
6. Recognition is desired up to Middle/Secondary/Sr.Secondary. (Use ctrl Key to select more than one option).	
Select	
7. Registration No. of Society/Trust.	
Registration no. of [REDACTED]	
8. (a) Name of the manager of the school.	
(b) Contact No. of Manager	
(c) Academic Qualification of the Manager.	
Select	
(d) Experience detail of the Manager. (Enclosed the documentary proof).	
Teaching Exp. (Min. Years)	Administrative Exp. (Min. Years)
9. Date of Issue of Letter for SOM.	
10. Total area of the school campus with all the supporting documents of land and building. (In Sq. Mt. Only)	

(a) Whether the land is Owned by Society or taken on Lease basis?	<input type="button" value="Select"/>
i) Total area of School - Land including Building & Play Ground.	<input type="text"/>
ii) Area of constructed School Building only.	<input type="text"/>
iii) Total covered area of School Building (include all floors).	<input type="text"/>
iv) Area of Play Ground only.	<input type="text"/>
11. Accommodation provided in the school building. (In Numbers/Numericals)	
(a) Number of classrooms.	<input type="text"/>
(b) School library and Reading room.	<input type="radio"/> Yes <input type="radio"/> No
(c) Biology lab.	<input type="radio"/> Yes <input type="radio"/> No
(d) Physics lab.	<input type="radio"/> Yes <input type="radio"/> No
(e) Chemistry lab.	<input type="radio"/> Yes <input type="radio"/> No
(f) Computer lab.	<input type="radio"/> Yes <input type="radio"/> No
(g) Science Activity lab for Middle and Secondary Classes.	<input type="radio"/> Yes <input type="radio"/> No
(h) Maths Activity lab.	<input type="radio"/> Yes <input type="radio"/> No
(i) Social Science Activity lab.	<input type="radio"/> Yes <input type="radio"/> No
(j) Auditorium/Hall.	<input type="radio"/> Yes <input type="radio"/> No

FIGURE 4

As shown in the above figure (Figure 4), the said entity is required to furnish details related to its whereabouts (name, location, name of manager, registration number etc.), upload copy of its Essentiality Certificate, provide a detailed information on the area of the school to be established or already established, and on the accommodation (laboratories, classrooms etc.). The format in which these info is to be provided varies as can be seen in figure 4.

12. Total enrollment of students.	<input type="text"/>
13. Whether qualified and eligible staff are recruited by school as per Recruitment Rules?	<input type="radio"/> Yes <input type="radio"/> No
14. Whether the school is paying salary to its staff as per 6th pay commission.	<input type="radio"/> Yes <input type="radio"/> No
15. Whether the school has raised secured/unsecured loan?	<input type="radio"/> Yes <input type="radio"/> No
16. Details of income and expenditure accounts of the school for last three Years.	
	Years Income Expenditure
First Year	<input type="text"/> <input type="text"/> <input type="text"/>
SecondYear	<input type="text"/> <input type="text"/> <input type="text"/>
ThirdYear	<input type="text"/> <input type="text"/> <input type="text"/>
17. Whether the school is transferring any fund to the society or its sister concern?	<input type="radio"/> Yes <input type="radio"/> No
18.	
(a) Whether the school is claiming depreciation ?	<input type="radio"/> Yes <input type="radio"/> No

FIGURE 5

Further, the said entity need to provide info (FIGURE 5) on whether the staff is qualified, are paid as per the pay commission, detail of income and expense in past three years etc.

19. Other Facilities	
Norms	Particulars required to be submitted by school
(a) Number of Desks, fans and tube-lights provided in each classroom.	Desks <input type="text"/> Fans <input type="text"/> Tube-Lights <input type="text"/>
(b) Library.	No. of Books <input type="text"/> No. of Magazine <input type="text"/> No. of News Papers <input type="text"/>
(c) Whether Teaching Learning Material are available?	<input type="radio"/> Yes <input type="radio"/> No
(d) Whether Kitchen available?	<input type="radio"/> Yes <input type="radio"/> No
20. Student Teacher Ratio : (Total number of Students/ Total number of Subject Teacher)	
a) Class I to V	<input type="text"/>
b) Class VI to VIII	<input type="text"/>
Note : The Teachers do not include Lab Assistant, Coaches & Clerical /Accounts Staff etc.	
21. Number of Teachers in various categories:	
a) Headmaster/Headmistress	<input type="text"/>
b) PGTs	<input type="text"/>
c) TGT(s)	
i) English	<input type="text"/>
ii) Hindi	<input type="text"/>
iii) Natural Science	<input type="text"/>
iv) Social Science	<input type="text"/>
v) Maths	<input type="text"/>
d) Asst. Teachers	<input type="text"/>
e) PET	<input type="text"/>
f) Work Education Teacher	<input type="text"/>
g) Art Education Teacher	<input type="text"/>
22. Working Days/Instructional hours in an academic year:	
A) a) Class I to V	Number of working days <input type="text"/>
	Number of Instructional hours <input type="text"/>
b) Class VI to VIII	Number of working days <input type="text"/>
	Number of Instructional hours <input type="text"/>
B) Number of working hours for the teacher per week	<input type="text"/>
23. Whether the school is situated in Non-Confirming Area?	
<input type="radio"/> Yes <input type="radio"/> No	

