

**GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF EDUCATION: PRIVATE SCHOOL BRANCH  
OLD SECRETARIAT, DELHI – 110054**

F.No./De-regulation/2026/ 4172-81

Dated: 06.07.26

**CIRCULAR**

**Subject: Adoption of revised Proformas for Fresh Recognition and Extension of Recognition/Upgradation of Private Unaided Recognised Schools.**

In continuation of the ongoing efforts of the Directorate of Education towards simplification and standardisation of regulatory procedures and pursuant to the approval of the Competent Authority, revised Proformas for Fresh Recognition and Extension of Recognition/Upgradation of Private Unaided Recognised Schools have been adopted.

Accordingly, all District Deputy Directors of Education and other concerned officers shall process and inspect cases relating to Fresh Recognition and Extension of Recognition/Upgradation strictly in accordance with the revised proformas enclosed herewith.

All previous formats, checklists and inspection proformas, to the extent inconsistent with the revised proformas, shall stand superseded.

Encls: As above.



**(VEDITHA REDDY)  
DIRECTOR OF EDUCATION**

F.No./De-regulation/2026/ 4172-81

Dated: 06.07.2026

1. The Principal Secretary to Hon'ble Chief Minister, Government of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
2. The Secretary to Hon'ble Minister (Education), Government of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
3. The OSD to Chief Secretary, Government of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
4. All Regional Directors of Education, Directorate of Education, GNCTD.
6. All District Deputy Directors of Education, Directorate of Education, GNCTD.
7. PPS to Secretary, Department of Education, GNCTD.
8. PPS to Director (Education), Directorate of Education, GNCTD.

9. PA to Addl. Director of Education (PSB), Directorate of Education, GNCTD.
10. System Analyst (MIS), Directorate of Education, with the request to upload the Circular along with annexed proformas on the Department's website.
11. Guard File.



**(VEDITHA REDDY)**  
**DIRECTOR OF EDUCATION**

**PROFORMA FOR FRESH RECOGNITION/UP GRADATION, & INTRODUCTION OF STREAM (SCIENCE/ARTS/COMMERCE) AT SR. SECONDARY LEVEL IN R/O PRIVATE UNAIDED SCHOOL**

**A. Preliminary Information about the school  
(For user level)**

(1) (a)	Whether the school is run by a society registered under the Societies Registration Act, 1860 or a Public Trust.	Society Public Trust						
(b)	Name of the Society/Public Trust							
(c)	Address of the Society/Public Trust							
(d)	Details of the Letter/Order issued by the Issuing Authority i.e. Registrar of Co-Operative society etc.							
(e)	Upload the copy of letter issued by Competent Authority i.e. RCS etc and duly signed by the manager (PDF format less than 3 MB)	Docu mentary proof required						
(f)	Enter Telephone no. of Society/School							
(g)	Enter E-mail ID for correspondance with society/school							
(h)	Name of the manager/principal of the school							
(i)	Contact No. of Manager/principal							
(j)	Name & Address of School							
(k)	Medium of instruction at various stages	HINDI ENGLISH URDU PUNJABI						
(l)	Department where you want to apply	DOE						
(m)	Name of District							
(n)	Name of Zone							
(2)	Applying for	Fresh Recognition Fresh Upgradation Introduction of Science/Arts/Commerce Stream at Sr. Secondary Level Introduction of Pre-School/Pre-Primary Extension of Provisional Recognition Extension of Provisional Upgradation						
(a)	From which class to Up to which Class school has applied	From Class    Select Pre-School Pre-Primary 1 6 8 10  To Class      Select 5 8 10 12						
		Arts Commerce Science Vocational						
(c)	Details of initial recognition, further extension orders issued by DoE and Upload copy duly signed by the manager (PDF	<table border="1"> <tr> <td>O</td> <td>D</td> <td>V</td> <td>Doc</td> <td></td> <td></td> </tr> </table>	O	D	V	Doc		
O	D	V	Doc					

format less than 3 MB)

Order No.	Date	Application No.	Documentary proof required		

(d)

from which academic session school has applied for

(e)

Remarks, if any to be filled by HoS/Manager of the School

(3)(a)

Details of class wise student enrolment from the entry level to the highest class in the school duly signed by the manager. (PDF format less than 3 MB)

