

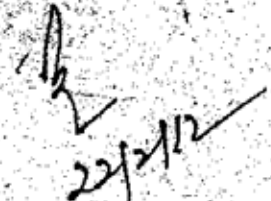
No.NS2/69019/2011/DPI

Office of the Director of Public Instruction,  
Thiruvananthapuram, dated 13.02.2012.

**CIRCULAR**

Sub:- General Education – NOC for CBSE/ICSE affiliation – Applications Check list –  
Instructions – issued.

It is noticed that most of the applications for NOC for CBSE/ICSE affiliation are forwarded to this Directorate without all the required documents for the same. Therefore all the DEO's are instructed to forward such applications to this Directorate after verifying and ensuring that all the documents required as per the check list are enclosed duly counter signed by the District Educational Officer with the application. (Check list is enclosed herewith). DEO's are also instructed to enclose a certificate along with the application to the effect that "the application has been verified and found that all the required documents have been received and enclosed with the application". Any failure in this regard will be viewed seriously.

  
22/2/12

FOR DIRECTOR OF PUBLIC INSTRUCTION:

To

All District Educational Officers.

**DOCUMENTS TO BE PRODUCED ALONG WITH THE  
APPLICATION FOR NOC**

- A. Request of the application for affiliation of the school.
- B. Documents to prove that the school is managed by a **Registered Society or Trust**. (The purpose of trust **Educational**)
- C. Details of **governing body.(Trust)**
- D. Documents to prove the details of **ownership of landed property for the schools** (only in the name of school).
  - 1. **Electronic Total Station Survey (Survey of the land upload with data corresponding GPS Value)**
- E. **Possession certificate.(Latest)**
- F. **Location Certificate (Latest)**
- G. **Site plan, sketch plan of the building and building fitness certificate.(Latest)**
- H. Latest Certificate obtained from the Health Officer regarding the **Health and sanitary condition** of the school.
- I. Details of **equipments and furniture**.
- J. Details of **staff** now working with **qualification**.
- K. The Number of teachers calculated as per **Pupil Teacher Ratio 1:30** and details of their **enrolment in CPF**. Certificate from PF authorities that compulsory

provident fund scheme has already been instituted in the said school specifying **the data from which the CPF** scheme has been adapted.

- L. Documents to prove the **financial stability** of the managements to meet the running expenses of the school to maintain it at a reasonable standard of efficiency and to pay the salaries of teachers regularly.
1. Certificate from the **Bank**
  2. Audit report of CA for **2009, 2010 and 2011.**
  3. The scale of pay of teachers and staff @ **scale of pay of Government schools. (Declaration of the Manager in the Stamp Paper).**
- M. Agreement of the Manager in stamp paper worth Rs.50/ to the effect that the school and its records shall be opened for inspection to the Inspecting Officers of the Education Department.
- N. Agreement as specified in Clause (x) above in the prescribed form.
- O. Declaration that no unrecognized classes/ branches shall be run within the premises of the school or outside in the same name of the school.
- P. **List of UID numbered details of all students and copy of Photo ID (Aadhaar) counter signed by DEO.**

- Q. Documentary evidence that the school has been in existence of more than five years as on the date of application (certificate from educational authority/ Secretary of the local body) **Copy of all pages the Admission registers from the beginning of the school. (Counter Signed by DEO)**
- R. Whether CBSE has inspected the school and found eligible for provisional affiliation.
- S. Visit Report (**with visiting date**) and Survey Report of the DEO with specific recommendation.
- T. Copy of all above **documents** should be **counter signed by DEO.**

**Attention to all Managers:**

**Those who not submitted the above documents should ~~submitted~~ duly attested copies by the DEO and submitted to the Directorate of Public Instruction, Jagathy, Thiruvananthapuram. If any clarification <sup>regarding the process</sup> Contact -0471-2580568.**