FIGURE 6

Here, the said entity has to provide information on facilities, student-teacher ratio, number of teachers in various categories (TGT, PGT etc.), working days and working hours for teachers per week.

Further, the entity need to attach various documents along-with its application for recognition a shown in figure 7.

24. ENCLOSURES TO BE ATTACHED ALONG WITH APPLICATION (ALL MANDATORY)	
a)	List of the members of managing committee of the school with their qualification, occupations and addresses along with the documentary proofs.
b)	Copy of Registration Certificate issued by ROS.
c)	Copy of duly approved/recorded scheme of management.
d)	Copy of Health Certificate from local Competent Authority, issued not before six months from the date of application.
e)	Copy of Certificate from Delhi Jal Board/MCD not issued before six months from the date of application.
f)	Undertaking by the school for provision of safe and adequate drinking water facilities to all the students.
g)	Copy of Structural Stability Certificate/Building Safety Certificate/Building Completion Certificate/occupancy certificate from local Competent Authority issued not before one year from the date of application.
h)	Copy of NOC regarding Fire safety from Fire Department/local competent authority.
i)	Approved/Sanctioned building plan from Competent Authority or building plan prepared by registered Architect showing the dimensions of each room.
j)	Class wise enrollment of the students along with number of students under freeship seats (EWS/Disadvantaged group) is attached.
k)	Details of the teachers recruited in the prescribed form as ANNEXURE II.
l)	Copy of pay bills & Bank Account Statement showing the clearance of salary cheques of staff.
m)	The details of the loan (Secured/Unsecured) taken by the school on separate sheet year-wise along with loan documents issued by concerned bank/financial institution.
n)	Audited Balance sheets of last three years.
o)	Details of the fund transferred to the society or to any sister concern by the school.
p)	List of Sports & Play equipments.
q)	Copy of Certificate from S.D.M. concerned to the effect that the land of school do not belongs to original Gram Sabha/DDA/Protected Rigde Land/Forest Land.
r)	Copy of Letter from DDA confirming the school applied for regularization of land under Zonal Development Plan and it is being considered.
Note:- All the above mentioned copies of enclosures must be attested by the Gazetted Officer and manager of the school.	

FIGURE 7

Also, the entity has to address an application to the Director of Education requesting him/her to consider the proforma filled by it and grant the recognition accordingly. This is accompanied by an undertaking wherein the said entity declares that the information he has filled in the proforma is correct. Both these are shown in figures below.

ANNEXURE-I	
EC ID :- [REDACTED]	
APPLICATION FORM FOR RECOGNITION	
To,	The Director Directorate of Education Govt. of NCT of Delhi Old Sect., Delhi
Sir,	
I am forwarding herewith an application in the prescribed proforma for the grant of recognition to (name of the school) [REDACTED] (address of the school) [REDACTED], (Pincode) [REDACTED] with effect from the commencement of the school year [REDACTED]	
Yours faithfully, [REDACTED] (Chairman of Managing Committee/Manager)	
Place:	[REDACTED]
Date:	[REDACTED]
Next	

ANNEXURE-I	
UNDERTAKING	
I <input type="text"/>	(Name of the Chairman/Secretary of the Society). Son/Daughter/wife of <input type="text"/>
resident of <input type="text"/>	
do hereby declare and affirm that the above mentioned information and data is correct to the best of my knowledge and if found incorrect the department may take the action against society/trust including withdrawal/cancellation of the EC.	
<input type="button" value="Next"/>	

FIGURE 8

After the entity has applied for recognition, it is the Act Branch which has to take cognizance of the application and deal with it. The login-page of the Act branch shows the below depicted figure.