Class & Section	No. of Boys	No. of Girls	Total	No. of EWS/DG/CWSN Students

Documentary proof required

(4)(a)

Whether SOM of the school is approved.(Not applicable in case of Fresh Recognition)

Yes No

(b)

Please upload the Copy of SoM, if approved by the Competent Authority and the same should be duly signed by the manager. (PDF format less than 3 MB)

Documentary proof required

(c)

Remarks, if any, to be filled by HoS/Manager of the School

(5)	Upload The list of the Managing Committee of the school as constituted in terms of approved Scheme of Management duly signed by the Chairman of the Managing Committee (PDF format less than 3 MB)	Documentary proof required
6(a)	Upload the copy of the experience certificate of Manager of the school duly counter signed by EO/DEO of the concerned zone and also duly signed by the manager (as per DoE guidelines dated 24.11.2004, A Manager is required to have at least 10 years total experience in teaching and educational administration. Out of 10 years at least 03 years shall be as in-charge of MCD/ NDMC/ Recognized / Middle/Sec/ Sr. Sec. School. (PDF format less than 3 MB)	Documentary proof required
(b)	Remarks, if any, to be filled by HoS/Manager of the School	

## B. School Infrastructure and facilities

7	Whether the school has prescribed facilities (mentioned in rule 51) for physical education, library service, laboratory work, workshop practices or co-curricular activities. (PDF format less than 3 MB)	Yes No	Download Supporting Documents									
8.	Details of accommodation provided in the school building.(Dimensions to be indicated in all classes) Number of class rooms indicating dimensions and seating capacity of all classes.											
(a)(i)	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Class</th> <th>Dimension</th> <th>Seating Capacity</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Class	Dimension	Seating Capacity						
Class	Dimension	Seating Capacity										
(b)	Whether the school provides furniture, fans, ventilation provided in each class room.	Yes No										
(c)	Whether the school provides the following: -											
(i)	School library and reading room.	Yes No										
(ii)	Biology lab.	Yes No										
(iii)	Physics lab.	Yes No										

(iv)	Chemistry lab.	Yes No						
(v)	Computer lab.	Yes No						
(vi)	Science Activity lab for Middle and Secondary level.	Yes No						
(vii)	Maths Activity lab.	Yes No						
(viii)	Social Science Activity lab.	Yes No						
(ix)	Auditorium/Hall.	Yes No						
(x)	Refreshment room for students.	Yes No						
(xi)	Drinking water facilities.	Yes No						
(xii)	Staff room as separate room with proper seating arrangements and chest of drawers/almirahs is available in the school.	Yes No						
(xiii)	Room for head of school.	Yes No						
(xiv)	Office room.	Yes No						
(xv)	Store room.	Yes No						
(xvi)	Whether all facilities are barrier free or not.	Yes No						
(xvii)	Details of toilets in school such as total no. of toilets for Girls and boys, arrangement for disabled children in toilets and ramps in the school.	<table border="1"> <tr> <td>No. of toilets for Girls</td> <td></td> </tr> <tr> <td>No. of toilets for Boys</td> <td></td> </tr> <tr> <td>No. of toilets for</td> <td></td> </tr> </table>	No. of toilets for Girls		No. of toilets for Boys		No. of toilets for	
No. of toilets for Girls								
No. of toilets for Boys								
No. of toilets for								

Disable/  
CWSN  
Student  
s

9. Whether the building or other structure in which the school is carried on, followings are to be ensured Yes No

(i) Its surroundings, furniture and equipment are adequate and suitable for an educational institution

Yes No

(ii) and, whether there is any business premises in any part of the building in which such school is running, the portion in which the school is run adequately separated from such Business premises.

Yes No

(ii i) Whether the buildings or other structures or the grounds are not used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for communal, political or non-educational activity of any kind whatsoever and only used for skill development and education of children of the school.

Yes No

10

Details of Health & Hygiene certificate issued from the competent authority required (PDF format less than 3 MB)

Name of Certificate issuing Authority	Certificate No. & Date	Valid upto

11

Whether there is any thoroughfare or public passage through any part of the school premises.

