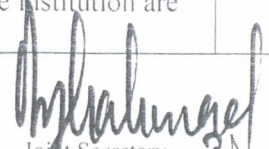


Guide Lines of General Section-Kashmir Division.

FOR:-Extension /Up-gradation 10/12th

S.NO	Particulars.	Remarks
1.	Letter of Joint Inspection	
2.	Fee for conduct of inspection.	
3.	Stream applied for (Arts/Science/Commerce) for Hr. Secondary Level. (If applicable)	
4. ✓	In case of upgradation cases to produce the feasibility certificate from the concerned CEO duly endorsed by the DSEK.	
5.	Building Safety Certificate to be issued by the Competent Authority	
6.	Chemical Safety Certificate to be issued by the Competent Authority.	
7.	Fire and emergency Certificate to be issued by the Competent Authority	
8.	NoC from Traffic Department. If applicable.	
9.	Govt. Recognition Order copy.	
10.	BoSe Affiliation Order copy.	
11.	Managing body order copy	
12.	C.P fund	
13.	Labour Registration certificate.	
14.	Feasibility certificate in case of up-gradation cases	
15.	Municipality Certificate (Non Residential)	
16.	Staff Statement with mention of teaching subject.	
17.	Health and Sanitation certificate issued by competent authority.	
18.	Two years (Previous) audited Report by Registered Chartered Accountant	
19.	Bye Laws countersigned by Concerned ZEO	
20.	Bank Statement of one year of Nationalized bank	
21.	List of Library Books	
22.	List equipments available in the Laboratory.	
23.	List of Instruments and equipments available for music and Fine Art (if applicable)	
24.	List of equipments in the computer Lab.	
25.	Fee Structure of Last Two Years including current year	
26.	Certificate by the Principal concerned that the financial business of the School is transacted through the bank and the funds are exclusively utilized for promotion of education and development of School at Local Level, No money is transferred and spent upon any activity besides the domain of the School.	
27.	Proof of ownership of School building/rent agreement/ Lease deed (In Original)	
28.	Photograph of the Schools showing examination hall , laboratory, library, Computer lab and class Rooms, Washroom and external Profile.	
29.	Computerized building Sketch from the approved authority indicating area of the Building with Accommodation available.	
30.	Certificate of the principal regarding adoption of books prescribed by the Board.	
31.	Statement showing pay dues being paid to the staff.	
32.	Change Room Facility for female staff/Girl Students.	
33.	A Copy of Latest published Structure of Fee-In one of the Leading News paper of Valley.	
34.	Qualification Certificates of Staff appointed.	
35.	Certificate by Principal for paid salary to the Saff during vacations.	
36.	List of sports items available in the School	
37.	Copy of latest Minutes of Parent Association Meeting.	
38.	Self declaration to the effect that the documents submitted by the institution are true, correct and nothing has been either concealed or fabricated.	


 Joint Secretary
 General-KD