Accept or Reject Recognition	
Select EC Id	<input type="text" value="Select"/>
<input type="radio"/> Accepted	<input type="radio"/> Deficient
<input type="button" value="Next"/>	

FIGURE 9

The Branch should select the EC ID of the applicant and click on either of Accepted/Deficient. If Accepted option is clicked, a letter proforma addressed to the Deputy Director of Education (DDE) of the concerned district shall appear where the said authority is requested to constitute a worthy team for physical verification/inspection of the concerned school, and upload the inspection report. This is shown in the below figure.

DIRECTORATE OF EDUCATION GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI (ACT BRANCH)		
NO. F. :- <input type="text"/>	E.C. ID- 20100021	Dated:- <input type="text"/>
To, The Deputy Director of Education, DTE <input type="text"/>		
Subject:- Request for Recognition of school <input type="text"/> from class <input type="text"/>		
Sir/Madam,		
Please find enclosed herewith the application form along with all documents/Annexure submitted by <input type="text"/> (School) for Recognition of the school. You are requested to constitute a Inspection Team for physical verification/inspection of the school and its records. After inspection and verification of all original documents forward the report along with all documents to the Act Branch with the specific recommendation within 25 days positively.		
Note:- A separate Set of all the documents i.e. application form, Annexures, inspection report and other documents may be retained by the District for future reference and record.		
Yours faithfully,		
Signatory Name:- <input type="text"/>		
Signatory Designation :- <input type="text" value="ADE(Act)"/>		
Copy to Manager of School <input type="text"/>		
<input type="button" value="Send"/>		

If, on the other hand, deficient option is chosen for lack of some documents or otherwise, a letter proforma addressed to the Manager of concerned school would be generated asking him/her to provide necessary clarification or upload deficient document/documents within 15 days as shown in the figure below.

DIRECTORATE OF EDUCATION GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI (ACT BRANCH) EC Id- [REDACTED]	
NO. F. :- [REDACTED]	Dated:- [REDACTED]
To, The Manager [REDACTED]	
Subject:- Request for Recognition.	
Sir/Madam,	
With reference to the above cited subject I am to convey that your request has been examined by department and following documents/clarification are requested:-	
Remarks	[REDACTED] Add
You are requested to submit the above mentioned documents/clarifications within 15 days so that further action may be taken in the matter. All the copies of documents must be attested by gazetted officer.	
Signatory Name :- [REDACTED]	
Signatory Designation :- ADE(Act)	
Submit	

In the former case, where the letter is forwarded for further action to the DDE of concerned district, inspection is conducted and the report addressed to the ADE of Act branch is uploaded and forwarded along-with the remark on whether recognition is recommended or not. This can be seen in the figure below.

DIRECTORATE OF EDUCATION GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION (DTE [REDACTED]) ECID- [REDACTED]	
NO.F. :- [REDACTED]	Dated:- [REDACTED]
To, The Asstt Director (Act), Act Branch, Directorate of Education, Govt. of NCT of Delhi, Old Sectt., Delhi.	
Subject:- Forwarding of Inspection Report in r/o (amar).	
Sir,	
Please find enclosed herewith the Inspection report of the (amar) along with all document and Annexures, for further necessary action at your end.	
The case of recognition is Recommended	
Encl. As above.	
Yours faithfully,	
Signatory Name :- [REDACTED]	
Signatory Designation :- [REDACTED] (DTE [REDACTED])	

After the district completes its inspection and the report is forwarded along-with its remark on whether to recognize the school or not, the Act branch has to make up the decision as can be seen in the figure below.

Accept or Reject Recognition after District Recommendation	
Select EC Id	[REDACTED] Next
<input type="radio"/> Accepted <input type="radio"/> Deficient <input type="radio"/> Re-Inspection/Verification	

If the recognition is granted, the Act Branch has to select the “Accepted” option and a letter proforma addressed to the Manager of concerned school is generated where terms and conditions associated with the provisional grant of recognition is laid out. Also, the letter mentions the academic session for which the recognition has been granted. If something is found to **be deficient**, then the same process as laid out above is repeated. If re-inspection/verification is chosen, the DDE is asked to take up the process of inspection once again and re-submit the verification report within 15 days.