Yes No

Upload undertaking regarding this. (PDF format less than 3 MB)

## C. Human Resource

<b>12 (i)</b>	<b>Whether the teachers appointed in the school meet the prescribed qualifications of Rules and Regulations as applicable to them. Analysis of the staff statement and any pertinent observations/remarks.</b>	<b>Yes No</b>															
<b>a.</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Name of Teaching/Non-Teaching Staff</th> <th style="padding: 5px;">Designation</th> <th style="padding: 5px;">Date of Birth</th> <th style="padding: 5px;">Date of Joining</th> <th style="padding: 5px;">Qualification</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of Teaching/Non-Teaching Staff	Designation	Date of Birth	Date of Joining	Qualification											
Name of Teaching/Non-Teaching Staff	Designation	Date of Birth	Date of Joining	Qualification													
<b>13</b>	<b>Whether any service agreement made, if so, whether copy of the same is enclosed or not. **Applicable to minority schools only</b>	<b>Yes No</b>															
	<b>Upload Copy of agreement is required. (PDF format less than 3 MB)</b>																
<b>14.</b>	<b>Whether the school is paying salary to its staff as per rule and through cross cheque/ECS and the management maintains a provident fund scheme or any other similar scheme for the staff and whether the benefits/facilities of Bonus, LTC, Medical, and Pension, Gratuity and EL encashment are being provided to the staff(as per Section 10 of DSEA 1973).</b>	<b>Yes No</b>															
	<b>Upload Copy of latest PF statement, pay bill copy, ECS/RTGS statement and supportive documents for other benefits is required. (PDF format less than 3 MB)</b>																
<b>15</b>	<b>Appointment of Medical Officer/staff in the school and details of medical facility provided for the students (as per Rule 38 of DSER 1973).</b>	<b>Yes No</b>															
	<b>Upload the Documentary proof (PDF format less than 3 MB)</b>																
<b>16</b>	<b>Whether the school has appointed special educator in the school.</b>	<b>Yes No</b>															
	<b>Upload Copy of appointment letter, offer letter and qualification documents are required (PDF format less than 3 MB)</b>																
<b>17</b>	<b>Whether Pupil Teacher ratio of the school is maximum at All level.</b>	<b>Yes No</b>															

Upload Copy of class wise enrollment with teaching staff available in the school (PDF format less than 3 MB)

Classes	No. of Teacher	No. of Student	Ratio
Primary			
Elementary			
Secondary			
Senior Secondary			

18

The undertaking (as per proforma and on letterhead of school)

Upload the Undertaking is required duly signed by the manager (Docx format less than 3 MB)

19.	Whether the school has adequate funds to ensure its financial stability and regular payment of salary and allowances to its employees.	Y e s
20.	Upload Copy of Fee Structure required for current financial year required (PDF format less than 3 MB)	N o
21	Upload Audited statement of Accounts required for last three financial years (PDF format less than 3 MB)	
22	Upload details secured/unsecured loan raised by School, If any (PDF format less than 3 MB)	
23	Upload details of fund transferred to society or to its sister concern, If any(PDF format less than 3 MB)	

24	Whether the school is claiming depreciation?				Yes No
	Upload Documentary proof required (PDF format less than 3 MB)				
					Yes No
	Name of Bank	Address of Bank	Name of Account Holder	Account No.	Closing Balance
Select Bank Name Allahabad Bank Andhra Bank Axis Bank Bank of Baroda Bank of India Bank of Maharashtra Canara Bank Central Bank of India Corporation Bank Delhi NagrikSehkari Bank Dena Bank Dhanlaxmi Bank HDFC Bank ICICI Bank IDBI Bank Indian Bank Indian Overseas Bank IDFC First Bank Limited ING Vysya Bank Jammu and Kashmir Bank Karur Vysya Bank Kotak Mahindra Bank Nainital Bank Oriental Bank of Commerce Punjab & Sind Bank Punjab National Bank Syndicate Bank State Bank of India State Bank of Bikaner & Jaipur State Bank of Hyderabad State Bank of Indore State Bank of Mysore State Bank of Saurashtra State Bank of Travancore The Delhi State Co-Operative Bank The					

Kangra Cooperative Bank  
 The South Indian Bank UCO  
 Bank Union Bank of India  
 United Bank of India Vijaya  
 Bank State Bank of Patiyala  
 Yes Bank

25. Whether the management of the school created a reserve fund in the form of Fixed Deposit in the joint account in the name of Manager of the School and DDE(district concerned) equivalent to 3 months' salary of staff or rupees One lac + Rs.80/- per student.

