

*HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION PROFORMA FOR
PROVISIONAL / PERMANENT AFFILIATION FOR INSTITUTION
(FOR RENEWAL/FRESH/U.G)*

(Note: The application form complete in all respect must be deposited in the Board latest by 31/12/2009)

1. Name of the Institution _____

2. Postal Address of Institution _____

Pin No. _____ Phone No. _____

3. Date of Establishment of Institution. _____

4. Distance from nearest Govt. Institution. _____

5. Classes being taught at Present _____

Classes proposed to be started during
the year of affiliation _____

6. Has your Institution been included
in the survey or No. _____

MANAGEMENT

7. (a) How the Institution is being managed. _____

- (b) Name of the Society/Trust. _____

- (c) Is the Society/Trust Registered, if yes
give registration No. _____

- (d) Name of the Head of School & Phone No. _____

LAND/BUILDING

8. (a) Is the building of your Institution on a
Hired accommodation _____

(b) If hired mention the following particulars:

- (i) Name of the Owner _____
- (ii) Period for which hired _____
- (iii) Exact location of building _____

(c) Is the land on which the building of the institution has been constructed owned by the management YES/NO

(d) If yes give details.

- (i) Name of Mohal/Tikkas _____
- (ii) Name of Owner _____
- (iii) Name of Occupier. _____
- (iv) Khasra Namber _____
- (v) Area _____

9. Give details non scholastic/cultural activities in you Institution.

10. **Other Physical Facilities**

(a) Details of furniture available in the Institution.

(b) Are there adequate Desks,Chairs,Tables,Black Boards etc. available for all classes. Give detail:-
(Note:- One two seater desk for two students.)

11. Which teaching aids/equipment are available in your Institution.

12. Is the facilities of library available ?

(a) No.of Books available _____

- (b) Total value of Books _____
 (c) Give details of text/Reference/General Books. _____

Arts _____ Science _____ G.K. _____ Mis. _____

13. (a) Are Science Lab available Yes/No Size _____

- (b) Give Books value of Lab equipment/Articles

Science _____ Physics _____ Chemistry _____ Biology _____
 I.T. _____ Others _____

14. In case of +1 / +2 Institution, give the details of subjects for which renewal/affiliation is sought _____

15. **Financial Position**

- (a) What are the resources for running the the school, give details _____

- (b) Detail of fee/funds being charged from students(Class wise) Attach list. _____

- (c) Whether undertaking any commercial activities in the Schools _____

16. Bank deposit if any. _____

- (a) Annual income form fee. _____

- (d) Total income & expenditure for the previous year.

Income _____ Expenditure _____

17. Particulars of affiliation fee paid.

- (a) Amount paid _____

- (b) Mode of Payment _____

- (c) Cash Receipt No. & Date _____

18. Furnish information regarding the Pupils on roll.

Class	Section	Number of Pupils	Male	Female.
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19. Give the details of teaching/faculty staff.(appointed/Proposed)
Consent letters of persons to be appointed with qualification
be also attached.

Sr.No.	Name of Teacher	Designation	Academic/ Professional Qualification	Date of Birth	Date of Appointment	Pay Scale
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PLAY GROUND

21. (a) Is there any facility of play ground in Institution **YES/NO**
 (b) Is it owned or hired ? Give details _____

 (c) Distance of play ground from school _____
 (d) Dimension of playground in Meters. _____
 (e) Total Area of Play ground in Sq. Meters. _____
 (f) Area of Play ground in hectares for every 250 Pupils _____
22. Copy of NOC from Govt. attached.
 (i) for Elementary YES/NO
 (ii) for Secondary YES/NO
23. Attached passport size photographs of the staff members duly attested. YES/NO
24. Attached group size photograph of the staff members duly attested. YES/NO
25. No encroachment of Govt. land certificate from Tehsildar. YES/NO
 Give detail _____

26. Copy of Rent deed . (made in the Court) YES/NO
 Give detail _____

27. Are Fire fighting Certificate attached YES/NO
28. Attested copy of school building map and building safety certificate signed by JE/SDO attached YES/NO
29. Copy of affidavit to the effect that no Grant in Aid will be claimed for Govt. YES/NO

It is hereby certified that information furnished in respect of one institution in this performa is correct to the best of my knowledge and belief and we also undertake to abide by the Himachal Board of School Education affiliation Regulation 1992 as amended from time to time.

Dated:-

Signature of the
Head of the Institution.
Seal of Office.

Note:-

Documents attached be given Sr.No.as mentioned below/earlier and attached in order.