The above procedure pertains to the entities possessing Essentiality Certificate (EC). Those who are not in possession of EC have to first procure the EC for which they should select “NO” option in the page shown in figure 2 above. This takes the said entity to a page where a **proforma to apply for EC** comes up and has to be filled up. The collated image of this proforma is shown in subsequent figures with relevant and succinct explanation.

ESSENTIALITY CERTIFICATE	
Note:- For Recognition and Upgradation Details of EC must be filled first.	
APPLICATION UNDER RULE 44 OF THE DELHI SCHOOL EDUCATION RULES, 1973 TO ESTABLISH A NEW SCHOOL IN THE NATIONAL CAPITAL TERRITORY OF DELHI.	
1. Name of Individual/ Society/ Trust/ Association of individual which intends to Establish a new school	
2. Address of Individual/ Society/ Trust/ Association of individual which intends to Establish a new school (All fields mandatory except (*) marked fields.)	
1. House No	2. StreetNo *
3. Sector *	4. Village
5. State Name	6. Pin Code
3. a) Enter Telephone no. of Society office	
3. b) Enter E-mail ID for correspondence with society	
4. Memorandum of Association Rules and Regulation of the Society/ Trust.	
(i) Does the Memorandum of Association/Trust deed specifically say that the establishment and running of schools is one of the aims of the Society/Trust?	
(ii) Any experience of the Society of running a school (If yes then give details)	
5. Registration No. of Society.	
6. The District in which the new school is proposed to be Established.	
7. The Zone in which the new school is proposed to be Established.	
8. Approx. no. of students likely to be admitted in such school.	
9. The stage of education intended to be imparted.	
10. Whether the society has land for proposed school?	
11. Land area on which school is proposed to be run (in Sq. Meters)	
12. a) Amount of FDR /Deposit Receipt in the name of the applicant and concerned DDE.	
12. b) Number of FDR /Deposit Receipt in the name of the applicant and concerned DDE.	
12. c) Date of FDR /Deposit Receipt in the name of the applicant and concerned DDE.	
13. The financial resources from which the expenses for the establishment and running of the school are proposed to be met. (Use Ctrl Key to select more than one option)	
14. The proposed scale of pay for the Head of School and other teaching/non-teaching staff until the school is recognised under the Act.	
15. The number of DD/Pay order of Rs.500/- (processing fee in favour of Director, Dte. of Education GNCTD, Old Sectt. Delhi.)	
16. Project Report of the proposed School available.	
17. Whether the Society is already in possession of valid Essentiality Certificate?	

The entity has to furnish details like registration number of the society, approx number of students to be admitted, details of land area of proposed school, financial details etc. Besides, the applicant has to declare certain undertakings like recruitment of staffs shall be in accordance to RR etc. and various enclosures are to be made as well which are enlisted in the form itself.

The Act Branch is the responsible branch for approving the Essentiality Certificate as in the case of grant of recognition. For this, the branch verifies various checklists for the entity which has applied for EC. A glance of a part of checklist can be seen below.