Yes  
No

Upload Documentary proof required (PDF format less than 3 MB)

26. Whether acknowledged copy of the mandatory Annual returns submitted by the School with the department is available in the file? (to be taken only in case of up gradation)(PDF format less than 3 MB)

## E. Land Status of the School

Is it  
Govt.  
land

Yes No

27 Upload the allotment papers and Registered leased deed(perpetual/temporary) (PDF format less than 3 MB)

Documentary proof required

28(i) Upload BCC/Occupancy certificate from competent authority, If any  
(PDF format less than 3 MB)

Documentary proof required

Name of Certificate issuing Authority	Certificate No. & Date	Valid Upto

(ii) Upload Sanctioned Building Plan by the Competent Authority (PDF format less than 3 MB)

Documentary proof required

Name of Certificate issuing Authority	Certificate No. & Date	Valid Upto

(iii) Upload Structural Stability Certificate from MCD empanelled structural stability engineers/agencies (PDF format less than 3 MB)

Documentary proof required

Name of	Certificate	Valid

		<table border="1"> <thead> <tr> <th>Certificate issuing Authority</th> <th>No. &amp; Date</th> <th>Upto</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Certificate issuing Authority	No. & Date	Upto			
Certificate issuing Authority	No. & Date	Upto						
(iv)	Upload School Health Certificate from local competent authority. (PDF format less than 3 MB)	<p style="text-align: center;"><b>Documentary proof required</b></p> <table border="1"> <thead> <tr> <th>Name of Certificate issuing Authority</th> <th>Certificate No. &amp; Date</th> <th>Valid Upto</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of Certificate issuing Authority	Certificate No. & Date	Valid Upto			
Name of Certificate issuing Authority	Certificate No. & Date	Valid Upto						
(v)	Upload Fire Safety Certificate from local competent authority (PDF format less than 3 MB)	<p style="text-align: center;"><b>Documentary proof required</b></p> <table border="1"> <thead> <tr> <th>Name of Certificate issuing Authority</th> <th>Certificate No. &amp; Date</th> <th>Valid Upto</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of Certificate issuing Authority	Certificate No. & Date	Valid Upto			
Name of Certificate issuing Authority	Certificate No. & Date	Valid Upto						
(vi)	Upload Water Test Report from local competent authority (PDF format less than 3 MB)	<p style="text-align: center;"><b>Documentary proof required</b></p> <table border="1"> <thead> <tr> <th>Name of Certificate issuing Authority</th> <th>Certificate No. &amp; Date</th> <th>Valid Upto</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of Certificate issuing Authority	Certificate No. & Date	Valid Upto			
Name of Certificate issuing Authority	Certificate No. & Date	Valid Upto						

27	In case of schools running on private land the school management should submit copy of registered lease deed/ rent deed in favour of society/school for 30 years, with land ownership proof and Land Status Report issued by competent authority. .	Yes No						
(i)	Registered lease deed/ rent deed in favor of society for 30 years and Land Ownership proof and Land Status Report issued by competent authority. . (PDF format less than 3 MB)	<b>Documentary proof required</b>						
28	In case of school is running in non-conforming areas, information as detailed in adjacent columns is also required as per circular dated No. 1899-1913 dated 20.03.2009 and 13.11.2014 (Annexure-IX & X), Please upload copy of the following duly signed by the manager:	Yes No						
a (i)	Registered lease deed/ rent deed in favor of society for 30 years. (PDF format less than 3 MB)	<b>Documentary proof required</b>						
		<table border="1"> <thead> <tr> <th>Name of Certificate issuing Authority</th> <th>Certificate No. &amp; Date</th> <th>Valid Upto</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of Certificate issuing Authority	Certificate No. & Date	Valid Upto			
Name of Certificate issuing Authority	Certificate No. & Date	Valid Upto						

**Documentary proof required**

**b (i) Sanctioned Building Plan by the Competent Authority (PDF format less than 3 MB)**

<b>Name of Certificate issuing Authority</b>	<b>Certificate No. &amp; Date</b>	<b>Valid Upto</b>