1. Copy of NOC
2. Society Registration Certificate.
3. Attached Passport size Photograph of Staff
4. Group Photograph of staff.
5. No. Encroachment certificate Govt. land by Tehsildar.
6. Copy of rent deed/Rent agreement/ownership affidavit.
7. Fire fighting certificate.
8. Copy of school building map & building safety certificate.
9. Affidavit of No-grant in aid certificate.
10. Consent letter(Counter sign by the School Management).

Annexure-I**A F F I D A V I T**

I _____ S/O Shri _____ age _____ years Head of the Institution/ Management committee of the school named _____ fully authorized to give the following statement on behalf of the management committee named _____ which is registered under Registration Act, 1860 bearing Registration No. _____ :-

1. That the below mentioned documents, articles and other facilities required for the renewal of affiliation of the above mentioned institution as required under the Affiliation Regulation are available with the management which will be made available at the time of inspection or demanded by the Board's authorities from time to time.
 - (i) NOC/Recognition
 - (ii) No grant in aid declaration
 - (iii) Building Map & Building safety certificate
 - (iv) Fire safety
 - (v) Non encroachment of Govt. Land
 - (vi) Transaction above 3000/- made by Cheque
 - (vii) Ownership of the School building land
 - (viii) Lavatory, Electricity ,Drinking water and furniture
 - (ix) Laboratory
 - (x) Library

That the above statement is true and correct to the best of my knowledge and belief. In case, any part of the above statements be found false, the H.P.Board of School Education can cancel the affiliation already granted to the institution without serving any notice.

Deponent

Verification:

I the above named deponent further on oath verify that contents of my affidavit are true and correct to the best of my knowledge and belief, nothing has been concealed or mis-sated therein.

Deponent

Annexure-2RENT DEED

This deed is made at _____ On this day of _____ between Shri _____ Son of _____ R/O _____ aged _____ (Hereinafter called the Land Lord)/Owner,

AND:-

The Head of the Institution/Management committee of the School named _____ (Hereinafter called the Tenant):-

Where as Land Lord has rented out his _____ rooms, Constructed on Khata No _____ Khasra No _____ Mauja _____ Tehsil _____ District _____, on monthly rent, on the terms and conditions herein under:-

1. That the monthly rent of the _____ rooms/premises shall be Rs _____ per month, payable by the Tenant to the landlord on each and every 5th, day of each Calendar Month.
2. That the Land lord has rented out _____ Sq.Mtr X _____ Sq.Mtr area of land to the tenant for the purpose of school ground comprising Khasra No. _____ Khatoni No. _____
3. That the Tenancy period shall start w.e.f _____ to _____ i.e for a period of _____ years.
4. That the Electricity and water charges shall be paid by the Tenant himself to the Concerned Departments.
5. That the Tenant shall not be allowed to part with any portion of the Premises, neither he will be allowed to sub-let it to any other person(s)/Parties, during the Tenancy period.
6. That the Tenant shall be legally bound to pay the monthly Rent to the land lord regularly as agreed.
7. The Tenant shall be responsible for any type of damages, loss, caused to the premises, during the tenancy period.
8. The Land lord has handed over the possession of the Premises to the Tenant w.e.f _____.
9. The Tenant shall keep the premises well white washed at his own expenses and in safe custody during the tenancy period.
10. That after the expiry of _____ years, the Tenant shall handover the possession of the Vacant Premises to the land lord after liquidation of entire balance amount of rent, or it shall be at the liberty of the land lord to extent the tenancy period for the next period.

The terms & conditions of this Rent- deed are binding upon both the parties and the parties have understood the same and have appended their signature on this deed, in token of its Execution and Correctness's, in the Presence of the following witnesses, today at _____ on this _____

IN WITNESSES WHERE OF THE LAND LORD AND THE TENANT have signed this Rent-deed, in the presence of the witnesses, today at _____, on the day, month and year here in above first written.

Witnesses:-

Annexure-3**“सहमति पत्र”**

यदि संस्थान _____ को हिमाचल प्रदेश स्कूल शिक्षा बोर्ड द्वारा सत्र _____ के लिए संबद्धता प्रदान की जाती है तो हम निम्न दर्शाये अध्यापक / अन्य स्टाफ उक्त संस्थान में कार्य करने के लिए अपनी सहमति प्रदान करते है

<u>क्रम. संख्या</u>	<u>अध्यापक का नाम/योग्यता</u>	<u>हस्ताक्षर</u>
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**Staff Photographs
(Group/Individual)
(Passport size)**

उपरोक्त दर्शाये नामों के अनुसार ही स्टाफ के क्रमवार Photographs लगाये गये है।

Counter signed by the Management of School
with seal.