CHECK LIST ESSENTIALITY CERTIFICATE (Id- [REDACTED])	
1. Is name of the Individual/ Society/ Trust/ Association of individual which intends to Establish a new school is mentioned?	<input type="radio"/> Yes <input type="radio"/> No
2. Is Address of The Individual/ Society/ Trust/ Association of individual which intends to Establish a new school is mentioned?	<input type="radio"/> Yes <input type="radio"/> No
3. a) Is Telephone no. of Society office given?	<input type="radio"/> Yes <input type="radio"/> No
3. b) Is E-mail ID for correspondence with society given?	<input type="radio"/> Yes <input type="radio"/> No
4. Memorandum of Association Rules and Regulation of the Society/ Trust.	
(i) Is the Memorandum of Association/Trust deed specifically say that the establishment and running of schools is one of the aims of the Society/Trust attached? (Enclosed the documentary proof?)	<input type="radio"/> Yes <input type="radio"/> No
(ii) Whether Experience details of the Society of running a school given?	<input type="radio"/> Yes <input type="radio"/> No
5. Is Registration certificate of the Society/Trust, duly attested by the Gazetted Officer attached?	<input type="radio"/> Yes <input type="radio"/> No
6. Whether The District in which the new school is proposed to be Established is mentioned?	<input type="radio"/> Yes <input type="radio"/> No
7. Whether The Zone in which the new school is proposed to be Established is mentioned?	<input type="radio"/> Yes <input type="radio"/> No
8. Whether The Approx. No of Students likely to be admitted is given?	<input type="radio"/> Yes <input type="radio"/> No
9. Is the stage of education intended to be imparted?	<input type="radio"/> Yes <input type="radio"/> No
10. Whether the Society has Land for proposed School?	<input type="radio"/> Yes <input type="radio"/> No
11. Is the particulars of land area on which school is proposed to be run given? (In Sq. Mtr.)	<input type="radio"/> Yes <input type="radio"/> No
12. a) Amount of FDR /Deposit Receipt in the name of the applicant and concerned DDE.	<input type="radio"/> Yes <input type="radio"/> No
12. b) Number of FDR /Deposit Receipt in the name of the applicant and concerned DDE.	<input type="radio"/> Yes <input type="radio"/> No
12. c) Date of FDR /Deposit Receipt in the name of the applicant and concerned DDE.	<input type="radio"/> Yes <input type="radio"/> No
18. Whether the Processing fee of Rs. 500/- (rupees five hundreded only) in the form of DD/Pay Order drawn in favour of Director of Education, Government of National Capital Territory of Delhi attached?	<input type="radio"/> Yes <input type="radio"/> No
19. If the applicant is in possession of any land and building, supporting documents, duly verified by the Manager of the School, should also be enclosed with the application form?	<input type="radio"/> Yes <input type="radio"/> No
20. Is The Project Report of the proposed School with following details attached:- (a. Facilities to be provided to the students b. Source of Financing c. Cost of the Project d. Fixed assets of the Society e. Proposed procedure for recruitment of HOS, Teacher & non-teaching staff including class-IV/Security guards. f. Proposed Scale of pay for all the categories of staff as per VIth pay Commission or not) ?	<input type="radio"/> Yes <input type="radio"/> No
21. Is Copy of audited Balance Sheets of last three years of society attached?	<input type="radio"/> Yes <input type="radio"/> No
22. In case the society is already in possession of valid Essentiality Certificate, it should be clearly indicated whether they have established a school against the said Essentiality Certificate or surrendered the E.C?	<input type="radio"/> Yes <input type="radio"/> No
23. Any Other information.	<div><input type="text"/></div>
<input type="button" value="Next"/>	
<input type="radio"/> Accepted <input type="radio"/> Deficient <div><input type="button" value="SaveDetails"/></div>	

After having this verification, the branch has to either accept the application or mark it deficient. If the application is accepted then a similar process as happened in the case of grant of recognition is repeated where an application addressed to the DDE of the concerned district is sent asking him/her for the physical verification/inspection and send the report to the Act Branch within 25 days. On the other hand, if application is marked as deficient, a letter addressed to the manager of the concerned entity is sent asking him/her for the necessary

clarifications. If at the district level everything is found to be up to the mark and a report endorsing for grant of EC is received by the Act branch, EC is generated and granted.

GOVERNMENT OF N.C.T OF DELHI	
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION	
DISTRICT South West B, NEW DELHI	
No. <input type="text"/>	EC Id- <input type="text"/> Dated : <input type="text"/>
To The Secretary/Secretary, asdf , , Delhi- 234312	
Sub:- Issuance of Essentiality Certificate under Rule 44 of the Delhi School Education Rules, 1973 from Ist to Xth standard.	
Sir, This is with reference to your application dated 03/02/2011 to establish a new school under Rule 44 of D.S.E.A & Rules, 1973. I am directed to state that the appropriate authority after considering the particulars specified in the application form has accepted the proposal to establish a new school from class Ist To Xth in Zone No. 21 of District South West B.	
<ol style="list-style-type: none">1. The said acceptance to establish new school in Zone No. 21 of Dist South West B shall be limited only for a period of 05(five) years w.e.f. to .2. The acceptance to establish new school will automatically lapse, if the Society/Trust fails to obtain recognition as laid down in Rule 50 and 51 of D. S. E. A & Rules, 1973 within a period of Five years3. Standard preliminary norms for recognition of the school are enclosed for favour of your appraisal and guidance4. This is issued subject to the condition that the school will follow the directions of the department issued from time to time.5. That no request for sponsorship of land at any stage will be considered.6. This essentiality certificate is subject to the out come of notification to be issued by the Ministry of Urban Development, Govt. of India, with regard to non confirming areas.	
Yours faithfully	
Signatory Officer's Name <input type="text"/>	
Signatory Officer's Design <input type="text" value="ADE(Act)"/>	
<input type="button" value="Preview"/>	