**Documentary proof required**

**(ii) Structural Stability Certificate from MCD empanelled structural stability engineers/ agencies (PDF format less than 3 MB)**

<b>Name of Certificate issuing Authority</b>	<b>Certificate No. &amp; Date</b>	<b>Valid Upto</b>

**Documentary proof required**

**(iii) School Health Certificate from local competent authority (PDF format less than 3 MB)**

<b>Name of Certificate issuing Authority</b>	<b>Certificate No. &amp; Date</b>	<b>Valid Upto</b>

**Documentary proof required**

**(iv) Fire Safety Certificate from local competent authority (PDF format less than 3 MB)**

<b>Name of Certificate issuing Authority</b>	<b>Certificate No. &amp; Date</b>	<b>Valid Upto</b>

**Documentary proof required**

**(v) Water Test Report from local competent authority (PDF format less than 3 MB)**

<b>Name of Certificate issuing Authority</b>	<b>Certificate No. &amp; Date</b>	<b>Valid Upto</b>

**Documentary proof required**

**(vi) Structural Stability Certificate from local competent authority (PDF format less than 3 MB)**

<b>Name of Certificate issuing Authority</b>	<b>Certificate No. &amp; Date</b>	<b>Valid Upto</b>

**PROFORMA FOR EXTENSION OF PROVISIONAL RECOGNITION/UP-GRADATION ETC. IN R/O PRIVATE UNAIDED RECOGNISED SCHOOL**

**A. Preliminary Information about the school (For user level)**

Sl. No./ Clause	Particulars / Field	Options / Details to be filled	Document Upload / Remarks
(1)(a)	Whether the school is run by a society registered under the Societies Registration Act, 1860 or a Public Trust.	Society / Public Trust	
(b)	Name of the Society/Public Trust		
(c)	Address of the Society/Public Trust		
(d)	Details of the Letter/ Order issued by the Issuing Authority i.e. Registrar of Co-Operative society etc.		
(e)	Upload the copy of letter issued by Competent Authority i.e. RCS etc and duly signed by the manager (PDF format less than 3 MB)		Documentary proof required
(f)	Enter Telephone no. of Society/School		
(g)	Enter E-mail ID for correspondance with society/school		
(h)	Name of the manager/principal of the school		
(i)	Contact No. of Manager/principal		
(j)	Name & Address of School		
(k)	Medium of instruction at various stages	HINDI / ENGLISH / URDU / PUNJABI	
(l)	Department where you want to apply	DOE	
(m)	Name of District		
(n)	Name of Zone		
(2)	Applying for	Extension of Provisional Recognition / Extension of Provisional	

		Upgradation	
(a)	From which class to Up to which Class school has applied	From Class: Select Bal vatika 1 To Class: Select 8 / 10 / 12	
(b)	Details of initial recognition, further extension orders issued by DoE and upload copy duly signed by the manager (PDF format less than 3 MB)	Order No. / Date / Valid Up to	Documentary proof required
(c)	From which academic session school has applied for		
(d)	Remarks, if any to be filled by HoS/Manager of the School		
(3)(a)	Details of class wise student enrolment from the entry level to the highest class in the school duly signed by the manager. (PDF format less than 3 MB)	Class & Section / No. of Boys / No. of Girls / Total / No. of EWS/DG/CWSN Students	Documentary proof required
(4)(a)	Whether SOM of the school is approved. (Not applicable in case of Fresh Recognition)	Yes / No	
(b)	Please upload the Copy of SoM, if approved by the Competent Authority and the same should be duly signed by the manager. (PDF format less than 3 MB)		Documentary proof required
(c)	Remarks, if any, to be filled by HoS/Manager of the School		
(5)	Upload The list of the Managing Committee of the school as constituted in terms of approved Scheme of Management duly signed by the Chairman of the Managing Committee (PDF format less than 3 MB)		Documentary proof required
6(a)	Upload the copy of the experience certificate of Manager of the school duly counter signed by EO/DEO of the concerned zone and also duly signed by the manager (as per DoE guidelines dated		Documentary proof required

	24.11.2004, A Manager is required to have at least 10 years total experience in teaching and educational administration. Out of 10 years at least 03 years shall be as in-charge of MCD/ NDMC/ Recognized / Middle/Sec/ Sr. Sec. School. (PDF format less than 3 MB)		
(b)	Remarks, if any, to be filled by HoS/Manager of the School		

### B. School Infrastructure and facilities

Sl. No./ Clause	Particulars / Field	Options / Details to be filled	Document Upload / Remarks
7(i)	Whether there is any business premises in any part of the building in which such school is running, the portion in which the school is run adequately separated from such Business premises.	Yes / No	
(ii)	Whether the buildings or other structures or the grounds are not used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for communal, political or non-educational activity of any kind whatsoever and only used for skill development and education of children of the school.	Yes / No	
(iii)	Whether there is any thoroughfare or public passage through any part of the school premises.	Yes / No	Upload undertaking regarding this. (PDF format less than 3 MB)

### C. Human Resource

Sl. No./ Clause	Particulars / Field	Options / Details to be filled	Document Upload / Remarks
8(a)	Details of Teaching/Non-Teaching Staff	Name / Designation / DOB / DOJ / Qualification	
(b)	Whether any service agreement made, if so, whether copy enclosed. Applicable to minority schools only	Yes / No	Upload Copy of agreement is required. (PDF format less than 3 MB)
9	Whether the school is paying salary to its staff as per rule and through cross cheque/ECS and the management maintains a provident fund scheme or any other similar scheme for the staff and whether the benefits/facilities of Bonus, LTC, Medical, and Pension, Gratuity and EL encashment are being provided to the staff (as per Section 10 of DSEA 1973).	Yes / No	Upload PF statement/pay bill/ECS proof etc.
10	Pupil Teacher Ratio details	Classes / No. of Teacher / No. of Student / Ratio	
11	The undertaking (as per proforma and on letterhead of school)		Upload the Undertaking duly signed by the manager

### D. Financial status and Fee Structure of the School

Sl. No./ Clause	Particulars / Field	Options / Details to be filled	Document Upload / Remarks
12	Upload Copy of Fee Structure required for current financial year		
13	Upload Audited statement of Accounts required for last three financial years		
14	Upload details secured/unsecured loan raised by		

	School, If any		
15	Upload details of fund transferred to society or to its sister concern, If any		
16(i)	Whether the school is claiming depreciation?	Yes / No	Upload Documentary proof required
(ii)	Bank account details	Name of Bank / Address / Account Holder / Account No. / Closing Balance	
17	Whether the management of the school created a reserve fund in the form of Fixed Deposit in the joint account in the name of Manager of the School and DDE (district concerned) equivalent to 3 months' salary of staff or rupees One lac + Rs.80/- per student.	Yes / No	Upload Documentary proof required
18	Whether acknowledged copy of the mandatory Annual returns submitted by the School with the department is available in the file? (to be taken only in case of up gradation) (PDF format less than 3 MB)		

#### E. Land Status of the School

Sl. No./ Clause	Particulars / Field	Options / Details to be filled	Document Upload / Remarks
19	Is it Govt. land	Yes / No	
(i)	Upload allotment papers and Registered leased deed (perpetual/ temporary)		Documentary proof required
(ii)	Upload BCC/Occupancy certificate from competent authority, if any	Authority / Certificate No. / Date / Validity	Documentary proof required

20	In case of schools running on private land/ non-conforming area, upload relevant land documents	Yes / No	
(a)(i)	Registered lease deed/ rent deed in favor of society for 30 years and Land Ownership proof and Land Status Report issued by Competent Authority		Documentary proof required
21	<b>Other essential documents</b>		
(i)	Sanctioned Building Plan by the Competent Authority	Authority / Certificate No. / Date / Validity	Documentary proof required
(ii)	Structural Stability Certificate from local competent authority or MCD empanelled structural stability engineers/agencies (PDF format less than 3 MB)	Authority / Certificate No. / Date / Validity	Documentary proof required
(iii)	School Health Certificate from local competent authority (PDF format less than 3 MB)	Authority / Certificate No. / Date / Validity	Documentary proof required
(iv)	Fire Safety Certificate from local competent authority (PDF format less than 3 MB)	Authority / Certificate No. / Date / Validity	Documentary proof required
(v)	Water Test Report from local competent authority (PDF format less than 3 MB)	Authority / Certificate No. / Date / Validity	Documentary proof required